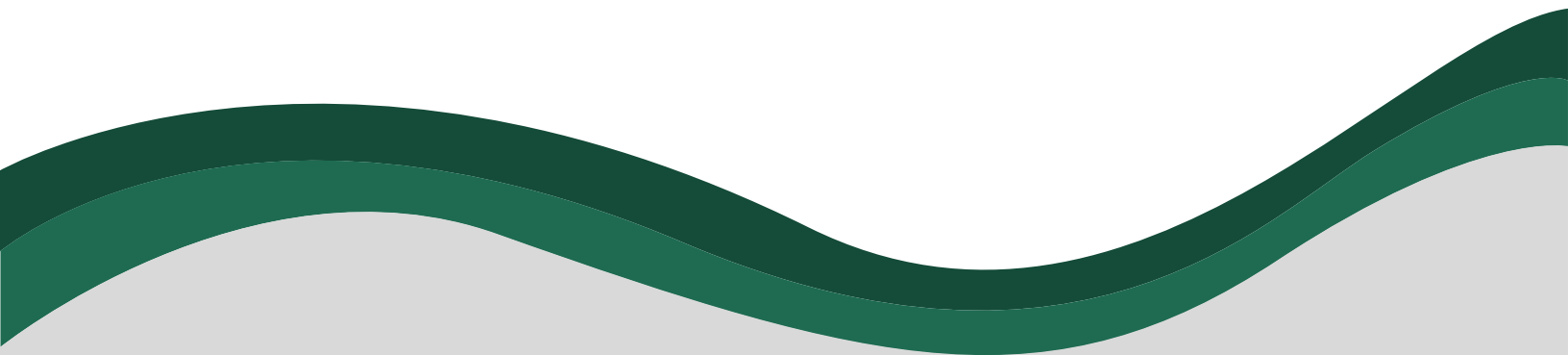




SCHOOL OF NURSING

The University of Alabama at Birmingham

**BSN - DNP NP
SUMMER 2024
ADMISSION PACKET**



UAB School of Nursing (SON)
BSN to DNP NP Pathway (DNP) Admissions Process Checklist

UPON RECEIPT OF THIS LETTER:

*Steps 1 through 10 must be complete prior to registering for courses

- 1. Sign and submit the acceptance form, FERPA Release form, and Post-licensure Core Performance Standards for Admission and Progression – UAB School of Nursing through Adobe Sign (a copy will be emailed to you upon completion).
- 2. Sign and submit your Program of Study form through Adobe Sign. The program of study form will come in a separate Adobe Sign email soon after you receive the offer email. (a copy will be emailed to you upon completion)

PLEASE WAIT TO START THE FOLLOWING STEPS UNTIL AFTER NOVEMBER 15TH, 2023.

- 3. Review information regarding your Blazer ID. The University will create your ID for you. Go to Blazer Central to register your ID. You will need our student ID (B#) located on your Program of Study.
<https://idm.uab.edu/bid/reg>

AFTER RETURNING LETTER OF ACCEPTANCE AND BEING ADMITTED AS A UAB STUDENT

- 4. Begin taking steps to gain medical clearance. Please review (Attachment A) and visit the UAB Student Health and Wellness webpage: (www.uab.edu/studenthealth)
- 5. Background Check and Drug Screen Completion (Attachment B)
 - Step 1: Check email for background check notification from GHRR
UABSchoolofNursingDNP@screening.services, and complete within 10 business days of email arrival (mid-April 2024)
 - Step 2: Check your email for drug screen notification from LabCorp (OTSWEBAPP@labcorps.com) and complete within ten days of email arrival (mid-April 2024)
- 6. Complete (Available 30 days prior to classes starting)
 - HIPPA training course – Instructions Attached (Attachment C) (Once for the duration of your program)
 - OSHA training course – Instructions Attached (Attachment D) (Annual requirement)
- 7. Once all holds are cleared, register for classes as listed on your approved and signed program of study using the Registration Quick Guide (Attachment E)
- 8. Mandatory on campus attendance at DNP Orientation: April 8-9, 2024 (agenda will be emailed at a later date)
- 9. (Optional) Please apply if you qualify for any of the funding opportunities listed on the following website:
<https://www.uab.edu/nursing/home/scholarships-financial-aid>
- 10. Instructions for previous graduate nursing credit review (transfer/waiver) (Attachment F)
- 11. Check the Academic calendar for important dates (Attachment G)
(<https://www.uab.edu/students/academics/academic-calendar>)
- 12. Contact List (Attachment H)



Immunizations

****Newly admitted students will not have access to upload document until the term prior to the term they are admitted for.****

Before you register in nursing courses for classes, you must upload a number of medical records in the UAB Student Health and Wellness Patient Portal. Students can access the Patient Portal from the right side navigation on their BlazerNet homepage.

Please begin locating your medical records immediately to help determine if you need to initiate immunizations to comply with our program requirements. Some immunizations take time to complete. Any instance of an incomplete immunization prior to school starting may prohibit you from attending clinicals.

BSN-DNP NP students are required to satisfy **the Level 3 Immunization requirements** for clinical students.

<https://www.uab.edu/students/health/medical-clearance/immunizations/level-3>

All immunization records and forms must be uploaded in the Patient Portal on the UAB Student Health and Wellness website. If you have questions about what documentation is required, please submit your questions to the UAB Student Health and Wellness Office while you are logged into their Patient Portal.

Medical Clearance/Immunization Requirements

We recommend you submit requirements and plan to complete any missing portions as soon as possible. Medical clearance compliance will be required prior to starting classes. Please contact UAB Student Health with any questions via the Patient Portal.

To ensure a safe and healthy campus, UAB requires all entering students to satisfy immunization/TB requirements. **All requirements must be met prior to enrolling at the university.**

Requirements:

- Physical Exam
- MMR (Measles, Mumps, Rubella)
- Tdap – (Tetanus, Diphtheria, Acellular Pertussis)
- Varicella (Chickenpox/Shingles)
- Meningococcal
- Hepatitis B with antibody titer
- Tuberculosis testing (annual 2 step tb skin test)
- Clinical Health History Form
- Flu

Submit Your Documentation:

- Log into BlazerNET at www.uab.edu/BlazerNET using your Blazer ID and password, Click on “Patient Portal” and log in using your Blazer ID and password.
- Click on “Forms”, then click “Add immunization record”

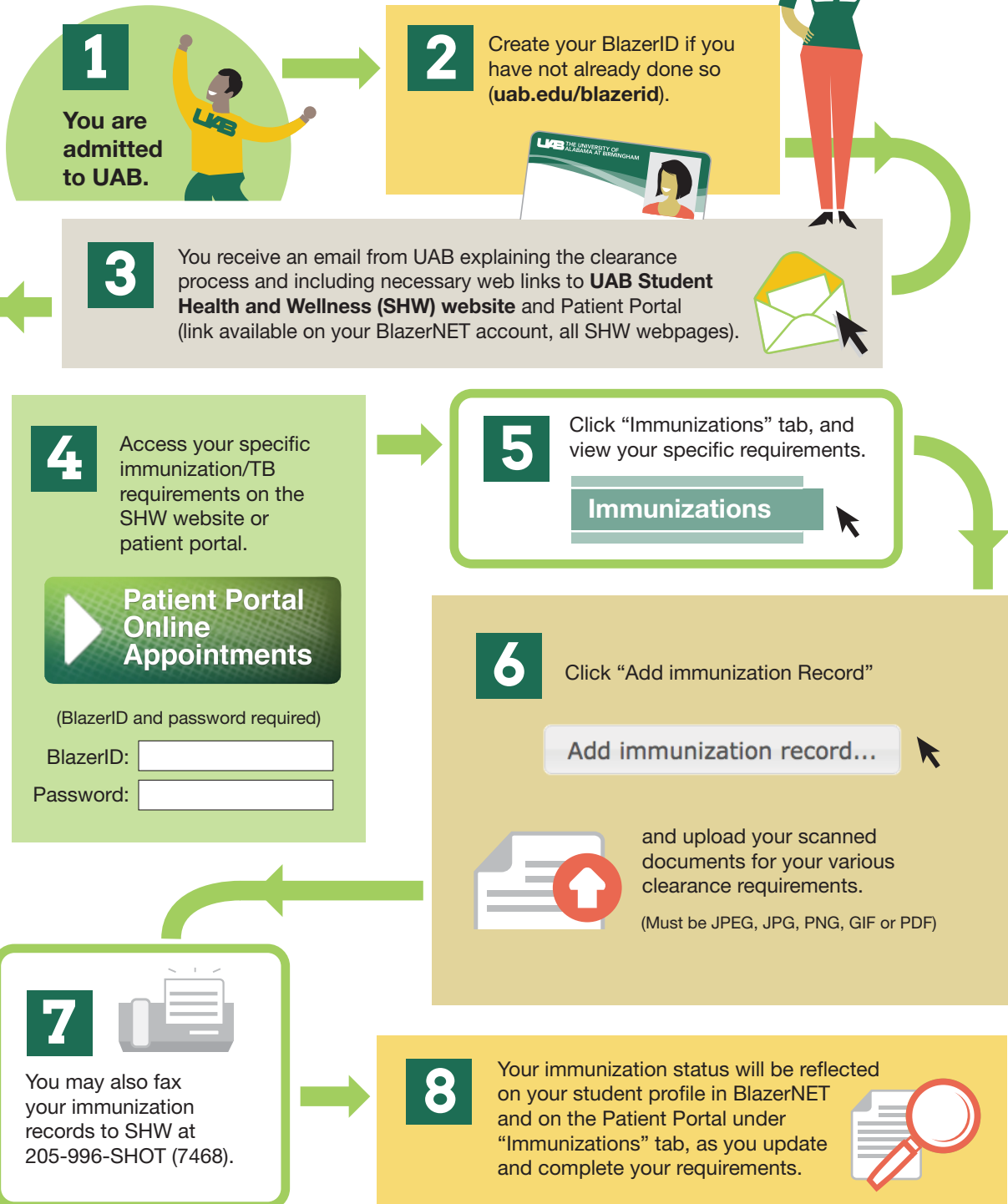
You will have the ability to scan and upload documents for your various clearance requirements. (Must be JPEG, JPG, PNG, GIF or PDF). You may also fax your immunization records to SHW at 205-996-SHOT (7468).

You can access your specific immunization/TB requirements and general information at the following link: <http://www.uab.edu/studenthealth/medical-clearance/general-info> .

We look forward to serving you during your time at UAB. Feel free to contact us if you have any questions or concerns.

Student Health and Wellness
205.975.7753

8 steps to completing Student Immunization / TB Clearance



The purpose of the medical clearance process is to ensure a safe and healthy environment on the UAB campus. Medical clearance requirements vary by school and student type. **These requirements must be met before the first day of class to avoid having a registration hold placed on your student account, registration cancelled, or being unable to begin classes.**

UAB Student Health and Wellness 1714 9th Avenue South

Please use the **Patient Portal** to contact Student Health and Wellness. This is the most efficient way to inquire about your immunizations or test results.

Please list penicillin, codeine, insect bites, antibiotics, specific food or chemical, etc.

Family & Personal Health History (to be completed by the student)

Has any person, related by blood, had any of the following?

Yes	No		Relationship
		High Blood Pressure	
		Stroke	
		Cancer	
		Heart attack before age 55	
		Diabetes	
		Glaucoma	

Yes	No		Relationship
		Cholesterol or blood fat disorder	
		Blood clotting disorder	
		Psychiatric	
		Suicide	
		Alcohol/drug problems	

Have ever had or now have: (please check at right of each item and if yes, indicate year of first occurrence)

Yes	No	Symptom	Year
		High Blood Pressure	
		Rheumatic fever	
		Heart trouble	
		Pain/pressure in chest	
		Shortness of breath	
		Asthma	
		Pneumonia	
		Chronic cough	
		Tuberculosis	
		Tumor/cancer (specify)	
		Malaria	
		Thyroid trouble	
		Serious skin disease	
		Hearing loss	
		Sexually transmitted disease	
		Severe menstrual cramps	
		Irregular periods	
		Frequent vomiting	
		Gall bladder or gallstones	
		Jaundice or Hepatitis	
		Rectal disease	
		Severe/recurrent abdominal pain	
		Sinusitis	
		Hernia	
		Chicken pox	
		Anemia/Sickle Cell Anemia	
		Eye trouble besides glasses	
		Bone, joint, other deformity	
		Shoulder dislocation	
		Knee problems	
		Recurrent back pain	
		Neck injury	
		Diabetes	

Yes	No	Symptom	Year
		Mononucleosis	
		Hay fever	
		Head/neck radiation	
		Arthritis	
		Concussion	
		Frequent/severe headache	
		Dizziness/fainting spells	
		Severe head injury	
		Paralysis	
		Epilepsy/seizures	
		Blood transfusion	
		Protein in blood or urine	
		Ulcer (duodenal/stomach)	
		Intestinal trouble	
		Pilonidal cyst	
		Allergy injection therapy	
		Back injury	
		Broken bones	
		Kidney infection	
		Bladder infection	
		Kidney stone	
Mental Health History			
		Sleep problems	
		Self-injurious Behavior	
		Depression/bipolar	
		Anxiety/panic	
		LD/ADD/ADHD	
		Eating Disorder	
		Obsessive compulsive	
		Self-induced vomiting	
Substance Use History			
		Alcohol/drug problem	
		Smoke 1+ pack cigs/week	

UAB Student Health & Wellness Immunization Form

Clinical Students

NAME: _____ DATE OF BIRTH: (mm/dd/yyyy): _____

ADDRESS: _____ PHONE: _____

PROGRAM OF STUDY: _____ BLAZERID: _____@UAB.EDU

IMMUNIZATION HISTORY MUST BE COMPLETED AND SIGNED BY A HEALTH CARE PROVIDER

***Copies of your original immunization records are acceptable in place of this form. Please submit completed form or immunization records directly to your UAB SH&W Patient Portal.**

FORMAT mm/dd/yyyy

1. **MMR- Measles, Mumps, and Rubella:** All students must satisfy this requirement, either by two vaccine doses against each of the three diseases or laboratory evidence of immunity to all three diseases. First dose must have been received no sooner than one year after birth.

Two doses of MMR vaccine: **EITHER** Date: ____/____/____
Date: ____/____/____

Two doses of each vaccine component: **OR**
Measles Date: ____/____/____ Date: ____/____/____
Mumps Date: ____/____/____ Date: ____/____/____
Rubella Date: ____/____/____ Date: ____/____/____

Laboratory evidence of immunity to all three diseases: **OR**
Measles Date: ____/____/____ Positive: ____ Negative: ____
Mumps Date: ____/____/____ Positive: ____ Negative: ____
Rubella Date: ____/____/____ Positive: ____ Negative: ____

*If any laboratory titers are non-immune, 2 repeat vaccines are required. Date: ____/____/____ Date: ____/____/____

2. **Tdap-** Tetanus, Diphtheria, Acellular Pertussis: All students must have had one dose of the adult Tdap given 2006 or later. If the last adult Tdap is greater than 10 years old, a Td booster is required.

Tdap Date: ____/____/____
Td Date: ____/____/____

3. **Hepatitis B Series:** All students must have a series of three Hepatitis B vaccinations (initial dose, dose two at 1 month, dose three at 6 months). A post-vaccine surface antibody titer (to demonstrate immunity) is required one month after 3rd vaccine dose.

Dose 1 Date: ____/____/____ Dose 2 Date: ____/____/____ Dose 3 Date: ____/____/____
Hep B surface antibody titer: Reactive: ____ Non-Reactive: ____ Date: ____/____/____

***If Hep B surface antibody is non-reactive, repeat series and post-vaccine surface antibody titer are required.**

Dose 1 Date: ____/____/____ Dose 2 Date: ____/____/____ Dose 3 Date: ____/____/____
Hep B surface antibody titer: Reactive: ____ Non-Reactive: ____ Date: ____/____/____

***If repeat Hep B surface antibody is non-reactive, Hep B surface antigen is required to rule out acute or chronic Hep B infection.**

Hep B surface antigen titer: Positive: ____ Negative: ____ Date: ____/____/____

****If Hep B surface antigen is positive, visit with SH&W provider is required for additional testing. If negative, student will be considered a non-responder.**

4. **Varicella** (chickenpox or shingles): All students must have documented history of Varicella, a positive Varicella antibody titer, or two doses of Varicella vaccines given at least 28 days apart. First dose must have been received no sooner than one year after birth.

EITHER

History of Varicella (chickenpox or shingles): Yes: _____ No: _____ Date: ____/____/____

OR

Varicella antibody titer Positive: _____ Negative: _____ Date: ____/____/____

OR

Varicella vaccination Dose 1: ____/____/____ Dose 2: ____/____/____

*If Varicella antibody titer is negative or equivocal, two repeat vaccinations are required.

Varicella vaccination Dose 1: ____/____/____ Dose 2: ____/____/____

5. **Meningococcal ACWY**: All students 21 and younger are required to show documentation of a meningitis A vaccine given on/after their 16th birthday. Students age 22 and older are exempt. Date: ____/____/____

6. **Tuberculosis**: All clinical students must meet UAB's Tuberculosis screening requirement. This includes a Tb Attestation Statement and Tb testing. If no history of positive Tb skin test, two separate skin tests or one IGRA blood test are required upon matriculation. Skin tests must be placed at least one week apart.

***ALL TB TESTING (skin tests or blood tests) MUST BE PERFORMED IN THE U.S.**

EITHER

a. Tuberculin Skin Test (PPD) within 12 months prior to matriculation:

Date Placed: ____/____/____ Date Read: ____/____/____ Result (mm): _____ Positive: _____ Negative: _____

b. Tuberculin Skin Test (PPD) within 3 months prior to matriculation:

Date Placed: ____/____/____ Date Read: ____/____/____ Result (mm): _____ Positive: _____ Negative: _____

*If positive skin test result, IGRA required within 3 months prior to matriculation.

OR

a. IGRA (Tspot or Quantiferon TB Gold) blood test and UAB TB High Risk Questionnaire within 3 months prior to matriculation:

Date: ____/____/____ Positive: _____ Negative: _____

b. UAB TB Questionnaire

*If positive IGRA result, Chest X-Ray within 3 months prior to matriculation and UAB TB Questionnaire required.

a. Chest X-Ray Date: ____/____/____ Normal: _____ Abnormal: _____ (*Please attach results)

b. UAB High Risk TB Questionnaire

c. Have you been treated with anti-tubercular drugs? Yes: _____ No: _____

If yes, type of treatment: _____ Length of Treatment: _____ *Please attach supporting documentation.

Verification of the above Student Immunization Record and Tuberculosis Screening by Health Care Provider:

Verified by: _____ Title: _____

Address: _____

Phone: _____

Signature: _____ Date: ____/____/____

UAB SH&W PHYSICAL EXAMINATION (*Please print in black ink*) To be completed and **signed** by physician or clinician. A physical examination is required for all clinical students within 1 year prior to matriculation.

You may schedule a physical exam at Student Health & Wellness if you do not have a physician. Schedule an appointment through your patient portal or call 205-934-3580 and ask our receptionist for details.

Last Name			First Name		Middle	Date of Birth (mm/dd/yyyy)	BlazerID@uab.edu
Permanent Address				City	State	Zip Code	Area Code/Phone Number

Height _____ Weight _____ TPR ____/____/____ BP ____/____

REQUIRED

Vision: Corrected Right 20/____ Left 20/____

Uncorrected Right 20/____ Left 20/____

Color Vision _____

Are there abnormalities? If so, describe full	WNL	ABN	DESCRIPTION (attach additional sheets if necessary)
1. Head, Ears, Nose, Throat			
2. Eyes			
3. Respiratory			
4. Cardiovascular			
5. Gastrointestinal			
6. Musculoskeletal			
7. Metabolic/Endocrine			
8. Neuropsychiatric			
9. Skin			
Other			

A. Is there loss or seriously impaired function of any organs? ____ No ____ Yes

Explain _____

B. Recommendation for physical activity (physical education, intramurals, etc.) ____ Unlimited ____ Limited

Explain _____

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print Name of Physician/Physician Assistant/Nurse Practitioner

Date

Office Address/Stamp (**Required**)

Area Code/Phone Number

Drug Screen & Background Check

All BSN-DNP NP students in the School of Nursing are required to consent to and pay for a criminal background check and urine drug screening at least once per year.

You will receive an email (**sent to your UAB.EDU email address**) requesting you to complete a background check. The email will come from UABSchoolofNursingDNP@screening.services, Global HR Research. The cost of the background check is \$92.

Approximately 24 hours after you order and pay for your background check, you will receive an email from OTSWEBAPP@Lacorps.com, LabCorp. This email will contain your registration number to complete your drug screening.

The deadline to complete both the background check and the drug screening is 10 business days from the date of the first background check email you are sent, unless you are notified of a change in the deadline. It is recommended that you order and pay for your background check within 3 days of receiving the email from UABSchoolofNursingDNP@screening.services.

Please remember your UAB email account is one of the official forms of communication for UAB. If your UAB email account is forwarded to another email account, please be aware that important emails may be filtered into your junk, spam, or other folder. You are responsible for checking your UAB email. Any correspondence missed because you forwarded your UAB email to a different email account (Yahoo, Gmail, etc.) will not excuse you from complying with these requirements.

During this process, either company may attempt to reach out to you by phone. Please answer all calls until this process is complete, as the testing centers may need additional information from you.

Please Note: Missing these important deadlines may jeopardize your seat in the program. The School of Nursing may rescind your admission offer for BSN-DNP NP Pathway if you fail to comply with these requirements. Please be diligent and complete the background check and drug screening requirements in a timely fashion.

Staffing and supply shortages have increased the wait time on the return of your **background check/drug screen** results to UAB Nursing Student Success. The hold on your account will be removed as soon as we have clearance from **GHRR**. Please know that there is a seat available for you to register in your fall classes. We request your continued patience and understanding in this process.



American Health Insurance Portability & Accountability ACT (HIPAA)

*****Newly admitted students will not have access to the course until 60 days prior to the first day of the term they are admitted for.*****

HIPAA works to ensure that all medical records, medical billing, and patient records meet certain consistent standards with regards to documentation, handling, and privacy.

If you have taken HIPAA training with another healthcare institution, you will need to retake it through UAB's Campus Learning to complete the requirement and receive credit. This is a one-time only training that does not require renewal at UAB.

New UAB School of Nursing Students

(Do not go directly into CAMPUS LEARNING, use the link provided)

To access and enroll in the HIPAA training course, go to:

https://uab.docebosaa.com/lms/index.php?r=course/deeplink&course_id=27&generated_by=151665&hash=89c0297a2b7474b2ada7e5ab7cc93766a3192250

- Click on LOGIN WITH BLAZERID
- Login using your BlazerID/Username and Password
- Successful completion is considered a score of 75% or better. If unsuccessful, repeat these steps until you have a satisfactory score.
- You can see a certificate in the Campus Learning System by going to "My Activities" located on the homepage; however, <https://www.uab.edu/learninglocker> is the repository for full training history. Courses completed within the Campus Learning System will be logged into the Learning Locker within 1 business day

Returning/Current UAB School of Nursing Students or Previous/Current UAB Employees

If you have completed HIPAA with UAB as a previous student or employee, you will need to send a copy of your certificate to the Office of Student Success via email (sonstudaffrs@uab.edu) or fax to 205.934.5490.

To view and email/print your HIPAA certificate in the Campus Learning System go to

<https://www.uab.edu/learninglocker>

- LOGIN WITH BLAZER ID
- Select "View Certificate" and either print or email your certificate to the Office of Student Success.

The School of Nursing will receive notice of successful completion of your training. Once you complete the training you should expect 2-5 business days before your hold is removed.

If you are having problems accessing Campus Learning or accessing your course or certificate, please email campuslearning@uab.edu. Please include a phone number where you can be reached. This phone should be near your computer so that someone can assist you.

Bloodborne Pathogens, Occupational Safety & Health Administration (OSHA)

******Newly admitted students will not have access to the course until 60 days prior to the first day of the term they are admitted for.******

This training is an annual requirement.

New UAB School of Nursing Students

(Do not go directly into CAMPUS LEARNING, use the link provided)

To access and enroll in the training, go to:

https://uab.docebosaa.com/lms/index.php?r=course/deeplink&course_id=153&generated_by=151665&hash=c521d66fdcf107127e15b8255bd9640cb1465247

- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID/Username and password
- Click on Bloodborne Pathogens Course
- You will need to click on and go through *Course Material, Reality Check, Course Assessment and Course Evaluation*
- You can see your certificate in the Campus Learning System by going to “My Activities” located on the homepage; however, <https://www.uab.edu/learninglocker> is the repository for full training history. Courses completed within the campus learning system will be logged into the Learning Locker within 1 business day

Returning & Current UAB School of Nursing Students (1 year or older)

Certification and Retraining

- Log in to Campus Learning <https://uab.docebosaa.com/learn>
- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID and password
- From the landing page-upper right side-you will choose MY ACTIVITIES from the profile section
- Under “My Activities” you will choose Certification – this will take you to the ‘Certification and Retraining’ page
- Click on **RENEW NOW** – this will direct you to the course that requires re-certification.
- You will need to click on and go through *Course Material, Reality Check, Course Assessment and Course Evaluation*
- You can see your certificate in the Campus Learning System by going to “My Activities” located on the homepage; however, <https://www.uab.edu/learninglocker> is the repository for full training history. Courses completed within the campus learning system will be logged into the Learning Locker within 1 business day

The School of Nursing will receive notice of successful completion of your training. Once you complete the training you should expect 2-5 business days before your hold is removed.

If you are having problems accessing Campus Learning or accessing your course or certificate, please email campuslearning@uab.edu. Please include a phone number where you can be reached. This phone should be near your computer so that someone can assist you.

REGISTRATION

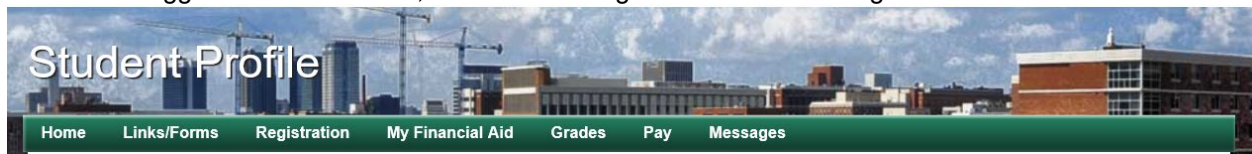
To register for courses, please sign in to **BlazerNET** (www.uab.edu/blazernet). Access to BlazerNET requires a BlazerID and password.

UAB Central Authentication System

Enter your BlazerID and Password:

How to Register through BlazerNET

- Once logged in to BlazerNET, click on the "Registration" link on the green ribbon.



To look up the Course Reference Number for your course(s)

- Click on the "Look Up Classes" link to search the available courses for the term. You may search for classes with several different criteria, but the only block that must be utilized is the *Subject* block.

1. **Registration**

- Select Term
- Look Up Classes
- Add, Drop or Withdraw Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Status
- Active Registration
- Registration History
- Enrollment Verification Request
- Banner Self-Service Enrollment Verification Request
- Order Text Books
- Schedule Planner -- New!!!**
- Create the perfect class schedule.
- Schedule Planner Registration Cart

RELEASE: 8.8

2. **Select Term**

May, 10-Week, Summer A, and Summer B session classes are listed under the Summer Term.

Search by Term:

None

Submit Reset

RELEASE: 8.7.1.2

3. **Look Up Classes**

Subject:

- NOH-Nursing -Occupational Hlth
- NPE-Nursing - Pediatrics
- NPN-Psyc Mental Hlth Nur Prac
- NRM-Nursing - Research Methods
- NST- NUR - Statistical Methods
- NTC-Nursing - Teaching
- NTR-Nutrition Sciences
- NUR-Nursing**
- NWH-Nursing - Womens Health
- OB-Oral Biology

Course Search Advanced Search UAB Online/Distance Class Search

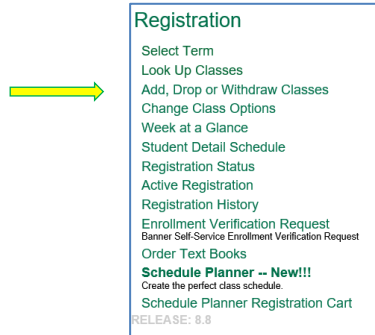
- Once the classes are visible, register for the course(s) by clicking on the empty checkbox to the left of the CRN and clicking on the Register button at the bottom of the screen.

Sections Found

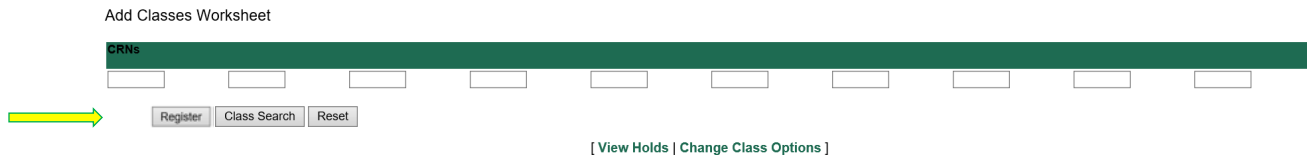
MA-Mathematics																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Comments
<small>MA-180 PREREQUISITES: Undergraduate level MA 102 Minimum Grade of C or Undergraduate level MA 105 Minimum Grade of C or Undergraduate level MA 106 Minimum Grade of C or Undergraduate level MA 107 Minimum Grade of C or Undergraduate level MA 110 Minimum Grade of C or Undergraduate level MA 125 Minimum Grade of C or Undergraduate level MA 225 Minimum Grade of C</small>																			
<input type="checkbox"/>	36779	MA	180	ZN	01	3.000	Intro to Statistics	MW	08:00 am-08:50 am	55	21	34	10	0	10	TBA	01/08-04/27	CH 443	Recommended that 2 years of high school algebra or MA102 has been completed before taking course. First day attendance is mandatory.Students who have
<input type="button" value="Register"/> <input type="button" value="Add to WorkSheet"/> <input type="button" value="New Search"/>																			

If you already know the CRN for your course(s)

- Click on the “Add/Drop Classes” link in the “Registration Tools” channel.



- The Add/Drop worksheet will appear. There will be a row of empty blocks. Type in the 5-digit CRN for your course in any of the blocks. If you are registering for more than one course, tab over to another block and enter in all of the courses at one time. (You do not need to type in the subject or number for the course, only the CRN is required!)
- Click on the *Register* button at the bottom of the screen when complete.



IMPORTANT NOTE:

Register for co-requisites in your Clinical Sequence by selecting **BOTH** courses required at the same time. Failure to select both courses at the same time will cause an error and not allow you to register for either course until **BOTH** are selected simultaneously.

If you receive a Registration Error Message when registering, please contact the Office of Student Success in the School of Nursing 205-975-7529

Please see the list below of **common registration errors:**

- RAC:** A Registration Access Code (RAC) is required for your account.
- CORQ:** Course has a corequisite. The CRN of the required corequisite should follow the CORQ error message. Please submit the courses simultaneously.
- PREQ/TEST SCORE:** Course has a prerequisite or test placement requirement. The CRN or title of the required prerequisite should follow the PREQ error message.
- CLOSED SECTION:** There are no more seats available in the course.
- NEED INSTRUCTOR PERMISSION:** Permission of the instructor is required to take this course.
- LEVEL RESTRICTION:** Your classification level is invalid for this course.
- HOLDS:** Holds are on your account, which restrict you from registering. Please scroll down until you see a “View Holds” icon. This icon will show your specific holds. Please see the department listed to remove the hold.

Program of Study

INSTRUCTIONS FOR PREVIOUS GRADUATE NURSING CREDIT REVIEW

The Program of Study (POS) is your agreement between you and the School of Nursing. Program of studies have been developed ahead of time to help ensure there is space available in each course and to provide a seamless flow through the coursework. If changes are necessary in your POS due to previously completed nursing graduate coursework, you ***MUST* gain approval**. The initial POS approval will be issued by the Office of Student Success at the time of your initial offer. You can reach Ms. Jacque Lavier via email at jlavier@uab.edu or via telephone at 205.975.3115 with questions.

Please complete the following steps:

Please continue below only if you have taken any graduate level nursing courses before.

FOR MSN/DNP APPLICANTS:

- ❖ If you **HAVE** taken doctoral level nursing courses and wish to have them considered for transfer (up to 12 hours of **equivalent** UAB School of Nursing coursework may transfer – that has not been used towards an awarded degree, and you received a grade of a B or better) or waiver into the program you must:
 - Complete and submit one of the following forms located on the School of Nursing website, www.uab.edu/nursing, under “*Nursing Quicklinks*” then “*Student Resources*” and then “*Student Forms*” under the **DNP section**.
(<https://www.uab.edu/nursing/home/student-resources/student-forms>)
 - “Request for Approval and Transfer of Graduate Level Coursework” (one form per course and also include a course syllabi for non-UABSON courses)

NOTE: PREVIOUS UAB SON students will not need to submit course syllabi.

FOR BSN/DNP APPLICANTS:

- ❖ If you **HAVE** taken graduate or doctoral level nursing courses and wish to have them considered for transfer (up to 12 hours of **equivalent** UAB School of Nursing coursework may transfer – that has not been used towards an awarded degree, and you received a grade of a B or better) or waiver into the program you must:
 - Complete and submit one of the following forms located on the School of Nursing website, www.uab.edu/nursing, under “*Nursing Quicklinks*” then “*Student Resources*” and then “*Student Forms*” under the **DNP section**.
(<https://www.uab.edu/nursing/home/student-resources/student-forms>)
 - “Request for Approval and Transfer of Graduate Level Coursework” (one form per course and also include a course syllabi for non-UABSON courses)

NOTE: PREVIOUS UAB SON students will not need to submit course syllabi.

Completed course evaluation forms and syllabi should be submitted in one packet to Jacque Lavier via email at jlavier@uab.edu as soon as possible.

It can take up to 2-4 weeks for complete course requests to be considered for a transfer/waiver decision and any subsequent POS revisions to be done, if approved.

NOTE: Your POS Hold will be lifted prior to orientation after you have a signed your updated POS and it is submitted back to UAB School of Nursing.



ACADEMIC CALENDAR

SUMMER 2024

Summer 2024	
Assigned Time Registration	March 25 – April 5, 2024
Open Registration	April 8 – May 5, 2024
Classes Begin	May 6, 2024
Late Registration (after classes begin)	May 6 – 13, 2024
Last Day to Drop/Add (without paying full tuition & fees)	May 13, 2024
Memorial Day Holiday	May 27, 2024
Juneteenth Holiday	June 19, 2024
Last Day to Withdraw from a Course	July 2, 2024
Independence Day Holiday	July 4, 2024
Last day of Class	August 2, 2024
Final Exams	August 5 – 9, 2024
Commencement	August 9, 2024
Grades Due (by midnight)	August 12, 2024
Grades Available Online	August 14, 2024



Knowledge that will change your world

Contacts

DNP Program Manager

Ms. Jacque Lavier
205-975-3115 fax 205-934-5490
jlavier@uab.edu

Director of Student Success

Mr. John Updegraff
205-975-3370 fax 205-934-5490
jupde22@uab.edu

Registration Issues

Kevin Jerrolds, Registrar
205-934-7605 fax 205-934-5490
sonregistrar@uab.edu

Latasha Harris, Assistant Registrar
205-934-6778 fax 205-934-5490
sonregistrar@uab.edu

Drug Screen / Background Check Issues

Ms. Pat Little
205-996-7130 fax 205-996-7157
plittle2@uab.edu

HIPAA and OSHA Issues

Office of Student Success
205-975-7529 fax 205-934-5490
sonstudaffrs@uab.edu

Scholarships

Ms. Stephanie Hamberger
205-934-5483 fax 205-996-7157
ssallen@uab.edu

UAB Student Health

Send questions through patient portal: https://studentwellness.uab.edu/login_directory.aspx

Ms. Candace Ragsdale – Health Insurance
waiver 205-996-2589 fax 205-975-6193
crags@uab.edu

VIVA Health (health insurance)

Allisha Griffin Calhoun, Account Service Representative
www.vivahealth.com