

**LSU Health New Orleans (LSUHNO) School of Nursing
Mandatory Requirements Checklist**

Mandatory Requirement Q&A Sessions via ZOOM

Students must attend at least one session

<https://lsuhsc.zoom.us/j/93602250716?pwd=VjNEMFFPNGZHT0lhcE9qcS9jN1RFZz09>

Meeting ID: 93602250716

Passcode: 043193

Wednesdays - 2/22, 3/29, 4/26, 5/10, 1:00 p.m. - 2:00 p.m.

Due by New Student Orientation				Date Complete
#	Item	Form Link	Special Instructions	
1	Student Identification (ID) Cards	https://intranet.lsuhs.edu/RemoteIDCardImage	<p>The Registrar’s Office is responsible for Student IDs. All students are required to follow the Online ID Badge process. A student must activate their LSUHSC email. The ID Badge may be picked up at the Registrar’s Office one (1) week after completing the process. The Registrar’s Office hours are Monday, Wednesday, Friday from 9:00 a.m. – 3:00 p.m. (lunch hour 1:00 p.m. – 2:00 p.m.) If there are additional questions, please contact the Registrar’s Office at 504-568-4829.</p> <p>Location of office: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1st floor, Room 144.</p>	
2	Testing Accommodations under the Americans Disability Act (ADA) Policy	SS-3 Americans with Disabilities Policy	<p>Review and become knowledgeable of requirements.</p> <div style="background-color: #000000; color: white; padding: 10px; margin-top: 20px;"> <pre> graph LR A[Student submit letter and professional diagnostic evaluation to the Office of Disability Services (ODS) Leigh Smith-Vaniz, Director ods@lsuhsc.edu] --> B[ODS provides accommodation letter to student] B --> C[Student emails accommodation letter to Course Coordinators, carbon copy (cc) the Assistance Dean for Student Services and School of Nursing Information Technology (IT) Department] C --> D[IT will coordinate the logistic of the accommodation(s)] D --> E[Student responsible for reviewing policy for deadlines and specific documentation needed] </pre> </div>	

3	Student Handbooks	Handbooks	Review and become knowledgeable of requirements.	
4	Bursar's Office Forms	Documents	Optional Fees Form, Student Accident and Sickness Plan Form, and Title IV Authorization Form must be scanned and submitted (no camera screen shots) via email to the Bursar's Office: nobursar@lsuhsc.edu .	
Due one (1) Week before the 1st day of the semester				
#	Item	Form Link	Special Instructions	Date Complete
1	Drug Screening Step 1 Complete the Agreement Form Step 2 Order Drug Screening through Premier Biotech	Alcohol and Drug Test Form Drug Screening Instructions for Students	<p>Drug screening occurs at the beginning of the program. The average cost of the drug screening is ~\$35.00. The drug screening must be ordered through Premier Biotech.</p> <p>Complete the Agreement to Submit to Alcohol and Drug and Authorization for the Release of Test Results Form. The authorization form must be submitted to drugtesting@lsuhsc.edu.</p> <p>Once the authorization form is submitted, follow the instructions on ordering and scheduling the drug screening through Premier Biotech.</p>	
2	Background Screening		<p>The Background Screening is a one-time event unless otherwise stipulated by the School of Nursing or the healthcare facility. The background screening must be ordered through Certiphi.</p> <p>Certiphi will be sending an email to your LSUHSC email within 30 days after sending in the acceptance fee. Look for an email from studentedition@certiphi.com. The email will have further instructions on completing Certiphi's application and payment. <i>Check your LSUHSC junk email box as well.</i></p>	

3	Office of Student Affairs Forms	Documents	Technical Standards, Acknowledgment Form, Student Honor Statement, Consent for Photography, Interview, Recording, and NSTC Confidentiality Statement must be scanned and submitted (no camera screen shots) via email to the Office of Student Affairs: nsstuaaffairs@lsuhsc.edu .	
Due by the 1st day of the semester				Date Complete
#	Item	Form Link	Special Instructions	
1	American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card	https://nursing.lsuhs.edu/AHATraining/ Information Systems	<p>The AHA BLS cards are valid for two (2) years and must be kept current for the duration of enrollment in the School of Nursing (cannot expire before degrees are conferred). AHA BLS Healthcare Provider course is offered through the LSUHNO School of Nursing Continuing Education (CE) Department. View the CE Department website for updated information.</p> <p>Students may obtain the CPR card through any vendor; however, the course instruction has to be AHA BLS for the Healthcare Provider. Students may email the CE Department to ensure the correct CPR course is being taken: nsgconted@lsuhsc.edu.</p> <p>Upload a copy of the CPR e-card to the Student Profile Moodle course. If logging into Moodle for the 1st time, log in and then log out. When logging back in, courses will appear within Moodle. Click on the Information Systems link to the left to access Moodle. The User ID is the front part of your LSUHSC email address. Example: tgravo@lsuhsc.edu; User ID would be tgravo. The password is the same as your LSUHSC email.</p>	
2	Professional Liability Insurance	Information Systems	All students must have professional liability insurance. The professional liability insurance policy must be kept current for the duration of enrollment in the Nursing School. Students may obtain professional liability insurance from www.NSO.com , through a homeowner's insurance policy, or a personal insurance agent. The cost is approximately \$40.00/yr. Professional liability coverage provided by an employer is not allowed/accepted.	

			<p>Upload the Professional Liability Insurance Certificate to the Student Profile Moodle course. If logging into Moodle for the 1st time, log in and then log out. When logging back in, courses will appear within Moodle. Click on the Information Systems link to the left to access Moodle. The User ID is the front part of your LSUHSC email address. Example: tgravo@lsuhsc.edu; User ID would be tgravo. The password is the same as your LSUHSC email.</p>
3	<p>Louisiana Registered Nurse (RN) License</p> <p>Information Systems</p>		<p>The nursing student must have an unencumbered license to practice nursing in the state of Louisiana (or an unencumbered multistate license [enhanced nurse licensure compact]) and have earned a Bachelor's Degree in nursing from any accredited college or university to fulfill the required pre-requisite courses.</p> <p>Upload the Louisiana RN License to the Student Profile Moodle course. If logging into Moodle for the 1st time, log in and then log out. When logging back in, courses will appear within Moodle. Click on the Information Systems link to the left to access Moodle. The User ID is the front part of your LSUHSC email address. Example: tgravo@lsuhsc.edu; User ID would be tgravo. The password is the same as your LSUHSC email.</p>
4	<p>The Louisiana Association of Nurse Practitioners Membership (Only for Nurse Practitioner Students - excludes Neonatal program)</p>		<p>Students are required to join professional nursing organizations as an associate or student member. Please refer to Tuition and Additional Fees website under Additional Fees for Graduate programs for more information: https://nursing.lsuhs.edu/prospectivestudents/tuitionfees.aspx -</p>
5	<p>Library Bar Code</p> <p>https://forms.office.com/r/LFbzpAGvdJ</p>		<p>The Library issues the Library Bar Codes. Fill out the LSUHNO patron registration form and email:ILL@lsuhsc.edu. If there are additional questions, please contact the Library at 504-568-8339.</p> <p>Location of Library: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 3rd floor.</p>
6	<p>Parking Services Department</p> <p>Student Online Parking Preregistration</p>		<p>The Parking Services Department issues Parking Decals. Registration for parking is available online. If there are additional questions, please contact the Student Parking Department at 504-568-4884.</p>

	Account Portal	Location of office: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1 st floor, Room 144.	
7	Student Health Information	Student Health documentation must be scanned and submitted (no camera screen shots) via email to the Student Health: studenthealthstaff@lsuhsc.edu . For instructions on completeing the Student Health Mandatory Requirements and forms: https://nursing.lsuhs.edu/StudentInformation/health.aspx	
		Immunization Form (2 pages)	
		Varicella IgG quantitative serum titer	
		Measles, Mumps, Rubella (MMR) IgG quantitative serum titer	
		Hepatitis B Surface Antibody (Hep B Surface AB) IgG quantitative serum titer	
		Tuberculin PPD (purified protein derivative) Screeing wthin 1 year	
		Tetanus, Diphtheria & Pertussis (TDaP) or (Td)	
		Meningococcal (Meningitis) Vaccine or Meningitis Refusal Form	
		Influenza (flu) Vaccine or Influenza (flu) Declination Form	
		COVID-19 Vaccine or Exemption	
Additional Information			
#	Item	Form Link	Special Instructions
1	LSUHSC Email Account		<p>Marco Sosa, IT Project Coordinator, will send the LSUHSC email set-up instructions once students are activated in the system. Please email the computer services department at nscomputersupport@lsuhsc.edu if the email set-up instructions have not been received 30 days after sending in the acceptance form and fee.</p> <p>All students are required to have an email signature on all email correspondence. The email signature must have the emplid#, level, and program (ex.: emplid# 500000, Nurse Anesthesia, Nurse Practioner).</p>
			Date Complete

2	Computer Requirements Computer Requirements	
3	Compliance Training	<p>All students must remain current with the mandatory compliance training for the duration of enrollment in the School of Nursing. The Compliance Department will email the links to the training sessions through the LSUHSC email account.</p>
4	Random Drug Screening	<p>The School of Nursing conducts random drug screenings throughout the student's enrollment and may be a requirement of the clinical facility. Students selected for a random drug screening will be sent an email with further instructions and are responsible for any random drug screening fees.</p>
5	Tuition and Fees https://www.lsuhs.edu/tuition/ Self Service	<p>Once registration is completed, the student tuition and fee bill will be available for payment. Payment is due immediately. Electronic payments are acceptable through Student <i>Self-Service</i> using a credit card or directly from a bank account. <i>Payment plans are not an option.</i></p> <p>Tuition and fee bills may be viewed in the Student Self-Service Portal in PeopleSoft. Click on the Self Service link to the left to access the Portal in PeopleSoft. The User ID is the front part of your LSUHSC email address. Example: tgravo@lsuhsc.edu; User ID would be tgravo. The password is the same as your LSUHSC email.</p>
6	Student Financial Aid https://www.lsuhs.edu/financialaid/	<p>If applying for financial aid for the spring 2023 semester, assign your FAFSA 22-23 application to LSU Health New Orleans School so your application is processed timely. <u>The school code is 002014.</u> This must be done as soon as possible in order for your financial aid to be processed timely.</p>
7	Student Housing Housing https://www.liveattheresidenceslsu.com/	<p>Students of the LSU Health Sciences Center in New Orleans are eligible to reside in LSUHSC housing facilities.</p> <p>LSU Health is excited to announce that a new apartment community is coming to the LSU Health neighborhood in January 2023 and have opened the opportunity to reserve space. The Residences at LSU Health is tailored for all health-related students, professionals, and affiliates of LSU Health and the health community in the New Orleans Medical District. Reach out for more information: https://www.liveattheresidenceslsu.com/.</p>