

ST. JOSEPH'S COLLEGE OF NURSING

NEW STUDENT CHECKLIST: 60 DAY

	Checklist Item Description:	Action Item:	Checklist Item Link:	Mark Complete
A	ID Badge & Parking Pass Student ID badges grant access to the college building and the parking lots. As a student with a parking pass, you are authorized to park in any of the lots marked 'Staff'. See the map for the location of parking.	A1. Submit Photo for ID Badge	(link)	
	Important Attachments SJCON Parking Map (link)	A2. Request Parking Pass	(link)	
	Need Help? laurie.files@sjhcon.edu			
B	Textbooks & Supply List The list of textbooks & supplies that will be used throughout the nursing program.	B1. Purchase Textbooks	(link)	
		B2. Purchase Supplies	(link)	
	Need Help? laurie.files@sjhcon.edu			
C	Ordering Uniforms Uniforms are ordered at the expense of the student. Bayberry Uniform is the authorized retailer for SJCON student uniforms. Click on the link for full uniform ordering information.	C1. Order Uniforms	(link)	
	<i>NOTE: UNIFORMS MUST BE ORDERED AND READY FOR THE FIRST DAY OF LAB</i>	Need Help? laurie.files@sjhcon.edu		

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D	<p>Basic Life Support Cardiopulmonary Resuscitation For Healthcare Providers (BLS CPR): St. Joseph's College of Nursing requires students to obtain BLS CPR for Healthcare Providers certification from an approved course before the start of the Nursing Program.</p> <p><u>In-person or “blended” online and in-person returns for demonstration are required. Exclusively “online” courses are not accepted.</u></p> <p>Students must choose from the following options for initial BLS CPR certification:</p> <p>Important Information</p> <p>D1. BLS CPR Classes at St. Joseph’s. Class and card will be \$50.00 (cash or check).</p> <ul style="list-style-type: none"> • June 25th, 2024 (Tuesday) - 0730-1030 • July 3rd, 2024 (Wednesday) – 0730-1030 • July 23rd, 2024 (Thursday) -0730-1030 • July 29th, 2024 (Monday)-0730-1030 • August 1st, 2024 (Thursday)-0730-1030 <p>D2. BLS CPR Classes at the American Red Cross.</p> <ul style="list-style-type: none"> • See the American Red Cross website for more details. <p>D3. BLS CPR Classes at the American Heart Association.</p> <ul style="list-style-type: none"> • See the American Heart Association website for more details. <p>D4. Valid cards are to be uploaded to and managed through CastleBranch.com.</p> <ul style="list-style-type: none"> • Certification is valid for two (2) years. If nearing expiration, renewal is REQUIRED before the expiration date. <p><u>Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical and may affect eligibility to attend class.</u></p>	<p>D1. Registration Required</p> <p>Please call or e-mail: Mary Justice 315-726-6440 Mary.justice@sjhsyr.org</p> <p>D2. Registration Required</p> <p>D3. Registration Required</p> <p>D4. Upload to CastleBranch account</p>	<p>(link)</p> <p>(link)</p> <p>(link)</p>	
	Need Help? Beth.Purcell@sjhcon.edu			

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E	<p>SJCON E-Mail Set Up It is vital to set up your St. Joseph’s College of Nursing email account as soon as you receive access. Your email will be the primary mode of communication, and it is essential to have it set up to ensure you receive all the necessary information and updates.</p>	E1. Set up SJCON E-mail	(link)	
	<p>Check your personal e-mail within the next two weeks for your SJCON e-mail username and temporary password. Follow the directions in the e-mail instructions.</p> <p>For updates on when student emails will be released, please check the “Getting Started” tab on our website: Getting Started www.sjhcon.edu</p>	E2. Install Microsoft Outlook	(link)	
Need Help? Technical Support – adam.ward@sjhcon.edu				
F	<p>ATI- Use a personal email address to create an account. As part of the SJCON nursing program, every student is required to create an ATI account to prepare for the NCLEX exam.</p>	F1. Step-by-Step PDF Instructions	(link)	
	<p>Important Information: Do not enter both codes. Evening Weekend Cohort (July 2024 Start): CDN021162315 Weekday Cohort (August 2024 Start): CDN021162214</p>	F2. Getting Started with ATI Video Link	(link)	
		F3. Complete All Clinical Requirements	(link)	
Need Help? Technical Support – adam.ward@sjhcon.edu or 1.888.723.4263				
G	<p>Registration – The Registrar automatically registers all students for the first semester of classes. After registration is complete, the Registrar will send an email confirmation to the student’s SJCON.edu email address. Students should be on the lookout for emails regarding registration.</p> <ul style="list-style-type: none"> Registration process/confirmation (view schedule in SONIS). Billing due date. <ul style="list-style-type: none"> July Students: July 15th Tuition Bill Due August Students: August 15th Tuition Bill Due 	G.1 Tuition Bill & Payment made through student's SONIS accounts.	(link)	
Need Help? Registrar – Cari.Mclaughlin@sjhcon.edu				



Financial Aid – The Financial Aid office will contact students via their SJCON.edu email address. Look out for emails about these topics:

- Missing FAFSA's.
- Once an application has been generated, follow the steps sent via e-mail to accept the award.
- Alerting Financial Aid to other forms of Aid that may be coming to you.

Need Help? Financial Aid – Matthew.Chetney@sjhcon.edu

**** End of Checklist: 60 Day****