

SCHOOL OF NURSING REQUIRED BSN DOCUMENTS

- I. Background and Drug Screening – Document Tracking
 - a. Instructions for Core Screening
 - b. Criminal Check Background Policy and Procedure
 - i. **Acknowledgement may be electronically signed in Magnus**
 - c. Drug Policy and Procedure
 - i. **Acknowledgement may be electronically signed in Magnus**
 - d. Immunization requirements
- II. Online Registration Instructions
- III. Student Data Information Form
 - a. **This form can be electronically filled out in Magnus**
- IV. Uniforms and Supplies
 - a. Uniform supplier and ordering information
 - b. Acceptable shoes
 - c. Required / Optional medical Supplies
 - d. Student nurse badge and holder
- V. Computerized Testing
 - a. Exam Soft / Exemplify requirements
- VI. School of Nursing Undergraduate Student Handbook
 - a. **Acknowledgement can be electronically signed in Magnus**
- VII. Health History
 - a. Policy
 - b. Health History Form
 - i. Complete and sign (student and provider)
 - ii. **Upload into Magnus**
 - c. Continued Health Responsibility Acknowledgement
 - i. May be electronically signed in Magnus
- VIII. Mandatory Health Insurance Requirement
 - a. **Upload copy of health insurance into Magnus**
 - b. **Acknowledgement can be electronically signed in Magnus**
- IX. CPR
 - a. Certification instructions
 - i. **Upload copy of card into Magnus**

All uploads should be completed no later than 1 week prior to the start of classes to allow ample time for review and validation of all items

- If you have any questions regarding the program or anything in this packet, you may contact the following individuals:
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