SCHOOL OF NURSING

WILLIAM PATERSON UNIVERSITY

Frequently Asked Questions

GRADUATE NURSING

How are programs offered

On Ground

- Offered in 15-week semesters (enroll in one or two courses per semester)

- All graduate nursing courses are held in the evening, Monday - Thursday   beginning at 5pm

- Most of the courses are face to face with only three courses fully online   and hybrid

- Clinical courses require 170 hours to be completed in 15 weeks. This is roughly 12 hours per week

Online

- Offered in 7-week semesters

- one week off in between semesters (7 weeks) throughout the year

- Clinical courses require 170 hours to be completed in 7 weeks. This is roughly 25 hours per week

Which course/s do I take first

Course/s to take first

- The Program Director will advise which graduate courses are needed

- All courses need a permit to register

Review Handbooks

Student Handbook
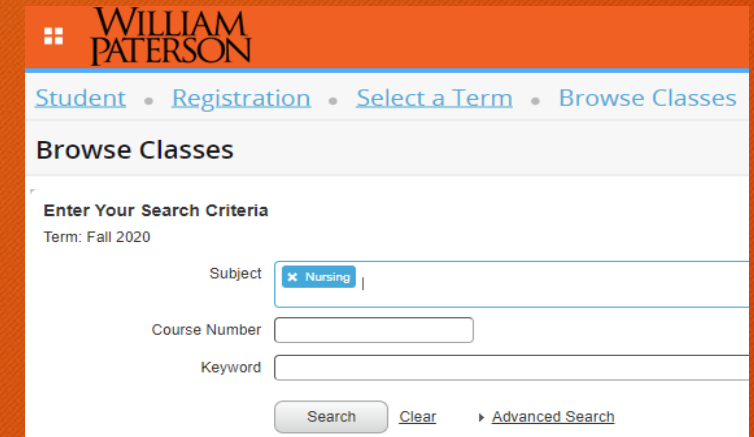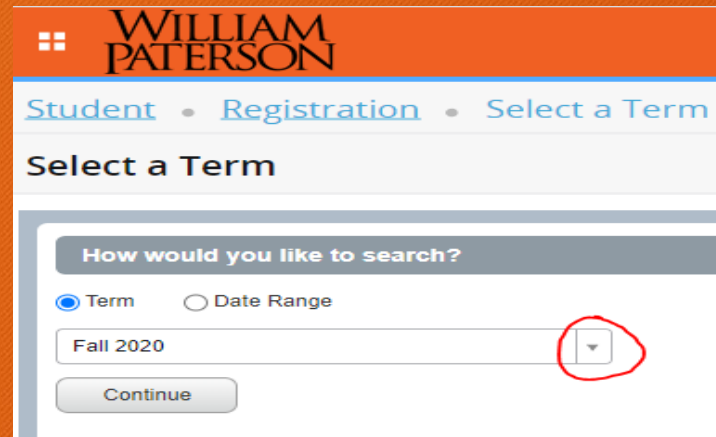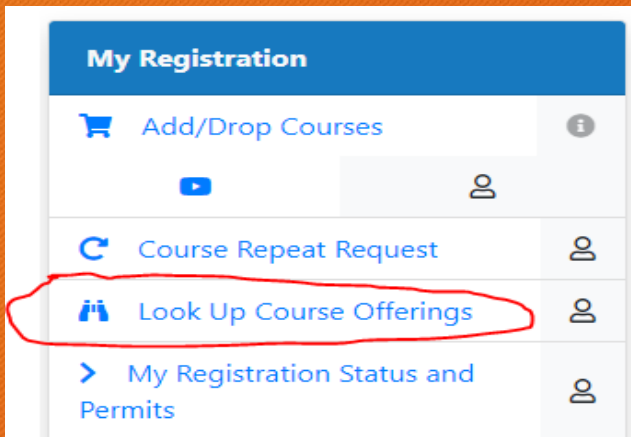
How long will it take to complete

- Depends on the number of courses enrolled in a semester

- You may take up to six years from the time you become a matriculated student to complete the program

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How to look up courses

- Log onto WPConnect
- Click Student Tab – under My Registration – select Look Up Course Offerings

- Select term in drop down box, select Continue
- Type Nursing in subject box, or Course Number and click Search

My Registration
- 🛒 Add/Drop Courses ⓘ
- ▶️ 👤
- 🔄 Course Repeat Request 👤
- 🔭 Look Up Course Offerings 👤
- ➤ My Registration Status and Permits 👤

WILLIAM PATERSON
Student • Registration • Select a Term
Select a Term

| How would you like to search? |
- ⦿ Term ⚪ Date Range
Fall 2020 ▾
Continue

WILLIAM PATERSON
Student • Registration • Select a Term • Browse Classes
Browse Classes

Enter Your Search Criteria
Term: Fall 2020

Subject [✕ Nursing]
Course Number [   ]
Keyword [   ]

Search   Clear   ▸ Advanced Search

Browse Classes

Search Results — 136 Classes
Term: Fall 2020   Subject: Nursing

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute
ADVANCED NURSIN... Lecture	Nursing	7011	061	4	43...	F...	Garrido, Meliza (...	S M T W **T** F S 05:00 PM - 07:40 PM	M...	3 of 6 seat... 15 of 15 w...	Nursing Grad Lab Fee Permission Required

What/where is my pin # & permit

- Log onto WPConnect
- Click Student Tab – under My Registration – select My Registration Status and Permits
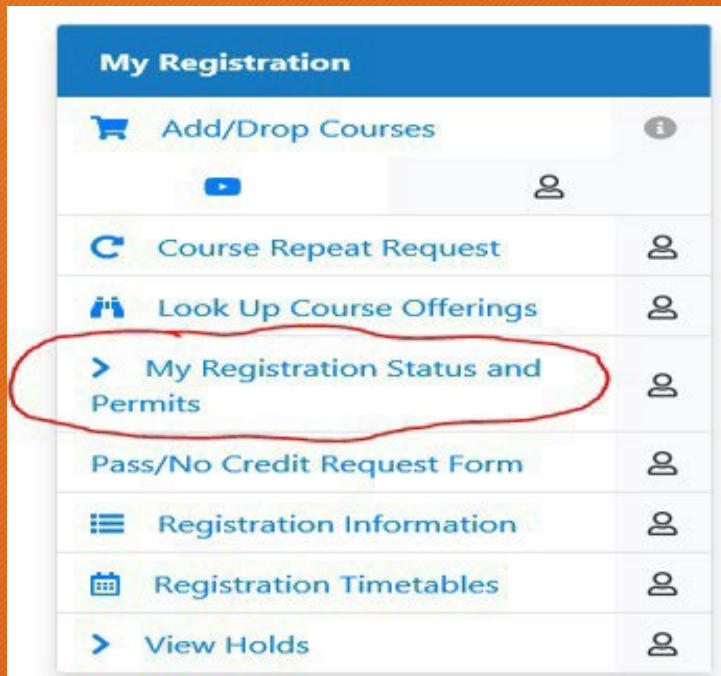
- The alternate pin # is your six-digit birthdate MM/DD/YY (unless it was changed)
- If a permit was issued, you will see it below Permit/Override CRN

My Registration
- 🛒 Add/Drop Courses
- ▶ 👤
- ↻ Course Repeat Request 👤
- 🔍 Look Up Course Offerings 👤
- ➤ My Registration Status and Permits 👤
- Pass/No Credit Request Form 👤
- ☰ Registration Information 👤
- 📅 Registration Timetables 👤
- ➤ View Holds 👤

Check Your Registration Status:

ⓘ Displayed below are various items which may affect your registration. Hold you will be permitted to select.

Please do refer to your class status when looking up your registrati you have listed under "Earned Credit" are the ONLY determination

✔ You have no Holds which prevent registration.
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration. Here is your alternate pin:
   Your Class for registration purposes is Graduate.

➤ **Registration Permits and Overrides**
Permit/Override CRN Subject Course

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How to register

- **Register** for courses by going to
  http://www.wpunj.edu

- **Log onto** WPCONNECT- *Student*(Tab)- *My   Registration – Add/Drop Courses*

- Registration Timetables
  Find the dates to register

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How to Waitlist a Course

- Log onto WPConnect

- Click Student Tab – under Registration – Add/Drop Classes

- Select term, click continue

- Enter 6 digit alternate pin #, click continue

- Waitlisted course now appears w/ drop down arrow, click add button

- Click submit

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How to Register for a Waitlisted Course

GRADUATE NURSING

- Log onto WPConnect

- Click Student Tab – under Registration – Add/Drop Classes

- Select term, click submit

- Enter 6 digit alternate pin #, click submit

- Waitlisted course now appears w/ drop down arrow, select web register

- Click submit changes

How to Drop a Course

- Log onto WPConnect

- Click Student Tab – under Registration – Add/Drop Classes

- Select term, click submit

- Enter 6 digit alternate pin #, click submit

- All courses registered will appear. Select *web dropped* to drop course, submit changes

- Course will disappear

How to Drop a Course from your Schedule

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Leave of absence

Two types: leave of absence

Military Leave of Absence (MLOA):
Students whose military obligations make it difficult or impossible for them to be successful in their academic program. For purposes of granting a MLOA, a military obligation is defined as (a) deployment, (b) mobilization leading to deployment, or (c) attendance at a military school or college.

Medical / Mental Health Leave of Absence:
Students who must interrupt their studies temporarily due to physical or psychological conditions.
Leave of Absence must be requested prior to the start of the term. See the *semester calendar* for specific start dates.

To apply for a leave of absence, log onto **WP Connect** – **Student** tab – **WP Enrollment Forms** – **Leave of absence request form**
Leave of Absence may not exceed two years for enrollment purposes. Students who fail to return from the approved leave of absence will be considered a complete withdrawal and will be required to re-apply to the University after a period of two years.

When a student on LOA is ready to enroll in courses, they **must meet with an advisor** to receive guidance on appropriate courses and the process for re-enrollment.

Withdrawals

Three types: withdrawal

Partial Withdrawal:
Student withdraws from one or more courses but remains enrolled in at least one course for the term

Term/Session Withdrawal: (complete withdrawal during a term or session)
Student withdraws from all courses registered for a term.
Partial and Term/Session Withdrawal: students withdraw from their course(s) via WP Connect within permitted dates published on the semester calendar. Students who do not return the following term/semester may return within two years of withdrawing by consulting with an advisor.

University Withdrawal:
Students who wish to separate completely from the University.

To withdraw from the University, students need to complete the Withdrawal from University Request Form, within the permitted dates published on the semester calendar. The form can be found on **WP Connect** – **Student** tab – **WP Enrollment Forms** – **Withdrawal from University Request Form**.

Clinical Courses

Student-Preceptor Information Request Form needed for each course

- NUR 6041Advanced Nursing Practicum I   Clinical course: 170 hours   **Credits: 4.0**

- NUR 7011Advanced Nursing Practicum II   Clinical course: 170 hours   **Credits: 4.0**

- NUR 7070Advanced Nursing Practicum II   Clinical course: 50 OB + 120 PEDS = 170 hours   **Credits: 4.0**

Choose one clinical course by track: 170 hours

- NUR 7252Advanced Nursing Role Practice For Adult Gerontology Nurse Practitioner **Credits: 4.0**
- NUR 7253Advanced Role Practicum for Family Nurse Practitioner   **Credits: 4.0**
- NUR 7254Advanced Role Practicum for Nurse Educators   **Credits: 4.0**
- NUR 7255Advanced Nursing Role Practicum for the Nurse Administrator   **Credits: 4.0**

What do I do for clinical courses

1) Student must seek out an **NP** or **MD** preceptor on their own (NUR **7252** and **7253 MUST** be with an **NP preceptor)** This should be done about 4 to 6 months in advance. Ask facility if they require an affiliation agreement between the University and their facility. If they do, it takes about 2 months to complete.

  ➢ If your site is requesting a contract between the University and the facility, please have the information below and send an email to Dr. Iryna Surmachevska, surmachevskai@wpunj.edu. She handles our contracts.

  • Student's full name/program:

  • Anticipated time/semester of the rotation:

  • Precepting Agency/hospital name:

  • Contact person full name:

  • Contact person title:

  • Contact person email address:

  • Additional information, if needed:

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What do I do for clinical courses

2) Students who are registered for a clinical course will be given access to Exxat.

3) Submission/approval of **student** and **preceptor information request forms.** This is done through Exxat. It is called a **Wishlist**. The Wishlist is a clinical placement request. The information on the preceptor request forms will be entered by the student in Exxat, along with a copy of the preceptor's cv/resume. Make sure **NP preceptor** includes their **certification and expiration date** for **ANCC** or **AANP** on their **cv/resume** or **submit** a copy of **their certification**. If this is not provided, the request will not be approved until the appropriate information is given.

4) The coordinators will review and approve/deny submissions. The student will be notified through Exxat when requests are approved/denied or if further information is required

5) Once the preceptor request has been approved, Exxat will email the preceptor a **confirmation of clinical placement for the graduate student**. The email confirmation of clinical placement for the graduate student needs to be **approved by the preceptor** and submitted to Exxat**.** Student should follow-up with their preceptor to make sure they approved the Confirmation of Clinical Placement email through Exxat

What do I do for clinical courses continued

5) **Complete health clearance (student compliance) requirements** through Exxat. Religious exemption of COVID 19 vaccine needs to be approved by practicum site prior to start of clinical hours. Upload all information in Exxat. All forms are available on the School of Nursing-Graduate Programs webpage under [clinical forms](#)

6) **Completed urine/drug screen and background check** with a result of "APPROVED" through Universal. The **Student Compliance** field on Exxat lists all requirements needed for practicum. *Anyone who lives in New York State or who has lived in New York State in the last 7 years must complete a New York background check in addition to the New Jersey background check.*

7) All students need to upload other documents (CPR card, malpractice insurance, etc.) found on the student compliance field in Exxat) All students (EDT, ADT, AGNP, FNP, SCN) need to purchase malpractice insurance.

* All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course. *If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning.* **NO EXCEPTIONS**

DO NOT CHOOSE: A specialty focused practice, such as: hematology, oncology, surgery, respiratory health, etc. These practices do not provide the diversity of young adult, adult and older adult health problems required for certification. Emergency Departments are not appropriate for practicums

Deadlines to submit preceptor paperwork in Exxat
This is called a Wishlist – Clinical Placement Request

On-Campus Program (Jami Jennings)

Fall semester: August 1st

Spring semester: January 2nd

Summer semester: April 30th

WP Online Program (Ivy Sosoban) **view current dates in Exxat**

Fall 1: May 31st   Fall 2: July 31st

Sp 1: Sept. 30th   Sp 2: Nov. 30th

Sum 1: Mar. 30th   Sum 2: Apr. 30th

Acceptable Preceptors and Sites

Acceptable Preceptors:

- Doctor of Medicine (M.D.)
- Nurse Practitioner (PNP, FNP, ANP, AGNP)
- Doctor of Osteopathic Medicine (D.O.)
- Midwives (for ob/gyn focus of NUR 7070)
- Ob/GYN MD (required for NUR 7070)
- Pediatrician (required for NUR 7070)
- Specialists (i.e., Cardiac/Pulm/GI/etc.) limited to 50hrs must find 2nd site for 120 hrs

Acceptable clinical sites:

- Primary care setting
- Outpatient care setting
- Employee Health/Occupational Health setting
- Assisted-living setting
- Subacute care setting (**no hours/logs acceptable for long term ACUTE CARE patients**)
- Urgent Care Centers are limited to one use during the program

NOTE: Acute Care / Hospital/Emergency settings are NOT ALLOWED

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What are the clinical health requirements for Exxat

Physical (must be completed every year) forms are on Exxat under compliance

- Fill out initial clinical health clearance form for clinical courses and upload in Exxat

- Fill out re-clearance clinical health form for clinical courses and upload in Exxat(need to complete annually) Note: Exxat sends out reminder emails to complete the re-check automatically regardless of when the initial exam expires. If the initial is approved, then disregard the email. **Only complete the re-check if the initial is going to expire or has expired.**

- **INSTRUCTIONS** on how to submit clinical clearance in Exxat

* All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course.
If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. **NO EXCEPTIONS**

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Background Check & Drug/Urine Test (Student needs to complete both **annually**)

- **Background check** with Universal (*anyone who lives in New York State or who has lived in New York State in the last 7 years must complete a New York background check in addition to the one in New Jersey*) *The background recheck should only be completed when the initial background check about to expire or has expired*

   Background checks need to be completed **annually**

- **Urine/drug screening** with Universal

   Urine drug screening needs to be completed **annually**

* All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course.
If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. **NO EXCEPTIONS**

What are the clinical health requirements for Exxat continued

- **CPR**   American Heart Association (AHA) BLS for the Healthcare Provider and BLS Provider- <mark>only one accepted</mark>

- **Health insurance**   if student does not have their own health insurance and is covered under a parent or spouse, supplemental documentation will be needed, showing the owner of the health insurance and their dependents

- **Malpractice Insurance**   ($1 million per occurrence/$6 million aggregate). All students must purchase. AGNP/FNP students purchase NP Student malpractice insurance, ADMIN/EDU students purchase RN malpractice insurance.

- **Nursing License**   Upload a copy of RN license along with identification of state and license number and expiration date. States accepted: CT, DE, FL, MA, NH, NJ, PA, RI, TX, VT, MD (includes Washington DC)

<mark>**Upload All Copies in Exxat**</mark> - make sure to include front and back side of information (**ALL** need current expiration dates)

* All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course.
If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning. **NO EXCEPTIONS**

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What are the clinical forms

Clinical Forms (scroll to bottom of webpage)

- Covid: Assumption of Risk Form
- DNP Clinical Site Evaluation Form
- DNP Clinical Evaluation of Preceptor by Student
- Clinical Student Request & Authorization to Release Records and/or info.
- Drug Screening and Testing
- DNP Clinical Checklist
- Initial Clinical Health Form
- Re-Clearance Health Form
- DNP Student & DNP Preceptor Information Request Form
- DNP Employer Acknowledgement Form

* All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course. *If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning.* **NO EXCEPTIONS**

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How do I upload my clinical health clearance in Exxat

GRADUATE NURSING

- Log into Exxat
- Click on *Compliance*

Compliance
Upload documents needed for clearance to participate in clinical education
1 Documents need attention

- Select a *Requirement* in the list under compliance(ex. CPR) - this will display the **guidelines** for your compliance

Guidelines For Students
- Must be Basic Life Support (BLS) for Health Care Provider.
- Must be in accordance with the American Heart Association guidelines (AHA).
- No other vendor is accepted
- Upload front and back of the card or copy of the certificate.
- Expiration date will be auto-filled as per the school guidelines. (2 years from completion date)

- Complete *required fields* – enter all information & upload file

Upload Files

- Submit for *Review* –

Submit for Review
Guidelines For Students
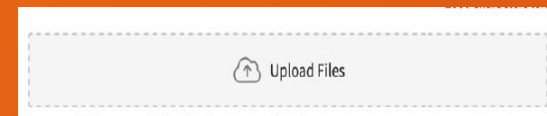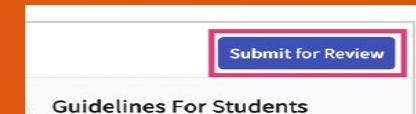
- Confirm your *Submission*. Click OK

Are you sure you want to submit for review?
OK   Cancel
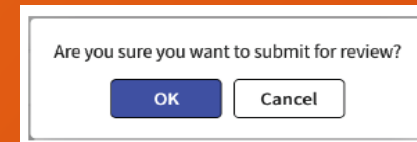
- The **Status** will change to pending review. Exxat takes **48-72 hours** to review. Be sure to check status

Pending Review

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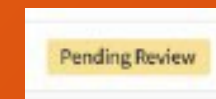
How do I know if my clinical health clearance is cleared

You will see the following under status: (takes Exxat 24-72 hours to respond)

- **Get started:** if you have not yet started working on this item
- **In progress:** if you have begun filling out the information, but nothing has been submitted to Exxat
- **Pending Review:** the document has been submitted to Exxat
- **Approved:** the document has been reviewed by Exxat and meets all requirements
- **Not Approved:** the document has been reviewed by Exxat and determined that it does not meet the requirements
- **Expiring:** an approved document on file is expiring
- **Expired:** the document has expired

Exxat will make comments if there is a question about documentation uploaded. Be sure to follow up with supplemental information and/or documentation

What are the next steps

Review information in Exxat

- Double check that all information is correct (your name, 855#, clinical site and address, preceptor, and faculty) If anything is incorrect, email prism-support@exxat.com & jenningsj3@wpunj.edu. If everything looks good, your professor will be reaching out to you about a week before the semester starts.

- Be sure to read all comments made by Exxat. Students are responsible for completing all compliance requirements and having them approved by Exxat. If a requirement needs attention, be sure to provide & upload the proper information.

Clinical frequently asked questions

- How many clinical hours are required for each practicum?   170 clinical hours.

- When can clinical hours be completed?   Only during the student's clinical semester dates. Hours will not be counted if hours are completed before or after the semester dates. Hours are determined between the preceptor and the student.

- What happens if the student cannot complete 170 clinical hours?   The student must ask for an incomplete from their professor. The professor makes the determination if the student can take an incomplete. The student has 30 days to complete the hours. If the student is registered for the next practicum, they will need to drop the course and finish the incomplete hours. If the hours are not completed within 30 days, the incomplete will be converted to an F.

- What type of preceptors can be used?   MD, DO, NP, RN

- How many preceptors can be used?   The same preceptor can be used for two practicums, but it is ultimately up to the lead faculty coordinator.

- What are the clinical deadlines?   Pg. 17 and https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/clinical/

- Having trouble finding a preceptor?   Email a list of 9 preceptors and sites that were tried to jenningsj3@wpunj.edu (On campus) sosobani@wpunj.edu (WP Online).

- Why is Exxat sign on not working?   Only the students who have registered for a clinical course will be given access to Exxat

What to do for graduation

For a student to graduate, they must fulfill their requirements, such as, complete all their credits in their major, satisfy financial obligations, and apply for graduation. See link for deadlines to apply for graduation. Any student who misses the deadline date can apply for next semester's graduation. Disregard the comprehensive requirement as this does not apply to nursing students. Official transcripts will be ready 6 weeks after the graduation date (degree conferral date). See our graduate website under graduation information. **Nursing** DOES NOT SEND OUT TRANSCRIPTS

Graduation

ALL students need to **apply** for graduation- **fill out form** on WP Connect).

Graduation
- Apply for Graduate Graduation
- Apply for Undergrad Graduation
- Change Graduation Date
- Check Commencement Registration Status
- Summer Graduates: Request to walk in May Commencement

We have **three** graduation dates for the **on-campus program**: *January 25* (**fall**), *May 25* (**spring**), and *September 1* (**summer**).

For **WP Online program** we have **six** graduation dates: *November 1* (**fall-1**), *January 25* (**fall-2**), *April 1* (**spring-1**), *May 25* (**spring-2**), and *July 31* (**summer-1**), *September 1* (**summer-2**). See dates on Registrar's website https://www.wpunj.edu/registrar/graduation-information/

What to do for graduation continued

If the student has missed the deadline for graduation, they must apply for the current date. Then, click on change graduation date on WP Connect. The same place where apply for graduation is and write an explanation why the date needs to be changed in the comment box provided and submit.

Diplomas   see the Registrar's website for more information. Diplomas will be mailed to the address on file after degrees are awarded based on the award dates posted on the Registrar's graduation website.

https://www.wpunj.edu/registrar/graduation-information/

Certificates   (Post-Master's students) See the Registrar's website for more information

https://www.wpunj.edu/registrar/graduation-   information/duplicate-diplomas.html

Commencement   (If a student would like to attend, they need to **apply** on WP Connect to walk in commencement, which occurs every May, however it is not required) https://www.wpunj.edu/commencement/index.html

See link for more information and deadlines to apply. https://www.wpunj.edu/commencement/graduate-ceremony/

Transcripts   The board of nursing requires an official transcript. William Paterson University requires students to pay for an official transcript. <mark>Nursing DOES NOT SEND OUT TRANSCRIPTS</mark>.

To request an **official transcript** log onto WP Connect:

WP Connect - Student tab- My Degree - Official transcript. Diplomas

<mark>*Note:*</mark> Official transcripts will not be available until 6 weeks after the graduation date (degree conferral date). Please make sure to check off degree posted. If this is not checked and it is completed before waiting the 6 weeks after the graduation date, the transcript will be delivered without the correct information, and it will not be approved by the examination board. The student will then need to purchase official transcript is received by the certification board. Any questions regarding transcripts, see link https://www.wpunj.edu/centerss/records/.

What to do for certification

AANP & ANCC Certification – complete forms on their website

    AANP - [The American Academy of Nurse Practitioners Certification Board (aanpcert.org)](https://aanpcert.org)

    ANCC - https://www.nursingworld.org/our-certifications/

*All NP students need to download their entire clinical practicum hours from Exxat when they have graduated. Students will not be able to access Exxat after one year, so students need to make sure they have copies of this information.
See [link](#) for instructions. The School of Nursing does not complete forms for AANP or ANCC. The student completes all the information and submits their requirements.

Students can sit for their exam if their program completion date is within 30 days of their graduation date (conferral date). Anything over 30 days will require a letter from the University. If you need a completion letter, email the director Dr. Cheryl Hollema, hollemac@wpunj.edu, and copy Jami Jennings, jenningsj3@wpunj.edu.

*If a student has passed their exam, they can only begin practicing once their official transcript is received by AANP/ANCC.

Academic Resources Available

- **Accessibility Resource Center** -
  https://www.wpunj.edu/accessibilityresourcecenter/

  Assists students with documented disabilities by providing reasonable accommodations and services

- **Counseling Health & Wellness Center** -
  https://www.wpunj.edu/health-wellness/

  Provides primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities

- **Library** -
  https://guides.wpunj.edu/nursing

  These resources primarily support undergraduate and graduate programs as well as individual faculty research projects

- **Student Success Center** -
  https://www.wpunj.edu/cosh/departments/nursing/student-success/

  Student tutors are available for one-on-one tutoring sessions or group sessions

- **Writing Center** -
  https://www.wpunj.edu/cohss/departments/english/writing-center/

  Assists with reviewing assignments, brainstorming, getting started, expanding ideas, revising early drafts, crafting your thesis, organizing and outlining, adding power and style, using/citing sources, and reviewing strategies for editing and proofreading

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Graduate Tuition for On-Ground Program & Scholarships

See website for current pricing:

Graduate tuition: https://www.wpunj.edu/studentaccounts/tuition-and-fees/graduate-tuition-and-fees.html

Scholarship information: https://www.wpunj.edu/cosh/departments/nursing/scholarships/scholarships.html

Contact Information

SCHOOL OF NURSING
WILLIAM PATERSON UNIVERSITY

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