

Fw: GCSU School of Nursing MSN/Post-MSN Onboarding Information

Paige Alford

Thu 10/31/2019 10:40 AM

To: Debby MacMillan <debby.macmillan@gcsu.edu>

It is not a website, but rather an email with all info... Here is the MSN. You mentioned DNP too... I'll send that in a separate email.



Welcome to the School of Nursing!

We are so pleased that you have accepted our offer of admission into the Graduate Program!

Please read ALL information on this page. It contains important information, links & files that you will need to reference and/or complete before you begin courses.



Immersion Week: May 14 - 16

(This is one day less than we previously announced:
We are now only meeting Tuesday, Wednesday & Thursday.)

Sign in from 8:30-9:00 am, we will begin each day at 9:00 am

On campus in Milledgeville

**Attendance is required for all new graduate students
Please make arrangements now to attend Immersion Week.**

Highlights of the week will include the following:

- Meeting your fellow students face to face
- Meeting your faculty face to face
- Orientation to all technology that is required to be a successful online student
- Obtaining your student ID card & Clinical ID Badge
- Setting up your online library account and overview of the library resources available to you
- Orientation to each of your summer courses
- An overview of progression and graduation requirements
- Additional information about clinical requirements will be reviewed
- Team Building with your cohort

Dress for Immersion Week: Business Casual.

**Dress comfortably & be aware that it can occasionally be chilly or warm
in the classrooms, so please plan accordingly.**

Helpful information for students not familiar with Milledgeville

Links to recommended Hotels & Inns in the area (click on the link to visit websites):

- [Holiday Inn Express & Suites](#)

- [Fairfield Inn & Suites](#)
- [Antebellum Inn](#)
- [Soho Lofts](#)
- [Heritage Inn](#)

[Dining Options on and Near Campus](#)

Where to park & Where to meet

Parking Pass: Please print and place in your car.

Campus Map: Shows designated parking lots and the Arts & Sciences Building, where we will meet.

****please note that there is shuttle access to campus from the Irwin Street lot, but no shuttle access from the N. Clarke Street lot.*

Shuttle Map: Shows shuttle stops from the Irwin Street Lot to main campus.

****please note that there is shuttle access to campus from the Irwin Street lot, but no shuttle access from the N. Clarke Street lot.*



Schedule for Immersion Week

[Click here for a copy of the schedule.](#)

This is subject to change.
You will be given a finalized, printed copy when you arrive.



Required Forms & Documents:

- **Bring a copy of each of the 5 documents below to Immersion Week in electronic format.**
 - **You may scan and/or save as a PDF.**
 - **Please save as individual files-- We will be uploading these from your computer during Immersion Week to your Evaluate account (Evaluate is the program used by the School of Nursing to track all of your clinical documentation)**
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1. **Current PPD exam (from the last 12 months-- Test result, showing test administered and read within 72 hours. If positive PPD, we must have confirmation of chest x-ray)**
2. **Current CPR card (Copy of Card--must be issued by American Heart Association)**
3. **Current Nursing License, which shows expiration date**
4. **Current Flu Vaccine**
5. **Copy of Program of study (Posted below for ALL programs.) Please click on the document for the program to which you were accepted. You MUST SIGN this document, either electronically (as directed), or if you prefer, you may print, sign & scan/save.**
 - [FNP -Full Time](#)
 - [FNP- Part Time](#)
 - [PMHNP- Full Time](#)
 - [PMHNP-Part Time](#)
 - [Nurse Educator- Full Time](#)
 - [Nurse Educator- Part Time](#)
 - [WHNP - Full Time](#)
 - [WHNP- Part Time](#)

All Programs of Study for Post Masters students are customized and will be emailed directly to these students in April.

If you are a post master's student and do not have your program of study by May 1, please contact Paige Alford at paige.alford@gcsu.edu to request this.

The following FIVE (5) documents must be completed, signed and brought to Immersion Week in electronic format. You may scan and/or save as a PDF. Please save as individual files-- We will be uploading these from your computer during Immersion Week:

[Authorization for Release of Records](#)

[Graduate Technical Standards](#)

[Student Applied Learning Experience](#)
[HIPPA Self-Study Module & Quiz](#)
[Certification of Physical Exam](#)

PreCheck Screenings

Must be completed by ALL students before attending Immersion Week.

Please click on the links below for instructions:

[Background Check](#)

[Drug Screen](#)



Required Purchases for all students:

During Immersion Week, you will be required to purchase the following:

Clinical ID Badge: \$10

- **This must be worn at all times during clinicals.**
- **Will be purchased at the Bobcat Card office where you also will receive your student ID card. Cash, card or checks are accepted.**

[Please click here for more information on required purchases for all graduate nursing students](#)

(This link will update once prices have been confirmed.)

Health Insurance Requirement:

The Georgia Board of Regents requires all nursing students to obtain student health insurance.

The fee for this service is added to your tuition each fall & spring.

If you are currently covered, you may be eligible for a waiver. You will receive further information about this from the business office before fall semester.

This is managed through the GCSU Business Office and you will receive instructions directly from them.

If you have additional questions please call 478-445-5254, or email businessoffice@gsu.edu.

Required Equipment for all students enrolled in NRSG 5480 (Advanced Nursing Assessment):

- **During Immersion Week, we will have a representative from Welch Allyn who will be available to answer questions and demonstrate medical equipment. You will need to either purchase or arrange to borrow items for use in NRSG 5480.**
- **Please refer to the notes on [THIS SHEET](#) about what is required.**
- **If you will be ordering through our representative, you may place your order on [THIS ORDER FORM](#) and submit this during Immersion Week.**

You do not have to purchase these items from Welch Allyn, but our faculty recommends that if you are buying, this is the best quality that you will get. All items ordered have a lifetime warranty and are of good quality.



Transfer Credits

If you are wanting to petition to have transfer credits for graduate courses brought in from another University, you will need to complete

the Petition for Change in Degree Course Substitution and submit a copy of the syllabus for each course you wish to transfer.

Please submit these items to paige.alford@gcsu.edu

The form is located here: [Request to Equate or Substitute a Course](#)

You may Petition to bring in up to 9 credit hours from another graduate program.

Technology Information:

If you need to find your Student ID # and Student email address, please go to [APPLICATION STATUS CHECK](#) and log in with the appropriate information

- Look in the top left hand corner for a "911-**-****" number and write it down; this is your GCID #.
- Also look for a "@bobcats.gcsu.edu" email address and write it down; this is your student email address.

[Click HERE for Computer Specifications & Software requirements](#)

(Computer info for accessing online courses & how to install required software.)

[Click HERE for Student Tech Manual](#)

(setting up Unify account, Office 365, student email, WebEx account)

Once you are in PAWS, you can register for classes... Here is how:

- Click on "Student Services"
- Click on "Registration"
- Click on "Add/Drop Classes"
- From there you will select the appropriate term and follow the instructions to register for classes.

Please note: It is fine if you already have a Mac computer, but our faculty recommend that if you are purchasing new equipment or have a choice, to stay away from Macs, as some of the programs specific to your nursing courses tend to not run as well on a Mac.

It is not a huge problem, but knowing this may save you time and aggravation.

If at any time you require assistance with IT or have questions about these items, you can contact the SERVE HELP DESK. They can assist you with LIVE support & can even remote in to your computer (if needed) to troubleshoot.

Walk-up Service Desk

1st floor of Ina Dillard Russell Library
Monday-Thursday: 8 a.m. - 8:30 p.m.
Friday: 8 a.m. - 5 p.m.

Telephone Support

478-445-7378
Monday - Thursday: 8 a.m. - 8:30 p.m.
Friday: 8 a.m. - 5 p.m.
Saturday: 10 a.m. - 6 p.m.
Sunday: Noon- 6 p.m.



Helpful Links:

[Campus Directory](#)
[Academic Calendar](#)

**(Graduate Programs use the "May-June" Summer term.
Official dates for Summer 2019 are: May 13- July 5, 2019.)**

FAQs:

Please note: * 4/17/19 update:
Your advisor has not yet been assigned.
Paige will be assigning advisors during the week of**

April 22-26. You will not be able to register until your advisor has been assigned.

Click on the link for further instructions

[How do I register?](#) If you have additional questions regarding the registration process, please contact the Office of the Registrar at 478-445-6286.

[Who is my advisor?](#) Will need GCID# and Unify Password in order to access. Once in PAWS, go to STUDENT SERVICES/STUDENT RECORDS/GCSU TRANGUIDE. Your advisor will be listed under "Academic Information".

[How to I set up my student email account?](#) All communication from this point forward between Georgia College and students will be managed with this email. Please contact the [Serve Help Desk](#) at 478-445-7378 if you have problems setting up this account.

[How do I order books?](#) Once at the site, click on TEXTBOOKS & enter the information for the semester & course for which you are shopping.

We look forward to seeing you in May!

Paige Alford
**Administrative Assistant, Graduate Programs &
School of Nursing Clinical Coordinator**
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