

## Admission Information

This section of the handbook includes information that is important to know when you are first admitted to the doctoral program.

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### Prerequisite Computer Competencies

In order to be successful in the online program, students are strongly encouraged to prepare themselves with basic word processing skills in a Windows environment. The MUSC campus supports both PC and Macintosh systems. During the program, students will also be required to learn and demonstrate use of electronic mail and the Internet, conduct a library search, use audiovisual materials in a presentation, and use a spread sheet to enter and manipulate data. These are considered the minimum required skill sets to be successful in the program. (approved by Informatics Committee at April 14, 2002 meeting)

### Software Standards for the University

Software standards ensure access for students to the University's education and information resources, as well as enhance communications and the sharing of documents. The minimum standards, listed below, are defined by the University Education Infrastructure Committee, and are the software applications you can expect to be supported by the campus or CON technology staff. Many of these applications are downloadable from the CCIT website. Although users may choose other software applications, they will not necessarily be supported by the campus or CON technology staff.

Minimum Software Standards	Application	
Operating System	Windows 2000	Macintosh OS X
Internet Browser	IE 6.0/Mozilla Firefox 2.0	Firefox 2.0
Office Suite	MS Office XP	MS Office 2004
PDF Reader	Adobe Acrobat Reader	Adobe Acrobat Reader

VPN Client	VPN Client Provided by MUSC <a href="http://vpn.musc.edu/">http://vpn.musc.edu/</a>	VPN Client Provided by MUSC <a href="http://vpn.musc.edu/">http://vpn.musc.edu/</a>
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### Software Information and Resources

The following list includes software that you are likely to use during your online program. You are encouraged to become familiar with as many as possible before classes begin.

- Adobe Acrobat: pdf format, can be downloaded at: <http://www.adobe.com>
- Quicktime Player: <http://www.apple.com/quicktime/download/>
- PowerPoint: A presentation software, the player can be downloaded at: <http://office.microsoft.com/downloads/>
- Google Docs: A way to share, edit, and archive documents on the internet <http://www.google.com/google-d-s/intl/en/tour1.html>
- Skype: free or cheap long distance phone calling service <http://www.skype.com/useskype/>
- Breeze: distance conferencing and presentation sharing <http://www.adobe.com/products/acrobatconnectpro/>
- WebCT Online course delivery system (part of Blackboard) <https://behind.blackboard.com/s/student/>
- Endnote: A way to manage reference lists <http://www.endnote.com/>
- SPSS: Statistical Package for the Social Sciences: For start up instructions, see the tutorial produced by UCLA. Introduction to SPSS. UCLA: Academic Technology Services, Statistical Consulting Group. From <http://www.ats.ucla.edu/STAT/spss/sk/default.htm>
- Del.icio.us: A way to share relevant bookmarks: <http://del.icio.us/about/>

### MNA Account

An MNA Account allows students access to all password protected MUSC electronic systems, such as the library, WebAdvisor, the CON intranet, MUSC email, and WebCT. Each student receives an MNA Account with password once the matriculation fee is paid.

### WebCT Orientation.

WebCT is the internet based system for delivery of online coursework. Completion of the WebCT orientation course is required of all new CON students and can be found at <http://webct.musc.edu>. The site and course can be completed after the student receives the MUSC MNA account and password. This will be accomplished by mail several weeks prior to the scheduled campus week of Residency. Students will complete the course before or during orientation, print out the certificate of completion and deliver to Student Services during Residency. Students who do not comply will be "Disabled" (blocked) from access to all WebCT courses within 72 hours. Once the certificate is received in Student Services, the student will be re-activated for access for all WebCT courses.

## Health Policies

Students are expected to abide by established health services policies of the Medical University. For local students, the Student Health Service office is located at 30-A Bee Street, telephone (843) 792-3664. Hours of operation are Monday through Friday from 8:00 a.m. until 4:30 p.m. After hours emergencies are handled in the One West Treatment Center, (843) 792-3826.

NOTE: Students are not eligible to participate in classes if they are not in compliance with Student Health Service requirements. Online students that are unable to get their Student Health Services clearance on campus may comply by providing all proof of immunizations/tests that are required by all MUSC students prior to registration. Each immunization must be dated and signed or stamped by a Health Care Professional/Office. Parental signatures are not acceptable. The student needs to send the records to Medical University of South Carolina, Student Health Services, 30-A Bee Street, Charleston, SC 29425. Students opting to comply outside of MUSC Student Health Services cannot have the fee deleted.

All MUSC students are required to maintain health insurance. All students who are enrolled for 6 or more credit hours are automatically billed for health insurance. You must re-enroll or waive out for Health Insurance for the school year (even if you are a returning student and did it last Fall, Spring, or Summer). The deadline date is posted for each year at the Health Services website. There will be no exceptions to the deadline date. Please visit <https://www.pearceandpearce.com/PearceSite/Schools/SC/musc/> to set up or waive out of your account.

### A. Mandatory Immunizations required prior to registration

THE FOLLOWING INFORMATION IS REQUIRED BY ALL MUSC STUDENTS (full time, part time, web- based, or visiting students). MUSC EMPLOYEES OR FORMER MUSC STUDENTS ARE NOT EXEMPT FROM THESE PREREQUISITES. This confidential information is kept in a secure medical record located at Student Health Services. These prerequisites must be met and all of the forms must be complete, with the MUSC Immunization Record form completed and certified by a licensed physician or nurse and received in this office before you will be allowed to attend classes.

1. Medical History Form
2. You are required to have the following prior to enrollment:

A) TUBERCULIN SKIN TEST - Two Intradermal PPD (MANTOUX 5 TU) within 3 months of MUSC enrollment. For Fall 2008, both PPD's must be done on or after 05/15/08. TB Skin Test Results must be documented in number of number of mm @ of induration. 1st PPD on or after 05/15/08. If 1st PPD is non-reactive or intermediate, proceed to 2nd PPD 7 -10 days after 1st PPD. See TB screening form for further info.

If you have a history of a Previously Positive TB Skin Test, a Chest X-Ray (done after the TB skin test was documented as positive) is required.

B) MEASLES (Rubeola - Red Measles), MUMPS, & RUBELLA (German Measles): Requirements based on DATE OF BIRTH

Students born ON OR AFTER 01/01/57 are required to have: Two MMR Vaccines on or after the age of 12 months AND both after 12/31/67

Students born ON OR BEFORE 12/31/56 are required to have: One MMR Vaccine after 12/31/67

In lieu of Vaccination Documentation, Positive IGG Antibody Titers (blood tests proving immunity) to Measles, Mumps and Rubella are required. Copies of the lab reports must be attached to the MUSC Immunization Record.

C) TETANUS - last booster on or after 06/01/99

NOTE: If your last Tetanus booster was before 6/01/99, a Tetanus Toxoid (TT) or Tetanus Toxoid/Diphtheria (Td) is not recommended as your 2008 update. It is recommended that you have a Tetanus/Diphtheria/Pertussis (Tdap) Vaccine (available as of 9/2005) for your 2008 booster.

D) VARICELLA (Chicken Pox) -

Positive Varicella IgG Antibody Titer or Two Varicella (Varivax) Vaccines. A Positive Varicella IgG Antibody Titer is required (BLOOD TEST proving immunity). A copy of the lab report must be attached to the MUSC Immunization Record. If your Varicella IgG Antibody Titer is negative or equivocal (borderline), vaccination for Varicella (Chicken Pox) is required.

REMINDER! All immunizations must be documented in English, verified and signed or stamped by a Physician, Nurse, or Health Care Facility on the MUSC Immunization Record as indicated. All signatures must be legible! If proof of immunity is by a blood titer, a copy of the lab report must be attached to the MUSC Immunization Record.

NOTE: INITIALS, ABBREVIATIONS, OR PARENTAL SIGNATURES ARE NOT ACCEPTABLE!

If your immunization records do not meet the MUSC requirements for Rubeola (Measles), Mumps, Rubella (German Measles), or Varicella (Chicken Pox), Tetanus, or TB Skin Testing, and you are unable to obtain these prerequisite requirements at your local Health Department or the physician of your choice, you may obtain the prerequisite immunizations prior to Registration Day for Rubeola, Mumps, Rubella, and/or Varicella at MUSC Student Health Services for a fee after providing documented serologic evidence of susceptibility (blood tests for Rubeola IgG, Mumps IgG, Rubella IgG, and/or Varicella IgG Titers which are negative, equivocal, or borderline). TB Skin Testing and

Tetanus/Diphtheria/Pertussis boosters are generally available at any healthcare facility. MUSC Student Health Services administers Tdap, MMR Vaccines, and Varicella Vaccines every Monday - Thursday from 8:00 AM - 11:00 AM. TB testing must be done by an outside health care facility and documented on the Tuberculosis Screening form provided in this packet. There will be no exceptions to these times due to our regular patient schedule. No appointment is required. Although MUSC Student Health Services does not do IgG Antibody Titers, this office will give you a physician's order to enable you to have these blood tests done at the facility of your choice.

Please remember that students who do not have the prerequisite immunization requirements completed prior to Registration Day will not be allowed to attend classes.

**\*\*Note:** All full time and part time students are required to be screened yearly for tuberculosis through PPD. This service is provided by Student Health Services.

### B. Hepatitis B Vaccine

The Hepatitis B immunization requirement has been approved by your Dean and Student Government Association. The Hepatitis B Vaccine is not required prior to MUSC enrollment, but the series must be initiated and completed within your first academic year at MUSC. Students entering MUSC in the summer for fall semester should begin their Hepatitis B Vaccine series no later than October 15th in order to receive the first two vaccines before the end of the fall semester with the 3rd injection due during the following spring semester. Students entering in the spring semester should begin the Hepatitis B Vaccine series no later than March 15th in order to receive the first two vaccines before the end of the spring semester with the 3rd injection due at the beginning of the next fall semester. If you have questions regarding the Hepatitis B Vaccine Series, please contact Student Health Services at (843) 792-3664 or (FAX) to (843) 792-2318.

The Hepatitis B Vaccine Series can be administered by Student Health Services. The series consists of a total of 3 injections given at the prescribed intervals of 0, 1, and 6 months. If you choose to have the Hepatitis B Vaccine Series administered by an outside health care facility, please note that the recommended dose for adults is 1.0 cc (ml) for each of the three injections in the series. Some outside facilities, i.e. military clinics, have been giving only 0.5 cc (ml) doses to adults. You should confirm that the health care facility you have chosen administers the full 1.0 cc (ml) dose as recommended.

Your initial MUSC tuition & fees will include a \$150.00 charge for the Hepatitis B vaccine. If you have previously been given the vaccine and proper documentation of a positive Hepatitis B Antibody Titer (copy of actual lab report) has been provided to Student Health Services, the \$150.00 charge will be deleted from your bill. Please note that if your Hepatitis B Antibody Titer is negative, the \$150.00 charge will not be deleted as you will be required to complete a second Hepatitis B Vaccine Series. If you choose to have the Hepatitis B Vaccine Series administered by an outside health care facility, you will be doing so at your own expense, fees will not be deleted.

### C. AZT Prophylaxis for Exposure to HIV

The Medical University will cover the cost of AZT prophylaxis for students, who, during clinical exposure or research, are exposed to HIV-containing body fluids (for example, needle scrapes or sticks). Students can choose to receive the prophylaxis, through Student Health Services, on a voluntary basis following documented exposure.

NOTE. Please see the University Student Handbook for all student health policies including Blood Borne Pathogen Exposure, needle stick, and Hepatitis B Policies or link to the web address: <http://www.musc.edu/studenthealth> for complete information.

### D. HIV/AIDS Policy For Students and Faculty

The College of Nursing supports the position held by numerous professional nursing organizations, including the American Nurses Association, the National League for Nursing, the Association for Nurses in AIDS Care, and the Oncology Nursing Society regarding students and faculty who are HIV+ or who have AIDS. Additionally, the College of Nursing HIV/AIDS policy is congruent with that of the Medical University of South Carolina and the Centers for Disease Control. In accordance with the HIV/AIDS policy statement of the American Nursing Association, inquiry into HIV status is not a part of the student, faculty, or staff application process at the Medical University of South Carolina, College of Nursing. Qualified applicants cannot nor will not be denied admission to the College of Nursing or denied faculty appointment on the basis of HIV status. The Americans with Disabilities Act (ADA) makes it illegal to discriminate against individuals with HIV/AIDS.

Testing for HIV status is voluntary for all students, faculty, and staff in the College of Nursing and it is the choice of the individual to disclose HIV status to anyone. Strict confidentiality of an individual's disclosure of HIV seropositivity is observed and no reference to the HIV+ status is kept in any student, faculty, or staff record in the College of Nursing unless authorized, in writing, by the individual.

The American Nurses Association states that, “a nurse or nursing student who believes themselves to be at risk has an ethical responsibility to know their HIV status. Practitioners who perform 'exposure prone' procedures should know their HIV antibody status.” Students will receive course content about the use of universal precautions to prevent the transmission of HIV and other infectious diseases, as well as content about the pathophysiology of HIV/AIDS, and the ethical dimensions of care. Students shall have the opportunity to provide care to people who are HIV+ or who have AIDS. In accordance with the American Nurses Association, students may not refuse to care for a person who is HIV+ unless the patient would be placed in jeopardy because of an illness or condition of the student. If students who are HIV+ would be placed at risk for infection due to their compromised immune status, alternative clinical assignments will be developed by faculty. Students and faculty members who have reason to believe they have been exposed to HIV in the clinical setting are to immediately follow the MUSC procedure established for possible exposure by reporting the exposure to the Student or the Employee Health Service offices of MUSC.

### RN Licensure Requirements for PhD Students

By no later than April 30th of the year of expiration, all MUSC College of Nursing students are required to provide evidence of current licensure to the MUSC Office of Student Services, room 216. You must present or mail your current license to staff in the appropriate Office of Student Services; a photocopy of your license will be made, marked "copy", and placed in your student file. Your original license will be returned. If you do not have a copy of your current license on file, you will not be permitted to participate in class or research. It will be the responsibility of the student to arrange for any missed class or clinical time at the convenience of the course faculty.

If, at any time, your board of nursing issues a disciplinary sanction, current licensure restriction (including but not limited to suspension, revocation, probation, practice restrictions or other actions) or pending board action against you, you must notify the Director of the Doctoral Program immediately. (approved by APG Committee July 7, 2003)

### Minimum Skills for Eligibility to Participate in the Doctoral Program

The following skills are needed by applicants to this program. Applicants and students should possess these abilities, or with the help of compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient.

1. Oral and writing ability with accuracy, clarity and efficiency.

Examples: attending, clarifying, coaching, establishing rapport with others, read, write, speak, and comprehend English with sufficient skill to communicate effectively verbally and nonverbally, summarize data accurately, write or document legibly.

2. Ability to see, hear, and operate keyboard.

Examples: visual acuity (corrected to 20/40), see computer screen, operate keyboard and mouse, auditory capacity in peer interactions, team meetings, and electronic voice communication.

3. Ability to learn, think critically, analyze, solve problems, and reach judgments.

Examples: gather complete data in complex situations, identify causal relationships, establish priorities among several tasks, identify safe alternatives, make decisions under varying degrees of stress, read and comprehend detailed journals, books, perform arithmetic functions (addition, subtraction, multiplication, division, ratios, and simple algebra).

4. Emotional stability and ability to accept responsibility and accountability.

Examples: ability to be assertive ability to delegate, ability to function (consult, negotiate, share) as part of a team, ability to participate in role-playing activities, ability for self perception and awareness.

### Accommodations for Students with Disabilities

The College of Nursing values diversity among students, which encompasses attracting

talented students with disabilities who, if reasonably supported, can be successful in the program. Passage of the Americans with Disabilities Act (ADA) of 1990 provides the legal definitions and academic responsibilities in defining policies and implementing reasonable support for students with disabilities.

Students are not invited or required to declare a disability upon application to the College of Nursing, and admission decisions do not take disabilities into consideration. However, all applicants interested in entering the profession of nursing must be aware of the minimum functions, standards, and competencies required for success in the doctoral program. Upon admission, a student who discloses a disability (with certification) is assured of reasonable accommodation. Students who want to disclose a disability should contact the Office of Student Services, Rm, 216, ((843) 792-8515 or [siresp@musc.edu](mailto:siresp@musc.edu)) to seek guidance on the process and initiate a “Disability Accommodation Request” form.

Examples of reasonable accommodations include assisted learning methods, modified assessment and testing conditions, alterations in programs of study, personal counseling, and time management coaching. A student with a physical disability may require assistive devices or equipment adjustments in the classroom or clinical environments. The purchase of prosthetic devices is the responsibility of the student and/or the agency supporting the student. The University will assist the student with providing counseling, signers, note takers, and other learning facilitating services. Regardless of a disability and reasonable accommodations, a student must pass all course standards and master the essential clinical competencies. All students, with or without disabilities, are held accountable to the same minimum functions, standards, and competencies for successful program completion.

It is important to note that there may be physical, cognitive, or emotional impairments that cannot be surmounted with present day technology or therapies that will preclude success in the College of Nursing.

#### Professional Liability Insurance

The Medical University of South Carolina maintains professional liability insurance for all fully matriculated and duly enrolled students. This insurance covers students only while in the student role and for the activities required by the enrolled course. The Medical University and the College of Nursing assume no responsibility for activities which students undertake as an employee of an agency or as a volunteer.

#### Employment Demands

Many students find it necessary to work while enrolled in school to help defray living and education expenses. The doctoral program requires intensive focus. Students who balance work loads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure, depending on their supports and time management abilities. While it is preferable for students to attend school full time, a part time program of study is an option to accommodate students who continue to work.

#### Payment of Fees and Expenses

Students are required to have all current fees paid by established deadlines in order to attend classes. Any student who is not in good financial standing for the current semester is advised to leave class, resolve the problem, and return upon receipt of current fees having been paid. Classes missed due to failure to pay fees are unexcused absences. Students found to be delinquent will be withdrawn from all courses. Once withdrawn, delinquent students must pay a late fee of \$100. If the dean approves reinstatement, a penalty fee of \$35 will be charged in addition to the \$100 late fee.