This packet includes detailed information about the on-boarding process for the Accelerated Second Degree pathway at the University of South Florida’s College of Nursing for the Fall 2021 semester. It is essential that you read the packet in its entirety.

The Accelerated Second Degree pathway is a full-time program on the USF St. Petersburg campus. Transportation for clinical experiences is the responsibility of the student, and some locations may be as much as two hours from the USF St. Petersburg campus. Students will be assigned a clinical location after Nursing Student Orientation. Generally, you will have courses, clinicals, and labs during the day Monday – Friday, and a Preceptorship in your last semester that may include overnights and weekends; however, the College of Nursing reserves the right to require clinical/lab participation on weekends as well as overnight. You will have common test times throughout the program that may take place during evenings or weekends.

All students admitted to the Fall 2021 Accelerated Second Degree pathway have an academic program plan that structured sequentially over four consecutive semesters: Fall 2021; Spring 2022; Summer 2022 (12 weeks); and Fall 2022. The anticipated graduation date is Fall (December) 2022.

In addition to University tuition and fees, there are other costs associated with the nursing program. Please ensure to review the estimated costs for incoming students.

All students must adhere to their program plans and academic continuity:

1. Each student must adhere to the program plan received upon admission.
2. Should a student break progression due to earning a non-passing grade or withdrawal, per the College of Nursing Progression Policy found in the Student Handbook, the student must petition and receive permission from the Baccalaureate Progression Committee to remain in or be readmitted to the program. The student’s program plan will be reviewed by the Program Director and/or Assistant Dean for any courses, clinicals, or labs that need to be repeated and to determine when there will be room in the next available cohort. Students in the Accelerated Second Degree pathway must remain at their home campus for which originally admitted.
3. Should a student break progression due to failure to register or cancelation of enrollment by the University for financial reasons, the student’s program plan will be reviewed by the Program Director and/or Assistant Dean for any courses, clinicals, or labs that need to be repeated and to determine when there will be room in the next available cohort. Students in the Accelerated Second Degree pathway must remain at their home campus for which originally admitted.
4. The student acknowledges that breaks in progression for any reason may result in pause for up to two years.
5. If the break in progression causes the student to be outside of the graduation timeline outlined in the USF System Policy 10-505: Degree Progression and Completion Deadline for Undergraduate Students, permission must be received by Undergraduate Studies for the student to be readmitted to the major.

Action Items - Required of you to Complete

To confirm your admission to the College of Nursing, you must complete the Intent to Enroll form via SOAR (https://hsccf.hsc.usf.edu/soar) no later than 5:00 p.m. on Friday, July 2, 2021.

- To complete this form, you will first log into your SOAR (College of Nursing) application (http://hsccf.hsc.usf.edu/soar).
- Under the "Welcome" section, you will see a message saying Congratulations on being ACCEPTED...
- Below this message will be a link to the Intent to Enroll form
- If you would like to enroll in the College of Nursing’s Fall 2021 program, click "I Accept Admission" and press "Submit"
- If you have decided NOT to enroll in College of Nursing’s Fall 2021 program, click I DECLINE Admission and press "Submit"

Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Enroll Deadline</td>
<td>Friday, July 2nd at 5:00 p.m.</td>
</tr>
<tr>
<td>Mandatory Online Nursing Student Orientation</td>
<td>Friday, July 9th, 9:00 - 11:30 am</td>
</tr>
<tr>
<td>Deadline to Complete Drug Test, Background Check, and Fingerprints</td>
<td>Friday, July 16th</td>
</tr>
<tr>
<td>Deadline to Upload Verification of Health Insurance in Castle Branch</td>
<td>Friday, July 16th</td>
</tr>
<tr>
<td>Civics Literacy Deadline</td>
<td>Monday, August 2nd</td>
</tr>
<tr>
<td>Deadline to Register in Fall Classes</td>
<td>Monday, August 2nd</td>
</tr>
<tr>
<td>First Day of Fall Classes</td>
<td>Monday, August 23rd</td>
</tr>
</tbody>
</table>
On the next page, please indicate your “reason for declining” and click “Submit” at the bottom of the page.

- You will not receive a confirmation email.
- To view your confirmation, find your Fall 2021 ACCEPTED application under the Applications on File section and click on the “Intent to Enroll” button.

All College of Nursing students are required to complete a Background Check, Fingerprints, Verification of Health Insurance, Immunization Verification, and Drug Screening for the College of Nursing via CastleBranch.com. This is not the same as the Medical History Form from USF Student Health Services. The Castle Branch requirements are required for all undergraduate students in the College of Nursing.

Please start the College of Nursing compliance process IMMEDIATELY. The deadline for uploading verification of health insurance and for starting your background check, fingerprints, and drug test is July 16th. STUDENTS WHO FAIL TO MEET THIS DEADLINE WILL FORFEIT THEIR SEAT IN THE NURSING PROGRAM. All other compliance requirements have a deadline of the first day of classes.

In preparation for Fall 2021, the COVID-19 vaccination documentation has been added to the Castle Branch immunization tracker. Receiving the COVID-19 vaccination is not required by the College of Nursing at this point. However, our clinical partners will most-likely require documentation of the vaccination. The College of Nursing is working to ensure we meet the needs of our students and appropriately prepare for future community and clinical partner requirements. As the largest and most-trusted sector of healthcare, nursing has an obligation to be proactive and protect the public welfare.

⭐⭐ The College of Nursing has created a Guide to Castle Branch (click to open) which can assist you in the compliance process. Please ensure to review this guide in its entirety, as it contains crucial information and may answer questions on completing College of Nursing compliance requirements. ⭐⭐

Purchase your CastleBranch account IMMEDIATELY using your USF email ($153):

- Go to https://portal.castlebranch.com/UD99
- Select Place Order → College of Nursing → Undergraduate Program → SECOND DEGREE
- Select Code UD99: I am a new student ordering for the first time
- Once purchased you will receive instructions from CastleBranch within 48 hours
- The urine drug screen must be completed within 72 hours after receiving your instructions
  - If the drug screening is not completed within 72 hours of purchase, an additional cost will be required as the drug screen package will need to be re-purchased ($38)

Please contact Castle Branch at 888-723-4263 with any questions regarding the uploading of documentation or requirements for your profile. The USF College of Nursing Compliance Officer Mr. Shawn Afflick (safflick@usf.edu) can assist you if the Castle Branch Customer Service cannot resolve an issue. Please ensure to email Mr. Afflick through your USF email and include your name, program (Accelerated Second Degree), and cohort (Fall 2021).

Due to military documentation not being in line with civilian documentation, there is the possibility that your military documentation will be rejected. If this happens, please contact the College of Nursing’s Student Academic Compliance Officer, Mr. Shawn Afflick (safflick@usf.edu). Each rejection will be reviewed by Mr. Afflick on a case-by-case basis. Please remember to include your U-ID in your email.

Please note that this is not a one time process. You, the student, must monitor all requirements and keep them up to date during the time of your enrollment in The College of Nursing. Failure to keep the programmatic and clinical requirements up-to-date can result in being restricted from attending clinicals.

If you are a brand new University of South Florida degree-seeking student, welcome! You MUST attend the University’s General Orientation in addition to the Nursing Student Orientation. You can register for USF Orientation online at http://usf.edu/orientation/. Once you register and pay for a USF Orientation session, you will be assigned a registration time ticket within two weeks. Please note that your registration time ticket is created within two weeks after you register and pay for a USF Orientation session, not after you attend your USF Orientation. The University mandates new students make academic advising appointments; however, your mandatory Nursing Student Orientation will count as your new student advising and there is no need to make a separate appointment with an Academic Advisor.
The College of Nursing has no preference on when you attend your USF Orientation; therefore, please select a date that is most convenient for you.

University policy mandates that brand new University of South Florida degree-seeking students MUST attend a University orientation by the start of classes for the semester; those students that fail to do so will have their enrollment canceled by the University, which will result in cancellation/forfeiture of their seat in the nursing program.

Per USF Policy 33-002, it is mandatory for USF students to submit all required immunization documentation and sign the official Medical History Form prior to course registration. A hold preventing registration will remain on your account until you have fulfilled the following requirements.

1. **Medical History Form (Required):**
   - Sign form electronically through OASIS
   - Download and sign the Medical History form. (Please note: if student is under 18, Legal Guardian signature required also)

2. **Measles & Rubella Immunity (Required):**
   - Submit proof of 2 MMRs given after 1st birthday, or
   - IgG quantitative lab report (performed within last 5 years). Lab report must include result and reference range

3. **Hepatitis B Immunity (Recommended):**
   - Submit proof of immunity to Hepatitis B by providing 3 vaccine dates or
   - Quantitative lab report or
   - Waive this recommended vaccine through your student OASIS account (for Tip Sheet: [click here]) or on the USF Medical History form.

4. **Meningitis Immunity (Recommended):**
   - Submit proof of Meningitis vaccination administered after 16th birthday or
   - Waive this recommended vaccine through your student OASIS account (for Tip Sheet: [click here]) or on the USF Medical History form.

5. **TB Screening:** Per USF Policy 33-003 Tuberculosis screening required for all students who use an international address at the time of application. Screening must be done within 6 months prior to the 1st semester you physically attend classes on any of the USF campuses. See this example of Tuberculosis screening document.

All lab reports must be submitted in quantitative format, please see this example Lab Report.

For a detailed explanation of the requirements, please download the following Submission Guide.

To view your immunization status and specific requirements, log into OASIS, select personal information and then View Immunization Record. For a guide on electronically acknowledging and removing IM and MH holds, [click here].

If you are having trouble locating your immunizations records, the National Immunization Information Systems (IIS) database may have your immunization records. Select your home state to find the contact information to access your state’s database.

For an exemption request, please [contact our office directly].

Please refer to the tab on the left side for additional information particular to your student status/population.

**CDC Recommendations for Optional Vaccines**

**Hepatitis B** - A serious infectious disease caused by a virus that attacks the liver. The highest rate of disease occurs in individuals between the ages of 20 and 49. Living in close quarters (like a residence hall) can increase the risk of exposure. There is no cure for Hepatitis B (Hep B), but the infection can be prevented by vaccination. The American College Health Association (AHCA) recommends that all college students be vaccinated.

Hepatitis B Info [Click here]

**Meningitis** - Bacterial meningitis is a very serious, potentially fatal illness. While it is fairly rare, first-year students living in residence halls have a statistically higher chance of getting the disease than young adults of the same age who aren’t college freshmen living in residence halls.

Meningitis Info [Click here]

For questions regarding USF compliance, please contact USF Student Health Services directly:

**CONTACT**

Email: immunization@shs.usf.edu
Fax: 813-974-5888
Mail: 4202 E Fowler Ave, SHS 100, Tampa, FL 33620-6750
Web Submission
We are very excited for you to start your journey with us and officially welcome you at the College of Nursing's Student Orientation on Friday, July 9th from 9:00 a.m. - 11:30 a.m. (online). The Nursing Student Orientation is for admitted students only and there is no room for guests.

The College of Nursing’s Online Student Orientation is mandatory. You must sign-in with your legal first and last name, and be signed-in for the entirety of the orientation, to “attend”. Those who do not attend will forfeit their seat in the program.

The College of Nursing’s Student Orientation will be conducted online through Microsoft Teams. It is recommended you download and participate through the Microsoft Teams app. If you need assistance installing the app, please contact USF Information Technology.

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 813-694-2079,,246341183#
United States, Tampa

Phone Conference ID: 246 341 183#

Find a local number | Reset PIN

Learn More | Meeting options

The orientation starts at 9:00 a.m. and you may sign-in 30 minutes prior to the event. It is recommended that you are signed in no later than 15 minutes before the start of orientation.

Please ensure to check and remove all holds prior to registration. You can view registration holds in your myusf: OASIS; Student: Student Records; View Holds. Only the office that placed the hold on your account is authorized to remove the hold. Therefore, if you have questions regarding how to remove a hold, please directly contact the office that placed a hold.

The earliest any student can register for in Nursing courses for the Fall is July 9, even if your registration day/time assigned by the University is earlier. Please note that no matter when you register, you will be guaranteed a seat in all nursing courses, clinicals, and labs. Registration instructions will be sent to your USF email by the close of business on Friday, July 9, 2021. Students must be registered in classes by August 2, 2021.

The registration times varies for current USF students and new USF students:

If you are a current/returning USF student, you will be assigned a day and time when you can register for classes by the University. You may register for classes on Friday, July 9 or on/after your assigned registration day by the University; whichever is sooner.

If you are a new USF student, within two weeks after you register for USF Orientation, you will be assigned a time ticket to register for classes. You can then register for classes on or after July 9.

The St. Petersburg Campus Director, Dr. Allyson Duffy, will go over your first-semester schedule in detail at Nursing Student Orientation. Therefore, we request that you save scheduling questions until Nursing Student Orientation. Please note, at this time, USF anticipates a full return to campus in the fall.

You will register for your clinicals that coordinate with your clinical placement. Please note that the College of Nursing cannot provide any guarantees on any specific clinical locations. Transportation for clinical is the responsibility of the student and may be as much as two hours from the USF Tampa campus. All of our clinical partners provide excellent opportunities to our students. You will find out your clinical placement by close of business on Friday, July 9.

If you are using VA Benefits, after you register for classes, you will then apply for your VA Education Benefit and Submit a Clockwork Application. For questions on applying for VA Education Benefits and submitting Clockworks, please contact the USF Office of Veteran Success directly at 813-974-2291.

BENEFITS REQUEST OVERVIEW

The process for utilizing your VA education benefits at USF involves submitting an OVS specific application called Clockwork EVERY SEMESTER after you register for your classes. Please follow the below steps in order to request to use your benefits at USF:
**STEP 1: REGISTER FOR YOUR CLASSES**

You MUST be registered for classes in the semester you wish to use VA education benefits BEFORE you complete a Clockwork application

- How to register for classes
- Summer Credit Breakdown
- Fall/Spring Credit Breakdown

**STEP 2: APPLY FOR YOUR VA EDUCATION BENEFIT**

*FIRST SEMESTER STUDENTS ONLY* Visit [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/) to either APPLY FOR or UPDATE your VA education benefits. Click the green “Find your education benefits form” button, complete the application, and save a screenshot of the “Claim received” page at the end to upload onto your Clockwork application. In 4-6 weeks, you will recieve your first Certificate of Eligibility (COE) in the mail.

- Va.gov Link
- Benefits Request Process PDF

**STEP 3: SUBMIT A CLOCKWORK APPLICATION**

To request to use your VA education benefits each semester (Chapter 33, 35, 30, or 1606), you MUST complete steps 1-5 on your Clockwork application EVERY SEMESTER. If you make ANY changes to your class schedule AFTER OVS has certified you, complete a Change in Benefit Request by clicking the button at the top left of your original Clockwork application.

- Clockwork Link
- Change in Benefit Request Form

**OUT OF STATE FEE WAIVER**

*FOR STUDENTS BEING CHARGED OUT-OF-STATE FEES ONLY* You MUST complete an online Out of State Fee Waiver with the Office of Veteran Success EVERY SEMESTER that you qualify. Keep in mind that this waiver DOES NOT change your residency status at USF, but instead waives 100% of your out-of-state charges each semester.

- Out of State Fee Waiver

All undergraduate students participating in clinicals and lab must follow the College of Nursing's uniform and dress code, which can be found in the Baccalaureate Handbook.

You will need to purchase a Nursing scrub top, Nursing scrub pants and Nursing Undergraduate lab coat through one of the three USF Bookstores: USF Tampa Bookstore, USF St. Petersburg Bookstore, or USF Sarasota-Manatee Bookstore. For you Nursing Lab Coat, please be sure to order "short/undergraduate".

You may purchase your uniforms in-person at any USF campus bookstore.

You will need your uniforms, consisting of a minimum of scrub top and pants, for all labs and clinical experiences. Labs begin week one, so you will need to purchase your uniforms prior to the beginning of the program. **Please do not wait until the last-minute to purchase your uniform, as the bookstores cannot guarantee stock in all sizes at all times.**

You will need your Fall 2021 Textbooks by the first day of classes. Textbooks are available for purchase or rent through the USF Bookstore. The USF St. Petersburg Campus Director, Dr. Allyson Duffy, will go over your the textbooks required during orientation. **Therefore, it is recommended you wait until after College of Nursing Orientation to purchase your textbooks.**

In addition to Textbooks, there are other materials that you must purchase for the program that are not available through the USF Bookstore. Please review the required technology that you will purchase closer to the start of the program. You will be notified of any price changes, should they occur.

All USF College of Nursing students are required to have a laptop/notebook computer with wireless internet connection and a web browser. Students are also required to have a compatible webcam and microphone; the webcam and microphone should either be built into your laptop/notebook or be a portable model. Students in all nursing courses are expected to meet these technology standards. Failure to meet these technology standards may result in inability to complete program requirements. It is the student's responsibility to ensure all requirements are met prior to the start of the semester. **The College of Nursing's Student Computer Requirement** specific information on hardware requirements. The USF Computer Store offers laptop “bundles” for registered students.
You will create a signature line in your USF email. **Do not include U-ID in your signature line, but ensure to manually insert it when emailing your Academic Advisor.** Your signature line will consist of your name, major (Accelerated Second Degree), your cohort semester and year (Fall 2021), and your clinical facility. Do not change your cohort or clinical facility as you progress through the program.

**USF Signature Line Template:**

Name

Accelerated Second Degree, Fall 2021, Clinical Facility (Assigned after Nursing Student Orientation)

**How to create your email signature:**

**PC Directions:**

1. Click **File > Options > Mail > Signatures.**
2. Click the signature you want to edit.
3. Remove the current signature in the edit area and copy and paste the above info into the signature box.
4. Change the information to reflect your information. Be sure to update the hyperlink for the phone number and email by right-clicking on each and editing the **text display** area and **em ail address** area.
5. When you're done, select **Save > OK.**

**Mac Directions**

1. Outlook > **Preferences > Signatures.**
2. Click the signature you want to edit and click edit.
3. Remove the current signature in the edit area and copy and paste the above info into the signature box.
4. Change the information to reflect your information. Be sure to update the hyperlink for the phone number and email.
5. When you're done, select **Save > OK.**

**If you need assistance in creating your USF Email Signature Line, please contact USF IS at 813-974-1222.**

Payment in full or approved deferment is due on the fifth day of the semester. You will not be sent a bill. The University will cancel the registration of a student whose registration fees have not been paid in full by the deadline as indicated on the university's academic calendar. Students who have a financial aid Tuition Deferment, Veteran's deferment, or Florida Prepaid will not be subject to cancellation.

Please review the estimated costs for incoming students and ensure to finalize your financial aid or method of payment. USF's **Office of Financial Aid** can assist you with any questions you have regarding the Financial Aid process. Additionally, you can also contact the USF Health Office of Financial Aid for assistance.

All students are strongly encouraged to **file a FAFSA,** as many scholarships require a current FAFSA on-file for consideration.

The USF Photo ID card is the official identification card of the University of South Florida. The USF Photo ID Card is a multi-functional card. **College of Nursing students will use the USF Photo ID Card as part of their Nursing badge required for clinicals and labs; therefore, you must obtain the USF Photo ID Card by the first day of classes.** Note: If you are a current USF student with a valid USF Photo ID card, do not purchase another one.

**Payment:** Students and Distance Learning students will no longer have to pay for the USF Photo ID Card at the time of issue. Instead, students will be conveniently billed through their university account. The cost of your original card is $10. Replacement cards are $15.

Please visit the USF Card Services website for information on obtaining your USF Photo ID:

https://www.usf.edu/it/class-prep/usf-card.aspx

If you have any questions, please contact USF Card Services directly at 813-974-2357.
If your USF Degreeworks shows the Civics Literacy requirement outstanding, you complete it by August 2, 2021. The Civics Literacy requirement can be satisfied by completing the Civics Literacy quiz in Canvas. There is no cost and immediately accessible. You must score a minimum of 60 on the quiz to satisfy the requirement. Please note that the score will not be reflected in GPA nor be on your transcript.

In addition to the Civics Literacy modules in Canvas, you may access Civics Literacy resources and study materials through USF Libraries to help prepare for the quiz.