

2019 Vermont Tech Nursing Practical Nursing & Associate Degree Nursing Welcome Letter

We are pleased to have you join us as a new nursing student at Vermont Tech. You are venturing into a very busy year ahead, and we are here to support you through your journey. While we are here to help you be successful, we also expect you to take responsibility for and make a commitment to your role as a student nurse. This should not be taken lightly.

Regions:

You probably have lots of questions. Each of you will be attending the nursing program at one of our five regions throughout Vermont and New Hampshire. Each region has a Site Director who can answer any immediate questions that you might have. **There will also be a mandatory information session for each region in May/June 2019.** The region's Site Director will send you information with the date and time for that information session. In the meantime, we have listed each Site Director's name and email address for you to contact if you have immediate questions.

- **Central Region** - Dr. Sarah Billings-Berg smb11051@vsc.edu
 - Randolph Center
 - Morrisville/Johnson
 - Glenclyff* pending NH state approvals

- **Northwest Region** - Dr. Lisa Fox Lisa.fox@vtc.edu
 - St. Albans
 - Williston
 - Williston West

- **Northeast Kingdom** - Dr. Julie Cote Julie.cote@vtc.edu
 - Dartmouth
 - Littleton
 - Lyndon
 - Newport
 - White River Junction

- **Southwest Region** - Dr. Sarah Billings-Berg smb11051@vsc.edu
 - Bennington
 - Middlebury

- **Southeast Region** - Elizabeth Steele Estele@vtc.edu
 - Brattleboro
 - Keene/Monadnock

Planning Ahead:

There will be a one day new student orientation two weeks before classes start in August. Your Site director will give you information about orientation at the information session.

Typically, you will be in clinical two days per week (some evenings may be required) and in classes two days per week. You should plan on at least two hours of preparation for your clinical days and a minimum of eight hours per nursing course each week. Generally, for each hour in class, you should be spending 2-3 hours outside of class on studying, prep work, reading, etc.

Fingerprinting, Background Check & Health Forms:

You are required to purchase a background check, FBI fingerprint screen, and document management package through <https://www.castlebranch.com/>. Please purchase your package and **begin the fingerprinting process ASAP** after accepting admission. The fingerprint results take weeks to process and must be available prior to the start of classes. You must also have all of your clinical requirement documentation uploaded to your CastleBranch account prior to classes starting. Failure to have all of your documentation uploaded to CastleBranch may result in program dismissal.

Please use the **Vermont Tech Health Form**, available on the www.vtc.edu website, for your physical exam and immunizations documentation. If you are not Basic Life Support (BLS) certified, you do need to obtain **BLS certification from the American Heart Association or the Red Cross prior to classes starting**. Other CPR certifications will not be accepted.

If you have a criminal history, please notify admissions immediately and disclose the information. Clinical facilities have the right to access your criminal background check and FBI fingerprint results. They can also scan you through the state abuse registry. **Vermont Tech and our clinical facility partners have the right to refuse student entry based on the results of your background check, FBI fingerprints, and abuse registry scan. Refusal of entry will result in program dismissal.**

Laptop Requirement:

In order to utilize today's multiple educational technologies to the fullest extent, the availability of a **personal laptop is a requirement** for each of the nursing students in the Vermont Tech nursing program. You will need to have a laptop for the academic year 2019-2020 that is no more than four years old and includes the following:

- Windows 7 or higher (8, 8.1, or 10) (needed for installation of Safe Exam Browser)
- Please note, you must have a Windows operating system or MacOS for installation of Safe Exam Browser. You cannot use a tablet, Chromebook, or other alternative operating system.
- **MS Office 2013 or higher – can download for free as a VTC student**
- 4 GB of Memory
- **Webcam – must have**

- **Privacy screen/filter**
- 160 Gig Hard Drive (bigger is better)
- Accidental coverage warranty is recommended as an option when purchasing a laptop

Microsoft Office Suite and Windows downloads are available to you for **free as a student** at **support.vtc.edu**. You can download this software as soon as you have registered and activated your VTC email account.

In terms of Financial Aid, the cost of a computer has been built into the 'cost of attendance' or budget for financial aid for \$1,000. This will allow you to apply for additional loan funds for this purpose. If you have questions about the loan process, please contact financial aid at 1-800-965-8970.

We strongly recommend you start looking at laptops now if you do not already have one available. You will have the opportunity to obtain a laptop from the bookstore if you prefer. The estimated cost from the bookstore is \$850-\$1200 and is subject to change. Contact information for the Vermont Tech Bookstore is 802-728-9265 and email at VTCbookstore@vtc.edu.

Additionally you can purchase a laptop from Dell at the special Vermont Tech Student website that is set up by going to www.Dell.com/VTC .

We are looking forward to a technology-rich school year and to your success.

Sincerely,

The Vermont Tech Nursing Faculty &
Associate Dean of Nursing, Sarah Billings-Berg, DC, DNP, RN, CNE