

# SCHOOL OF NURSING

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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**



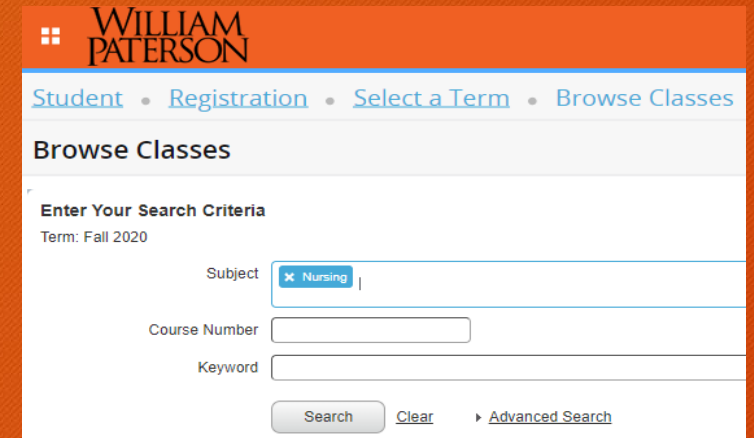
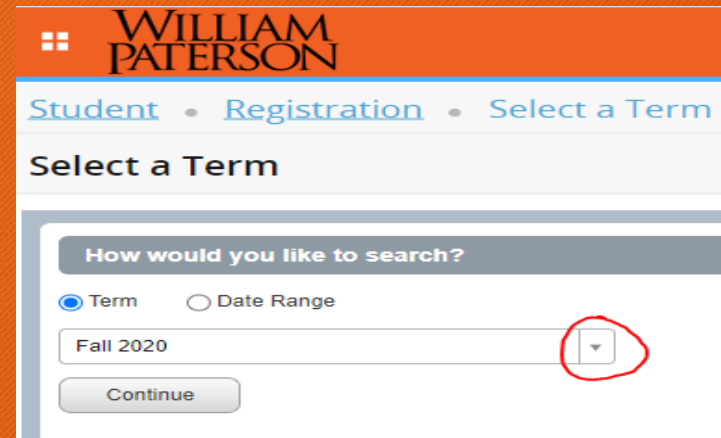
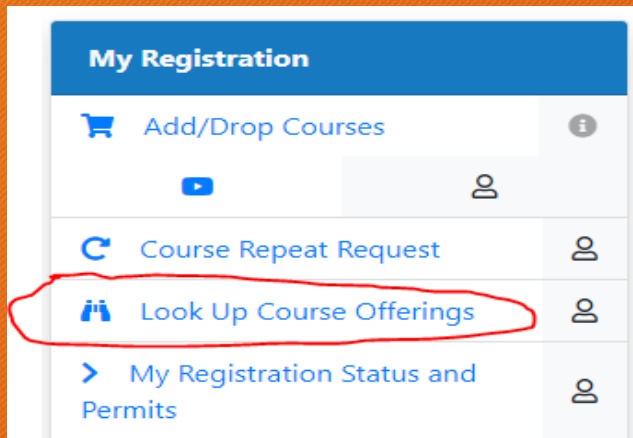
# How long will it take to complete

- 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

# How to look up courses

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- Log onto WPCConnect
- 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



**Browse Classes**

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

Title	Subject Des	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	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





# How to register

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- 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

A video thumbnail with a dark background and a bright, glowing light effect. The text 'How to Register for Classes' is written in a large, bold, yellow font. A red play button icon is centered over the text.

How to Register  
for Classes



# How to Waitlist a Course

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- Log onto WPCconnect
- 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

How to  Waitlist  
a Course



# How to Register for a Waitlisted Course

GRADUATE  
NURSING

- Log onto WPCConnect
- 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 Register for a  
Waitlisted Course



# How to Drop a Course

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- Log onto WPCconnect
- 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



# Leave of absence

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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

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**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

## GRADUATE NURSING

[Student Information Request Form](#) & [Preceptor Information Request Form](#) needed for each course

- [NUR 6041 Advanced Nursing Practicum I](#) Clinical course: 170 hours Credits: 4.0
- [NUR 7011 Advanced Nursing Practicum II](#) Clinical course: 170 hours Credits: 4.0
- [NUR 7070 Advanced Nursing Practicum II](#) Clinical course: 50 OB + 120 PEDS = 170 hours Credits: 4.0

Choose one clinical course by track: 170 hours

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



# What do I do for clinical courses

## GRADUATE NURSING

- 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
- 2) Submission/approval of **student and preceptor information request forms**. All forms are available on the Department of Nursing-Graduate Programs webpage under [clinical forms](#). All preceptors need to submit their cv/resume. Make sure **NP preceptor** includes their **certification and expiration date** for **AANC** or **AANP** on their **cv/resume**. The student records all information in Exxat under coursework – my placement request.
- 3) The faculty coordinators will review and approve all requests. The student will be notified through Exxat when approved or if further information is required
- 4) Once the preceptor assignment has been approved, the department will email the preceptor (cc: the student), a **confirmation of clinical placement form for the graduate student**, course outline and responsibilities in the preceptor partnership. The confirmation of clinical placement for graduate student form needs to be **signed by the preceptor** and returned to our office **via email**. Student should follow-up with preceptor to make sure they signed and sent the Confirmation of Clinical Placement form via email



# What do I do for clinical courses continued

## GRADUATE NURSING

- 5) **Complete health clearance 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 Department of Nursing-Graduate Programs webpage under [clinical forms](#)
  - 6) **Completed urine/drug screen and background check** with a result of “APPROVED” through Universal. The **Graduate Nursing Clinical Documentation Checklist** lists all requirements and can be found in the student handbook and on the Department of Nursing-Graduate Programs webpage under [clinical](#)
  - 7) All students need to upload other documents (CPR card, malpractice insurance, etc. found on the Graduate Nursing Clinical Documentation Checklist on Graduate Nursing website under clinical track forms) 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*

**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

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### On-Campus Program (Jami Jennings)

Fall semester: August 1<sup>st</sup>

Spring semester: January 2<sup>nd</sup>

Summer semester: April 30<sup>th</sup>

### WP Online Program (Ivy Sosoban)

Fall 1: May 31<sup>st</sup>

Fall 2: July 31<sup>st</sup>

Sp 1: Sept. 30<sup>th</sup>

Sp 2: Nov. 30<sup>th</sup>

Sum 1: Mar. 30<sup>th</sup>

Sum 2: Apr. 30<sup>th</sup>



# What are the clinical health requirements for Exxat

## **Physical** (must be completed every year)

- 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
- [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*

# What are the clinical health requirements for Exxat continued

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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

## GRADUATE NURSING

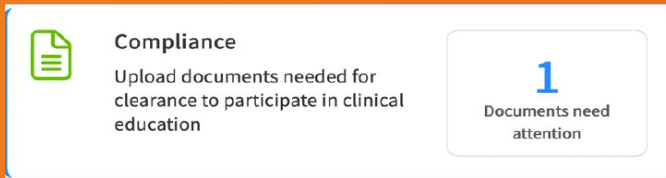
- **CPR** - (American Heart Association (AHA) BLS for the Healthcare Provider and BLS Provider-only one accepted)
- **Health insurance** - (if student does not have their own health insurance and is covered under a parent or spouse, supplemental documentation will be needed, showing the owner of the health insurance and their dependents)
- **Malpractice Insurance** - coversheet or certificate of professional liability insurance, \$1 million per occurrence/ \$3million aggregate (NP students are required to have student nurse practitioner malpractice insurance. ADMIN/EDU students are required to purchase RN malpractice insurance).
- **Nursing License** - make sure to include front and back side of information

(ALL need current expiration dates – Upload all 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*

# How do I upload my clinical health clearance in Exxat

- Log into Exxat
- Click on *Compliance*

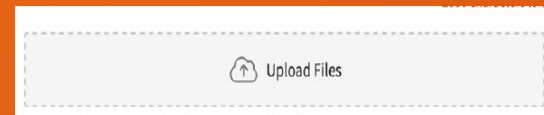


- Select a *Requirement* in the list under compliance(ex. CPR)  
- this will display the **guidelines** for your compliance

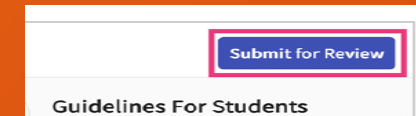
**Guidelines For Students**

- 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)

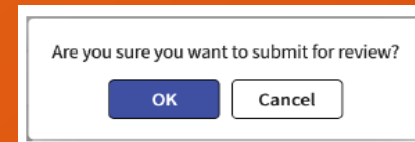
- Complete *required fields* – enter all information & upload file



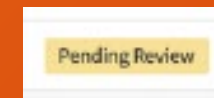
- Submit for *Review* –



- Confirm your *Submission*. Click OK



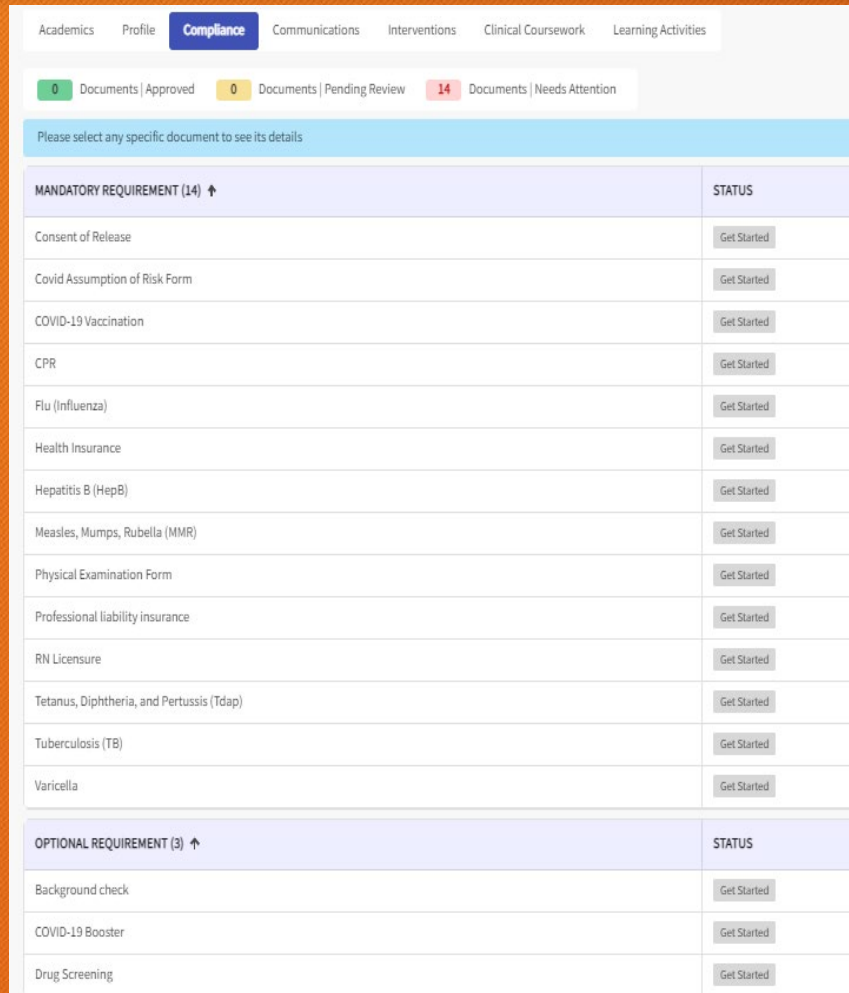
- The ***Status*** will change to pending review. Exxat takes **48-72 hours** to review. Be sure to check status





# How do I know if my clinical health clearance is cleared

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The screenshot shows a compliance dashboard with the following structure:

- Navigation tabs: Academics, Profile, Compliance (selected), Communications, Interventions, Clinical Coursework, Learning Activities.
- Summary: 0 Documents | Approved, 0 Documents | Pending Review, 14 Documents | Needs Attention.
- Instruction: Please select any specific document to see its details.
- Table with columns: Requirement Name, STATUS.

MANDATORY REQUIREMENT (14) ↑	STATUS
Consent of Release	Get Started
Covid Assumption of Risk Form	Get Started
COVID-19 Vaccination	Get Started
CPR	Get Started
Flu (Influenza)	Get Started
Health Insurance	Get Started
Hepatitis B (HepB)	Get Started
Measles, Mumps, Rubella (MMR)	Get Started
Physical Examination Form	Get Started
Professional liability insurance	Get Started
RN Licensure	Get Started
Tetanus, Diphtheria, and Pertussis (Tdap)	Get Started
Tuberculosis (TB)	Get Started
Varicella	Get Started
OPTIONAL REQUIREMENT (3) ↑	STATUS
Background check	Get Started
COVID-19 Booster	Get Started
Drug Screening	Get Started

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

# Academic Resources Available

## GRADUATE NURSING

- [Accessibility Resource Center](https://www.wpunj.edu/accessibilityresourcecenter/) -  
<https://www.wpunj.edu/accessibilityresourcecenter/>
- [Counseling Health & Wellness Center](https://www.wpunj.edu/health-wellness/)-  
<https://www.wpunj.edu/health-wellness/>
- [Library](https://guides.wpunj.edu/nursing) -  
<https://guides.wpunj.edu/nursing>
- [Student Success Center](https://www.wpunj.edu/cosh/departments/nursing/student-success/) -  
<https://www.wpunj.edu/cosh/departments/nursing/student-success/>
- [Writing Center](https://www.wpunj.edu/cohss/departments/english/writing-center/) -  
<https://www.wpunj.edu/cohss/departments/english/writing-center/>

Assists students with documented disabilities by providing reasonable accommodations and services

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

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

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

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



# Graduate Tuition for On-Ground Program & Scholarships

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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>

# What to do for graduation

## GRADUATE NURSING

In order 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 available until 6 weeks after the graduation date (degree conferral date). See link for more information [graduation information](#).

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

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

**Commencement** (If a student would like to attend, they need to **apply** on WP Connect to walk in commencement, which occurs every May)

<https://www.wpunj.edu/commencement/index.html>

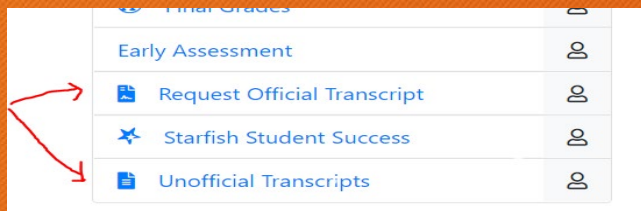


# What do I need to do for certification

## GRADUATE NURSING

For **AANP & ANCC certification**, there are forms on their website that need to be filled out. If your form requires the program director to complete a section, please email Dr. Hollema and copy Mrs. Jennings on the email.

Request an official transcript, located on to WP Connect - Student tab- My Degree - Request Official transcript. Note, official transcript will go out 6 weeks after graduation 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 eination board. The student will then need to purchase another transcript.



A screenshot of the transcript request form. At the top, it says 'Please make your check or money order payable to "WPU"'. Below this is a section titled 'Hold for (Check all that apply)' with three checkboxes: 'Semester Grades – Processed 3 weeks after the last day of the semester', 'Grade Adjustment', and 'Degree Posted – Processed 6 weeks after the last day of each semester'. A red arrow points to the 'Degree Posted' checkbox.

**Note:** 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 because the program completion date is more than 30 days from the graduation date, please email the director Dr. Cheryl Hollema, [hollemac@wpunj.edu](mailto:hollemac@wpunj.edu) and copy Jami Jennings, [jenningsj3@wpunj.edu](mailto:jenningsj3@wpunj.edu).

**Diplomas** – see the Registrar's link <https://www.wpunj.edu/registrar/graduation-information/>.

**Certificates** – for Post master's students. see the Registrar's link <https://www.wpunj.edu/registrar/graduation-information/duplicate-diplomas.html>

# Contact Information

## SCHOOL OF NURSING

WILLIAM PATERSON  
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GRADUATE  
NURSING

**Minerva Salinas Guttman, EdD, RN, APN**

*Associate Dean, School of Nursing*

[guttmanm@wpunj.edu](mailto:guttmanm@wpunj.edu) (973)-720-3491

**Daria Napierkowski, DNP, APRN, ANP-BC, CNE**

*Chairperson, School of Nursing*

[napierkowskid@wpunj.edu](mailto:napierkowskid@wpunj.edu) (973)-720-3495

### On-Ground Program

- **Cheryl Hollema, DNP, APN, FNP-BC**  
*Graduate Director, DNP & Post Masters Certificate  
Coordinator*  
[hollemac@wpunj.edu](mailto:hollemac@wpunj.edu) (973)-720-3482/3215
- **Debbie Mohammed, DrPH, MS, APN-BC, AACRN**  
*Graduate Program, AGNP Coordinator*  
[Mohammedd1@wpunj.edu](mailto:Mohammedd1@wpunj.edu) (973)-720-3449
- **Jami Jennings, MBA**  
*Program Assistant, Graduate Nursing Program*  
[jenningsj3@wpunj.edu](mailto:jenningsj3@wpunj.edu) (973)-720-3511
- **Janet Regan-Livingston, DNP, FNP-C**  
*Graduate Program, FNP Coordinator*  
[reganlivingstonj@wpunj.edu](mailto:reganlivingstonj@wpunj.edu) (973)-720-3445



# Contact Information Continued

## GRADUATE NURSING

### WP Online Program

- **Lydia Albuquerque, DNP, ACNP-BC, CCRN, FNAP, FAAN**  
*WP Online Graduate Nursing Coordinator*  
[albuquerque@wpunj.edu](mailto:albuquerque@wpunj.edu) (973)-720-3486
- **Hairo Batista-Brio, MASSA**  
*WP Online Advisement Specialist*  
[batistah@wpunj.edu](mailto:batistah@wpunj.edu) (973)-720-4833
- **Ivy Sosoban, MSN, RN**  
*WP Online Clinical Coordinator*  
[sosobani@wpunj.edu](mailto:sosobani@wpunj.edu) (973)-720-2753

### Graduate Admissions

- **Christina Aiello, MA**  
*Associate Director*  
[aiello@wpunj.edu](mailto:aiello@wpunj.edu) (973)-720-2237