



# THE UNIVERSITY OF TEXAS AT TYLER

3900 UNIVERSITY BOULEVARD • TYLER, TX 75799 • (903) 566-7320

COLLEGE OF NURSING  
AND  
HEALTH SCIENCES

Dear Nursing Student,

Again, congratulations on being accepted to the nursing program on the Tyler campus. The purpose of this packet is to share information regarding matters you need to take care of prior to the first day of the Spring 2016 semester. Spring 2016 classes begin on January 19, 2016.

You will need to print the entire Generic BSN Student Admission Packet - Tyler. Read each form carefully, follow the directions, and submit all required documentation to the designated party.

You will also need to set up an advising appointment with Marie Dullard or a date in November to come in and sign your degree plan. Please make your advising appointment to see Marie at <https://booknow.appointment-plus.com/3mz1vcsm/10>

Please note, if you are completing any pre-requisite courses, you must mail all official transcripts to UT Tyler as soon as possible. Your admission is conditional until we have official transcripts showing completion of all courses you are presently or will be taking prior to Spring 2016.

You will need to contact your nursing advisor, Marie by email to be released for registration. You will not be released to register until you turn in all required documents and have met her for an appointment.

The Texas Board of Nursing will contact UT Tyler when you have been released to conduct the criminal background check. Please wait until you receive notification from our office before you attempt this process.

If you know there will be a hit on your background check then you must file a Declaratory Order with the BON as soon as possible. You must notify your nursing advisor, Marie that you have or will be filing an Order with the BON.

The Process for a Declaratory Order is:

1. Access [www.bon.state.tx.us](http://www.bon.state.tx.us) and click on Forms. Under Initial Licensure and Recognition Forms you will see Declaratory Order.
2. Download the form and complete as directed. It is very lengthy.
3. You will not be released to enroll for nursing courses until you submit a copy of the letter from the BON to academic advisor.
4. Some reviews can take as long as a year depending on the severity of the infraction.

Another requirement is that every student in the School of Nursing is required to undergo urine drug screening. Be sure to read the document in the Admission Packet.

Sincerely  
Admissions and Progression Committee- Tyler Campus  
School of Nursing  
The University of Texas at Tyler

**COLLEGE OF NURSING AND HEALTH SCIENCES**  
**Checklist**

**You must accept admission by e-mailing your advisor, Marie Dullard at [mdullard@uttyler.edu](mailto:mdullard@uttyler.edu) no later than November 16. You will not be released to register until all documentation is on file.**

**REQUIRED FOR SCHOOL OF NURSING:**

- \_\_\_ ID Badge: \$5. You will need to pay \$5.00 to the Cashiers Office to have your badge made. There will be a \$15.00 charge if you lose your badge. You must have a nursing badge to be in class.
- \_\_\_ Complete the enclosed Medical History form, the Consent & Release form for the background check results, Release for Electronic Filing of Immunizations/Certifications. Submit those by e-mail to your advisor, Marie.
- \_\_\_ **ALL STUDENTS MUST** complete a scheduled appointment with the assigned advisor to be released to register (please schedule an appointment with Marie for a date in November, using the following link: <https://booknow.appointment-plus.com/3mz1vcsm/10>)
- \_\_\_ **Register for new student orientation.** All NEW Lev 1 Students must attend New BSN Orientation. **An invitation to register will be sent to your e-mail address after you accept admission to the BSN program.** Orientation is MANDATORY and is on Jan 14, 2016. Students have until Dec 15 to register for Orientation.

**REQUIRED IMMUNIZATIONS: (Instructions for submitting electronically will be e-mailed to you)**

- \_\_\_ Tuberculin (TB) screening: If you have had a POSITIVE SKIN TEST in the past for TB, you are required to submit the results of a chest X-ray, taken in the last 3 months. Otherwise, **TB screening must be renewed annually.**
- \_\_\_ Proof of rubella exposure: There are 3 ways the student can demonstrate rubella exposure:
  1. Written note from physician verifying contraction of the disease
  2. Elevated rubella titer indicating proof of immunity
  3. Written documentation of MMR vaccination
- \_\_\_ Hepatitis B series (3 injections): Documentation of the first (1st) injection must be completed by **July 1, 2015**. All three injections must be completed before you can participate in 2nd level (semester) courses.
- \_\_\_ DPT (Diphtheria/Pertussis/Tetanus: Please submit documentation. Pertussis immunization must be within the past 5 years.
- \_\_\_ Influenza vaccine. Please submit documentation. **Immunization must be renewed annually (each year).**

**CERTIFICATIONS: (Instructions for submitting electronically will be e-mailed to you)**

- \_\_\_ **CPR:** Must complete the CPR Health Care Provider Course (**American Heart Association**).

**TEXAS BOARD OF NURSING (background check):**

- \_\_\_ You will be contacted by the School of Nursing to set up your background check at a later date. Once this process has been completed you will be required to turn in a copy of the blue post card you will receive in the mail.

**Upon receipt of all required documentation, then and only then will a student be released to register for their classes. You must use your assigned UT Tyler ID number to register. Registration instructions can be located at the website. All communication by the School of Nursing and the officials of the University of Texas at Tyler will be processed through your UT Tyler email account, please check this email often.**

## Procedure for Obtaining Student ID

### Student ID: New Incoming students ONLY

\*Send an e-mail to [cashiers@uttyler.edu](mailto:cashiers@uttyler.edu) from your student patriot e-mail account if you would like the badge mailed to you.

\*\*Or to pick up your badge you may go to the Cashier's Office between 8:00-5:00 M-F.

In the e-mail please provide the following information:

- Name
- Student Identification number
- Address (this address should match the address in myUTTyler)
- Phone number (in case the cashier's office needs to contact the student)
- A scanned copy of the student's driver's license
- A jpeg photo to be used on the student ID

\*\*The student must go to P2.uttyler.edu and pick a refund preference prior to requesting the id.

### Nursing Badge:

\*Send an e-mail to [cashiers@uttyler.edu](mailto:cashiers@uttyler.edu) from your student patriot e-mail account if you would like the badge mailed to you.

\*\*Or to pick up your badge you may go to the Cashier's Office between 8:00-5:00 M-F.

In the e-mail please provide the following information:

- Name
- Student Identification Number
- Address (this address should match the address in myUTTyler)
- Phone number (in case the cashier's office needs to contact the student)
- A photo to be used on the nursing badge (if the student already has a student ID we can use the photo that is in the system)

The nursing badge must be paid for before the badge will be issued. The cost is \$5.00 and can be purchased on-line, at the cashier's office or by phoning the cashier's office at 903-566-7227.

To purchase a badge on-line:

- Log on to myUTTyler
- From the student center go to account inquiry
- Click on the tab electronic payments/purchases
- Select nursing badge

**You cannot get a badge until you have registered for class and the Bills have been generated.**

**THE UNIVERSITY OF TEXAS AT TYLER**  
**College of Nursing and Health Sciences**

**CONSENT AND RELEASE**  
**Required Background Check**

A criminal background check is required as a part of the admissions process or as a condition of continued enrollment. A clinical facility may refuse to permit a student to participate in the clinical practicum at the facility if the background check information is not provided, or if upon review of a student's background check, it determines the student is disqualified. Some University-affiliated clinical facilities may also require disclosure of a student's background check report prior to permitting the student to participate in the education program at the facility.

All applicants admitted to the nursing program are required to complete the Texas Board of Nursing (BON) FBI background check as a condition of final acceptance to the program. All applicants are required to submit a copy of the postcard from the BON verifying the process has been completed. If the applicant has previously filed a Declaratory Order with the BON, then a copy of the letter must be sent to the office of the Associate Dean for the School of Nursing. Confidentiality is maintained with all letters and is not shared with any parties except the Associate Dean.

Please complete the following information to authorize UT Tyler School of Nursing to receive from the Board of Nursing results of your background check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Social Security Number (required)

\_\_\_\_\_  
Date

Spring 2014

**RELEASE FOR ELECTRONIC FILING OF IMMUNIZATIONS/CERTIFICATIONS**

**College of Nursing and Health Sciences  
The University of Texas at Tyler**

In compliance with the current federal guidelines mandated by the Health Insurance Portability and Accountability Act of 1996 regarding release of confidential medical information, the College of Nursing and Health Sciences requires your signature on this form. The information submitted documenting immunizations is placed in an electronic database that is maintained by the School of Nursing. This information is only available to faculty and full time staff in the School. The database provides a tracking mechanism to ensure that all students maintain current immunization status.

Please read and sign the following. The form will be placed in your file in the School of Nursing.

I \_\_\_\_\_ agree to allow the College of Nursing and  
Student name (print)

Health Sciences to place the dates of my immunizations in the immunization/certification database.

I understand the information will be updated as necessary in the immunization/certification database. I also understand that no information will be released without my written permission to any component or individual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## MEDICAL HISTORY

NAME: (please print clearly) \_\_\_\_\_

### MEDICAL HISTORY

Current Prescribed Medications: \_\_\_\_\_

Current or Past Medical Conditions: Please circle all that apply

Diabetes	Stroke	Kidney Problems
High Blood Pressure	Heart Disease	Severe Hearing Loss
Severe Visual Loss	History of Seizures	Osteoarthritis
Rheumatoid Arthritis	Cancer: type_____	

Do you have any physical limitations that would prevent you from performing heavy lifting, moving equipment, or assisting patients? No Yes: please specify \_\_\_\_\_

### IN CASE OF AN EMERGENCY WHO CAN THE SCHOOL OF NURSING CALL?

NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

Every year the School of Nursing is required to submit summary data on all nursing students in state and national reports. We receive funding based on the information provided. In order to provide accurate data from UT Tyler it is imperative that we have the following information. All information is required, please do not leave blanks. This information will be kept confidential.

Gender  
\_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Your Current Age

Ethnicity: Check predominate race:

\_\_\_ White, non-Hispanic \_\_\_ Black, non-Hispanic \_\_\_ Hispanic \_\_\_ Asian or Pacific Islander  
\_\_\_ American Indian or Alaska Native \_\_\_ Resident Alien \_\_\_ Unknown

Do you a degree in another field: Please only check the highest degree if applicable

\_\_\_ No \_\_\_\_\_ Yes: \_\_\_ Associate  
\_\_\_ Baccalaureate  
\_\_\_ Masters  
\_\_\_ Doctorate