

Dear New Students,

Welcome!

We are glad that you have chosen to attend Goldfarb School of Nursing at Barnes-Jewish College. To help you get off to a good and strong start at the College, the Student and Support Services department has organized a two-day remote new student orientation on **Thursday, December 17, 2020 (Day 1)** and **Friday, December 18, 2020 (Day 2)** through Microsoft Teams. Please see below, the meeting login links, phone-in numbers and conference ID numbers to attend the orientation. If you are new to Microsoft Teams, I have attached instructions for your reference.

- **Day 1 – Thursday, December 17<sup>th</sup> at 9 am to 12 noon**  
**New Student Orientation Program – Accelerated & Upper Division (Duncan & West Campus)**  
8:45 am – Sign In (click on link or phone in#)  
9:00 am – NSO Program Starts

### Join Microsoft Teams Meeting

[+1 314-626-3842](tel:+13146263842) United States, St. Louis (Toll)

Conference ID: 657 902 293#

- **Day 1 – Thursday, December 17<sup>th</sup> at 1 pm to 2 pm**  
**A Day in the Life Panel Discussion-Upper Division –Duncan Campus Site**  
12:45 pm - Sign In (click on link or dial phone in#)  
1:00 pm - Panel Discussion

### Join Microsoft Teams Meeting

[+1 314-626-3842](tel:+13146263842) United States, St. Louis (Toll)

Conference ID: 916 412 542#

- **Day 2 – Friday, December 18<sup>th</sup> at 9 am to 12 noon**  
8:45 am – Sign In (click on link or dial phone in#)  
9:00 am – NSO Program Starts

### Join on your computer or mobile app

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 314-626-3842](tel:+13146263842), [Conference ID: 171649030#](tel:+171649030)

Attached is the new student orientation packet for more information. We are certain you have questions you would like clarified at orientation, so we added a Q & A portion in the program. To better manage the time for the Q & A, we request that you send in your questions in advance to Malou Jaime at [Maria.Jaime@BarnesJewishCollege.edu](mailto:Maria.Jaime@BarnesJewishCollege.edu). You will still have the opportunity to ask questions during orientation using the chat box.

We look forward to seeing you at orientation.

Sincerely,

*Michael D. Ward*

Michael D. Ward, Ph.D., RTR, FASRT  
Vice Dean for Student Affairs and Diversity & Professor

Encls.: a/s

## Remote New Student Orientation Schedule of Activities – Day 1 BSN Accelerated and Upper Division (Duncan & West Campus Sites)

Thursday, December 17, 2020

8:45 a.m. Central Time

MS Teams

8:45 a.m. [Login | Phone In](#)

9:00 a.m. [Welcome](#)

**Nancy Ridenour**, PhD, APRN, BC, FAAN | *Goldfarb School of Nursing Maxine Clark and Bob Fox President*

**Mayola Rowser**, PhD, DNP, FNP-BC, PMHNP | *Goldfarb School of Nursing Jack Taylor Dean & Professor*

**Judy Smith**, PhD, RN, GCNS-BC | *Assistant Dean of Undergraduate Nursing Program*

**Katie Jett**, DNP, MSN, FNP-BC, RN | *Director BSN Program-Upper Division – West*

**Catherine Kush**, DNP, GNP-BC, RN | *Director BSN Program-Upper Division - Duncan*

**Angela McConachie**, DNP, FNP-MSN, RN | *Director BSN Program-Accelerated Option*

**Michael Ward**, PhD, RT(R), FASRT, FMOsRT | *Vice Dean for Student Affairs and Diversity*

### [Student Services Overview](#)

**June Cowell-Oates**, EdD, LPC, LCSW, CEAP | *Director for Alumni Affairs and Program Officer for Student Affairs and Diversity*

**Janine Russell**, MM, MBA | *Academic and Student Support Advisor*

**Jessica Allen**, MEd | *Academic and Student Support Advisor*

**Jane Cornbleet**, MEd | *Academic and Student Support Advisor*

**Stacy Bogier**, M.S.Ed | *Director of Enrollment Management*

- External and Institutional Scholarships
- Work Study Opportunities

**Terri Montgomery**, MPA | *Registrar*

- Registration Office Support Services

10:40 a.m. [Public Safety Overview](#)

**Stephen Heywood** | *BJC Public Safety, Parking, Student Badge Access*

**Keith Stumpf & Karen Yaeger** | *MBMC Public Safety, Parking, Student Badge Access*

Library Resources

**Renee Gorrell**, MLS, AHIP – *Director-Library Information Services*

11:30 a.m. [Q & A](#)

*Continues*

1:00 p.m. **A Day In The Life - Student Panel Discussion**  
**Moderator: Jessica Allen**

- Accelerated

**A Day In The Life - Student Panel Discussion**  
**Moderator: Janine Russell**

- Upper Division (Duncan Campus Site)

**A Day In The Life - Student Panel Discussion**  
**Moderator: Jane Cornbleet**

- Upper Division (West Campus Site)

## Instructions:

1. (a) Login using Teams meeting link; or (b) telephone call in number at 8:45 am
2. The meeting will start at 9 am.
3. All microphones will be muted and cameras turned off,
4. All questions sent in the chat box will be monitored and answered in the order they were received during Q&A. Unanswered questions will be included in the FAQ list.
5. If you have questions you want answered at orientation, please email questions in advance to:  
Malou Jaime: [Maria.Jaime@BarnesJewishCollege.edu](mailto:Maria.Jaime@BarnesJewishCollege.edu)

## New Student Orientation Schedule of Activities – Day 2 BSN Accelerated and Upper Division (DCS & WCS)

**Friday, December 18, 2020**

MS Teams – Virtual NSO

Login: 8:45 a.m.

- 9:00 a.m. Welcome | Introduction of Team  
**Mayola Rowser**, PhD, DNP, FNP-BC, PMHNP | *Goldfarb School of Nursing Jack Taylor Dean & Professor*  
**Judy Smith**, PhD, RN, GCNS-BC | *Assistant Dean of Undergraduate Nursing Program*  
**Katie Jett**, DNP, MSN, FNP-BC, RN | Director BSN Program-Upper Division-West  
**Catherine Kush**, DNP, GNP-BC, RN | Director BSN Program-Upper Division-Duncan  
**Angela McConachie**, DNP, FNP-MSN, RN | Director BSN Program-Accelerated Option
- 9:20 a.m. GUS Connect | Student Email Account | Canvas | Care Learning  
**Carlos Pardo**, MBA, BSBA | Director – Information Services
- 10:00 a.m. Break
- 10:10 a.m. ATI Orientation  
**Teresa Hamra**, EdD, MSN, RN | Assistant Professor  
**Tara Shaw**, MSN, RN | Assistance Professor
- 11:10 a.m. CIPE Orientation  
**Lee Ann Jerls**, MSN, RN | Assistant Professor
- 11:30 a.m. Q & A

## New Student Checklist

- Register for New Student Orientation at [http://gson-ne.ws/NSO\\_by\\_November\\_20,2020](http://gson-ne.ws/NSO_by_November_20,2020)
- Attend Remote New Student Orientation
  - BSN Accelerated and Upper Division - Duncan & West Campus Sites:
    - Day 1 – Thursday, December 17, 2020
    - Day 2 – Friday, December 18, 2020
- Submit all final official transcripts to [admissions@barnesjewishcollege.edu](mailto:admissions@barnesjewishcollege.edu). If you have questions, please contact the Admissions Office:

Misty Hursey – UD (Duncan and West)

Phone: 314.691.3451

Email: [Misty.Hursey@BarnesJewishCollege.edu](mailto:Misty.Hursey@BarnesJewishCollege.edu)

Matt Kitchell- Accelerated

Phone: 314.280.2112

Email: [Matthew.Kitchell@BarnesJewishCollege.edu](mailto:Matthew.Kitchell@BarnesJewishCollege.edu)

- Contact the Office of Financial Aid at 314.454.8489 (Holly Allen) Financial Aid Counselor for financial aid information.

**Holly Allen** | FA Counselor (Duncan Campus Site – student last names A-L / West Campus Site – all students)

Phone: 314.355.9648

E-mail: [holly.allen@barnesjewishcollege.edu](mailto:holly.allen@barnesjewishcollege.edu)

**Joi Haire** | FA Counselor (Duncan Campus Site – student last names M-Z)

Phone: 314.335.9718

E-mail: [joi.haire@barnesjewishcollege.edu](mailto:joi.haire@barnesjewishcollege.edu)

- Contact the Business Office (Joe Etling at Phone: 314.454.8619 | Email: [Joseph.Etling@BarnesJewishCollege.edu](mailto:Joseph.Etling@BarnesJewishCollege.edu)) for billing and payment arrangements.
- Submit to [www.castlebranch.com](http://www.castlebranch.com) by [Friday, February 12, 2021](#)
  - Proof of current CPR certification obtained from the American Heart Association in Basic Life support for the Healthcare Providers
  - All required immunization records.
  - Proof of Two-Step TB Skin Testing (available at no charge to students at BJH)
  - Complete background check and drug screening by [Monday, January 11th](#)
  - Current flu shot record (Not applicable for summer and fall start dates)
- Submit all required paperwork to the Admissions Office by [Monday, January 11th](#)
  - Release of Responsibility Form
  - Confidentiality Agreement
  - Alert Form
  - Media Authorization Form
  - Compliance and Confidentiality Acknowledgement (Code of Conduct)
- Currently working on ID badge and parking registration processes to comply with building access restrictions in the medical campus. Watch out for an email with detailed information and instructions.

- ❑ Books/Uniforms and Supplies
  - ❑ Books - See the "FAQ Textbooks" page on the College's website at [www.barnesjewishcollege.edu/textbooks/FAQ](http://www.barnesjewishcollege.edu/textbooks/FAQ). The booklist is available two weeks before new student orientation.
  - ❑ Skills supplies will be provided to you on the first clinical day.
  - ❑ Uniform – Visit the College's website at [www.barnesjewishcollege.edu/uniforms](http://www.barnesjewishcollege.edu/uniforms)
  - ❑ Scrubs (Galaxy Blue with College's signature logo)
  - ❑ White Lab Jacket (with logo) \*
  - ❑ White or Black Solid Shoes (needle resistant, non-slip shoes; covered heels and toes)

For BSN Accelerated and BSN Upper Division Students

You must purchase your uniforms at least four (4) weeks before the program start date to ensure delivery in time for your first clinical/lab course. With a valid student ID or verification letter (see the following page), students can visit the following location for uniform fittings and purchase:

MPG Tandem (Authorized Uniform Vendor)

1564 Fenpark Drive

Fenton, MO 63026

Telephone: 314.809.2607

Store Hours: Monday: 8 a.m. to 6 p.m. and Tuesday through Friday: 8 a.m. to 4:30 p.m.

**Note:** Due to COVID-19, please call before visiting store location.

For instructions on how to purchase student uniforms online, visit [www.barnesjewishcollege.edu/uniforms](http://www.barnesjewishcollege.edu/uniforms)

**\*Do not purchase until further notice.**

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# GOLDFARB

GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE



To: MPG Tandem

This is to verify that the bearer of this letter will be a student at Goldfarb School of Nursing to commence on 2021 spring term therefore is eligible to purchase Goldfarb uniforms.

If you have questions, please contact Malou Jaime via email [Maria.Jaime@BarnesJewishCollege.edu](mailto:Maria.Jaime@BarnesJewishCollege.edu).

A handwritten signature in black ink that reads "M Jaime".

Malou Jaime  
Student Event and International Student Processing Specialist



## New Student Orientation Registration Form

Please register online at <http://gson-ne.ws/NSO>

OR

Please complete and submit registration form to: [NewStudentOrientation@bjc.org](mailto:NewStudentOrientation@bjc.org)

**Please Check Program Attending**

- BSN Accelerated
- BSN Upper Division Duncan Campus Site
- BSN Upper Division West Campus Site

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Submission Deadline: **November 20, 2020**

**Attendance is mandatory for new students.**

## Alcohol and Other Drug Policy

Goldfarb School of Nursing at Barnes-Jewish College seeks to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment. The College considers its students to be adults who will comply with its Alcohol and Other Drug policy and federal, state and local law regulating alcohol and drug use. Any student who violates this policy will be subject to the full range of correction action, up to and including dismissal.

The College, however, attempts to educate members of the College community as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues. The College also tries to teach students to be responsible for their behavior and make them aware of the effects of their behavior on others within and outside of the College community.

The College provides confidential counseling service for alcohol and drug-related problems where needed. Students desiring assistance should contact Academic and Student Support Services Department. Students who initiate self-referral through the Academic and Student Support Services Department will not be disciplined for utilizing this service. The information shared will remain confidential. Students who are referred by College Administrators may be subject to disciplinary action due to performance or safety related issues.

A student convicted of any criminal drug statute violation, including DWI, is required to notify College Administrators no later than five days after such conviction occurs. College Administrators will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988.

### Current Law

In the State of Missouri, the legal drinking age is 21. Furnishing alcohol to a minor is also a punishable criminal offense. Violation of Missouri drinking law can result in increased fines and incarceration. A conviction for driving under the influence of drugs or alcohol can also result in fines in excess of \$500, community service, mandatory treatment programs, license revocation, and/or incarceration.

In the State of Missouri, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Missouri drug laws also may result in incarceration and substantial fines. The College voluntarily complies with the substantive provisions of the federal *Safe and Drug-Free Schools and Communities Act of 1994*, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students on the property of the College or as part of any educational program or activity.

Federal law contains other laws regulating drugs and controlled substances. Under federal law, illegal possession of a controlled substance can result in a fine of at least \$1,000 and up to one-year imprisonment for a first offense. Penalties increase when an offender has been convicted of prior drug-related offenses. Illegal possession of a controlled substance can also result in the forfeiture of property, civil fines, and the loss of federal benefits. Trafficking controlled substances can also lead to substantial fines and lengthy prison sentences, including life in prison. Conviction for violation of federal drug laws may also result in loss of federal aid for financing education.

### Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

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More specifically, the major categories of drugs are listed below and include the significant health risks of each.

**AMPHETAMINES** - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

**NARCOTICS** - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

**DEPRESSANTS** - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

**HALLUCINOGENS** - may cause psychosis, convulsions, coma and psychological dependency.

### **College Regulation of Alcohol**

Students are prohibited from being under the influence of alcohol while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of alcohol" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of alcohol.

### **College Regulation of Other Drugs**

Goldfarb School of Nursing at Barnes-Jewish College prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation, marijuana and cannabis-derived material, opium and its derivatives, hallucinogens, amphetamines or methamphetamines, barbiturates, cocaine or crack, and prescription medications illegally obtained. Any student violating this policy will be subject to College disciplinary procedures. Any illicit/illegal drugs, or controlled substances and drug paraphernalia, will be confiscated by the College. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy. The College cooperates with local law enforcement in these matters.

All drugs and drug paraphernalia will be confiscated by the College and turned over to law officials. Any student violating this policy will be subject to College disciplinary procedures. The College cooperates with local law enforcement in these matters.

Students are prohibited from being under the influence of drugs while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs.

Marijuana is not legal in the State of Missouri. The State of Missouri, local law enforcement authorities, and the College do not recognize medical marijuana cards issued by other states. Possessing a medical marijuana card from another state does not make it legal to use marijuana in the State of Missouri or at the College.

### **Screening**

*Pre-Admission Screening:* In an effort to maintain a drug and alcohol-free environment, applicants who receive a conditional acceptance to the College will be subject to drug testing as part of the pre-admission health screening.

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*“For Cause” Testing:* Detailed guidelines are available through the Academic and Student Support Services Department relating to testing when a College administrator/faculty/staff suspect drug or alcohol related impairment or unauthorized use on the job or clinical.

*Testing in the Event of Accident/Injury:* College Administrators may conduct testing in the case of an accident and/or injury.

*Testing in the event of medication administration/handling discrepancy:* College Administrators may conduct testing in the case of the improper documentation of narcotics.

### **Right to Inspect**

College Administrators may at any time inspect a student’s locker, lunchbox, or other personal property when any of these are on Goldfarb School of Nursing at Barnes-Jewish College property. In addition, College Administrators may inspect the person of any student whom it reasonably believes to be in violation of this policy. College Administrators also may at any time inspect any vehicle on Goldfarb School of Nursing at Barnes-Jewish College property if the administrator/faculty/staff member has reasonable cause to suspect that the vehicle is involved in the use, storage, distribution, or sale of alcohol or illegal drugs.

### **Consequences for Alcohol and Other Drug Policy Violation**

Violations of the Alcohol and Other Drug Policy will be addressed pursuant to the College’s discipline procedures. Along with any other appropriate sanctions, consequences of a violation of the Alcohol and Other Drug policy may include one or more of the following:

- Required attendance and completion of a drug or alcohol education course;
- Rehabilitation;
- Treatment program satisfactory to the College;
- Required periodic alcohol and drug screening;
- Reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws;
- Disciplinary fines and sanctions up to and including dismissal from the College which will effectuate appropriate resolution;
- Disciplinary probation which could result in extra-curricular activity suspension, including athletics.

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the College and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the College and all drug and alcohol screenings, is the responsibility of the student.

As permitted by law, the College also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students.

## Locker Agreement (Duncan Campus Site)

### Locker Procedures

Use of the Goldfarb School of Nursing at Barnes-Jewish College (GSON) lockers is a privilege. Any student wishing to use a locker for a term will have a locker and combination lock assigned to them. Lockers are used at a student's own risk. GSON is not responsible for lost, stolen or damaged personal property resulting from the use of a GSON locker.

By signing the Student Locker Agreement form, students agree to abide by the terms and conditions outlined below.

1. Locker rental fees are paid by charge to the student's GSON account. See The Business office document, Locker Rental section for details (page 24).
2. Locker rental fees are \$35 per academic term (spring, summer and fall). Locker rental fees are non-refundable (no refunds will be issued for early termination). You may renew your locker agreement prior to your previous agreement's expiration date.
3. To rent a locker, students should:
  - Sign a Locker Agreement
  - Return completed form via your Goldfarb email to the Business Office's email [GSON-BusinessOffice@bjc.org](mailto:GSON-BusinessOffice@bjc.org). **Note:** Goldfarb email will be available two weeks before start of the term.

Students will receive a locker assignment and lock combination from the Locker Rental Coordinator.
4. Use of a locker by a person other than to whom it is issued is strictly prohibited. Misuse of a locker may lead to termination of locker privileges. Only the combination locks issued by the GSON may be used on lockers.
5. GSON Administration reserves the right to open a locker with or without the consent of the student to whom the locker is registered, in instances where locker procedures are being abused or in the case of an emergency.
6. Flammable materials, dangerous chemicals, explosives or weapons of any kind, illegal or controlled substances, and/or perishable items (unless they are in an insulated bag or tight container) are strictly prohibited inside the lockers.
7. Students are not permitted to affix anything to the interior or exterior of their lockers.
8. Upon assignment and during use, students should report any damage or needed repairs to Denise Quello, Administrative Coordinator at 314.454.7059
9. All personal items must be stored completely within a locker. Items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
10. Prior to the locker agreement expiration date, students will receive an e-mail notification of the deadline date to clean out and vacate the locker. Lockers not cleaned out by the date indicated will be vacated and contents reused or destroyed.
11. Lockers MUST BE KEPT SECURED/LOCKED when unattended.
12. Students must notify the Administrative Coordinator, if use of the locker is terminated prior to the end of the rental term.

**NOTE:** By signing this agreement, the student authorizes the College to enter the locker at the College's discretion. My signature indicates that I have reviewed and accept the terms of this Locker Agreement.

Student Signature: \_\_\_\_\_

Name (PRINTED): \_\_\_\_\_

Student Number: A \_\_\_\_\_ Date: \_\_\_\_\_

Office Use:	
Amount Paid: \$ _____	Expires: _____

## Quick facts for locker rentals:

- 1) If you have issues getting into the lock or with the combination, **please write down the last 4 numbers** from the serial number on the back of the lock and bring the information to Denise Quello on the 3<sup>rd</sup> floor (or to Wanda Cummings on the 2<sup>nd</sup> floor if Denise is not available).
- 2) A general email will go out to all students, via their college email (firstname.lastname@barnesjewishcollege.edu) at the end of each term. It is the student's responsibility to remember when/if they need to renew their locker. If you have questions or need to check when your locker expires, please see Denise Quello on the 3<sup>rd</sup> floor.
- 3) If you renew your locker before the rental expires, you can keep the same locker.
- 4) If the locker is dirty or damaged in any way, please notify Denise Quello at [denise.quello@barnesjewishcollege.edu](mailto:denise.quello@barnesjewishcollege.edu) or 314.454.7059 immediately so she can notate your account.

## Combination Lock Instructions:

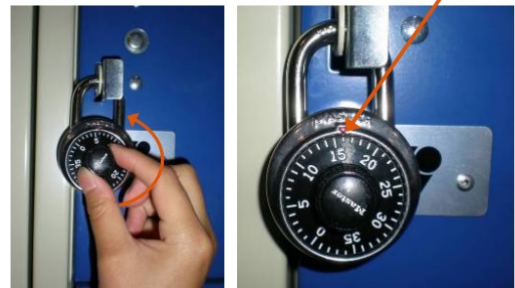
**STEP 1:** Turn the dial three times to the right, then stop when the first number lines up with the indicator.

First Number: 38



**STEP 2:** Turn the dial ONE full turn to the left, passing the first number, and stop when the second number lines up with the indicator.

Second Number: 16

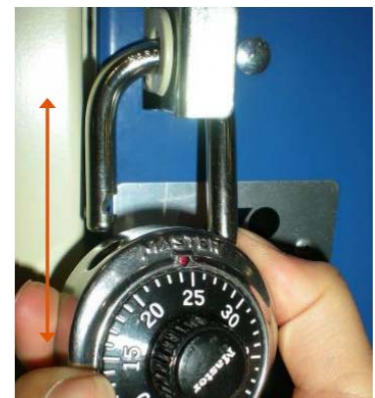


**STEP 3:** Turn the dial to the right and stop when the third number lines up with the indicator.

Third Number: 22



**STEP 4:** Either pull up on the shackle, or pull the lock down to open the lock.



## Information Systems

Two weeks prior to the beginning of your first term, you will receive access to the College's computing resources, as well as several BJC HealthCare systems. Below, you will find information about each system, how to access them, how to activate your usernames and passwords and how to reach out for help when necessary. **Before accessing any of the applications, you need to change your password at <http://connect.bjc.org>** but first, read about our systems.

### General System Information:

Goldfarb School of Nursing uses several computer systems. Below is a brief description of our main systems:

**GUS Connect** – Is Goldfarb's portal application which provides a single point of access to all Goldfarb computing systems including Canvas, Outlook, the Library, and individualized student account information. GUS Connect is phone-friendly and there is also a "Goldfarb School of Nursing" app available for smartphones with many of the links to the College resources.

**BJC-NT Domain** – This account, also called the BJC-NT network account, provides access to the Windows Desktop when logging into College or BJC computers.

**DUO** – DUO is the two-factor authentication app used by BJC to allow access to our systems from outside our network. You will need to enroll your phone so you can receive confirmation calls/messages to authenticate the use of your account.

**Outlook** – Email application, and for many departments, preferred method of communication in all areas of the College. Accessed from the Outlook link located on the GUS Connect portal.

**Canvas** – Online Learning Platform. Accessed through the GUS Connect portal, provides online learning and interaction between students and faculty.

**Passport (CareLearning)** – Cloud app to keep track of some requirements from the hospitals. Once you complete the requirements, the hospitals will allow you to go to clinicals at their facilities. You will be registered one week after your first class.

**Clinical Systems** – In the clinical environment you will have access to Epic across BJC. In most of the clinical areas, BJC IS has VDI (or Follow Me Desktop) technology. Whereas clinicians assigned to these floors will use proximity cards to log into these systems, students and clinical faculty access these systems differently. Please use your BJC-NT Domain (Network) login credentials to access the Windows desktop on designated workstations. Then, access Epic with your BJC-NT Domain (Network) login credentials from the appropriate link on the machine desktop.

**Saba** – Cloud app to complete some of the training needed for compliance and to get authorization to use the EPIC system. You will be registered around two weeks before classes start, but not all the modules are required immediately. Some students don't have to complete the EPIC modules until the second or third term. Check the due date of the modules and complete them before they are due. Your Professor will tell you when/if you need to complete the EPIC modules.

## Username:

Your username is the same for all systems mentioned above, with a small addition for Outlook. You will receive an email with your username once it is enabled (around two weeks before starting the classes). If you don't receive the email, please contact your academic advisor.

## Password:

Your default password is generated when your account is created, and it will not work correctly **until you change it**. Once changed, the same password will work in many systems (GUS Connect, BJC-NT, Outlook, Canvas, Epic, etc.). You will receive an email with your temporary password and instructions on how to change it

## How to Access:

Before accessing any of the applications, you need to reset your password. You will receive an email from our IS team when your account is ready. Go to <http://connect.bjc.org> to reset your password.

*Note: If you are a BJC employee, former BJC employee or a returning student, your ID and password will be the same. If you don't remember your login ID and/or password, call the BJC-IS help desk at 314.362.4700 (open 24/7) and let them know you are a returning/new student and need a Windows password reset.*

Change your password to something you will remember:

- Make it at least 8 characters long
- Must have a number
- Must contain upper AND lower-case letters
- It CANNOT contain part of your name, last name or username
- If desired, you can add some special characters (such as !@#%\$+- etc.)

**Once you change your password, read the messages in the screen to confirm that the new password was accepted.**

If there is an error message or any other indication that the new password was not accepted, try again following the rules above.

The email that you will receive from IS will contain valuable updated information but if nothing works, call the Help Desk at 314.362.4700 and request a Windows password reset.

New Student access to all GSON systems including GUS Connect will be available 2 weeks prior to the first day of the term.

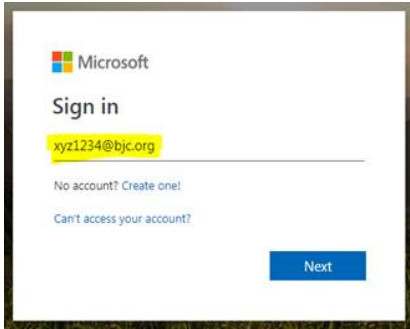
## GUS Connect Access:

Find the "GUS Connect" link located at the top of Goldfarb's website ([www.barnesjewishcollege.edu](http://www.barnesjewishcollege.edu)) or go to <https://gusconnect.barnesjewishcollege.edu/> to access the portal directly

## Outlook Access:

Once logged in to the [GUS Connect](#) portal, select the Outlook icon  at the left menu bar.





You will be redirected to the Microsoft's Outlook site. Use your username with the **@bjc.org** at the end.

Your Outlook **password** will be the password that you created. Your email address will be First.Last@BarnesJewishCollege.edu if it is not already taken. There is a lot of people with the same first and last name, but usernames are unique.

Do not use FirstName.LastName@BarnesJewishCollege.edu as your Outlook login; it will not work.



Sign in with one of these accounts



Once you click next, it may ask you to select the organization. Select BJC HealthCare

After selecting BJC HealthCare, Outlook will ask you to enter your password. Enter your newly created password now (remember, temporary or default passwords need to be changed first)



Again, do not use FirstName.LastName@BarnesJewishCollege.edu as your Outlook login; that is your email address, your login has the username@bjc.org format (looks like an email but is your Outlook username)

Optionally, you can you to Outlook directly by typing this link: <http://outlook.bjc.org>

If you want to access GSON email on your phone, you will need to download the Microsoft Outlook app. Other email applications will not be able to connect to our email server for security reasons.

## DUO Enrollment:

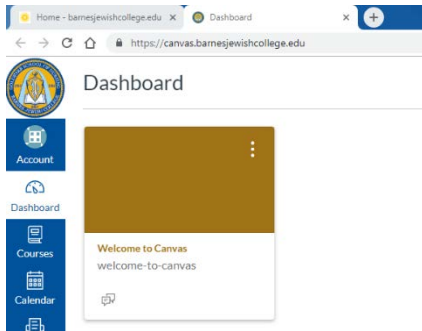
Once you enter in Outlook, follow the DUO setup instructions. Duo is necessary to authenticate users before they access certain College resources from non-BJC networks. It is recommended to enroll your mobile phone instead of any other device. Once enrolled, you can use any computer (at home, friend's house, work, etc.) and Outlook will send you a DUO request to your phone to confirm you approve the access from that computer.

## Canvas Access:

Once logged in to the [GUS Connect](#) portal, select the Canvas



icon located at the left menu bar.



You will be redirected to our LMS, Canvas.

Optionally, you can go directly to Canvas by typing in your browser:

<http://Canvas.BarnesJewishCollege.edu>

Canvas courses will be available to the students from two weeks before the start of the term until one week after the last day of class.

### Canvas Student Orientation Course

All Goldfarb students are strongly recommended to complete the Canvas Student Orientation Course. To enroll in the Canvas Student Orientation Course, follow these steps:

1. Copy and paste this link into your browser: <https://bjc.instructure.com/enroll/337H99>
2. Log in to Canvas using your GUS Connect username and password.
3. Click the “Enroll in Course” button.
4. Click the “Go to Course” button to get started!

More information on Canvas, including how to access, a Student Overview video, and instructions on enrolling in the Canvas Student Orientation can be found on our website at: <https://www.barnesjewishcollege.edu/Academics/Canvas>

### Student Laptop, smartphone and Internet access policy

GSON doesn’t endorse any specific model but does require that all students have a laptop and a smart phone. The IS team will do its best to assist with technical issues but ultimately the students are responsible for their own devices. Personal computers (PCs) are acceptable substitute for home use and the same minimum recommendation than the laptops should be applied.

#### 1. Recommended Laptop Specifications.

We recommend laptops instead of notebooks, Chromebooks or tablets. Some notebooks may work but they could make the access to some resources challenging if not impossible.

Any laptop that was purchased in the last two years should be good enough but check the MINIMUM recommended hardware below for a better experience:

<b>Hardware</b>	<b>Recommendation</b>
Processor	Intel i5 7 <sup>th</sup> Gen or better
RAM	16 GB (32GB preferred)
Hard Drive	256 GB (larger capacity and/or solid state preferred)
Operating System	Windows 10 or OS X Sierra (10.11) with the latest patches
Software	Up to date Antivirus (Windows Defender minimum) Chrome PDF reader
Network	Wireless card or USB
Min Screen Size	14”
Battery life	More than 4 hours
Camera and Microphone	Built-in or external webcam with microphone required for certain online exams
Backup	GSON will provide MS OneDrive license during the active enrollment of the student

## 2. Software

Goldfarb will provide the students with an Office365 web license that includes Outlook, Word, Excel, PowerPoint, OneDrive, etc. It is recommended not to purchase Microsoft Office when buying a new laptop.

The students will need a good antivirus to protect their device from malware like viruses, worms, spyware, trojans, keyloggers and such. Windows Defender comes with Windows 10 and it is the minimum requirement. The antivirus software should be configured to receive automatic updates.

Most of the software the students will need will be in the Cloud and they will need the latest version of Chrome. Some other browsers will probably work but Chrome is the only one we test extensively with any upgrade.

DUO Mobile must be installed in a mobile device (smart phone preferred)

## 3. Internet

At College, the student will have access to the internet using the Guest wireless network. At home, the student is expected to have the adequate Internet connectivity (more than 1 Mbps) to access academic resources, attend conference calls/lectures, or take online exams, among other things.

## 4. Laptop Support

We will provide limited support to personal devices since we don't have the expertise (specially with Mac's and tablets) or infrastructure to support everything is out in the market. We will assist with network connectivity and some basic user-level troubleshooting. Hardware or more complex support must be handled through the manufacturer or some other third-party computer services vendor. It is a good idea to have an extended warranty that covers your laptop while you are at GSON.

Always, save your course files in OneDrive and if possible, synchronize them with a copy in your laptop, that way you will be able to work offline and if your laptop breaks, most, if not all your work will be safe.

## NEED HELP?

- BJC Help Desk – open 24/7: 314.362.4700 (for general access issues and password reset)
- Email: [GSON\\_GUSCONNECT@bjc.org](mailto:GSON_GUSCONNECT@bjc.org) for non-urgent issues

If the BJC Help Desk is unable to resolve your issues, please ask them for the incident number (It will look like INC12345). Forward this incident number to Carlos Pardo, Director of Information Services ([carlos.pardo@barnesjewishcollege.edu](mailto:carlos.pardo@barnesjewishcollege.edu)) so that the incident can be escalated to the appropriate team.

## Parking, Student ID Badge, Building Access Hours

### Parking

#### Duncan Campus Site

All students can park for free in the Duncan Central garage located on the Duncan Campus Site (see map on page 21). Students who are Washington University employees can park in their assigned parking location, or they have an option to park in the Duncan Central garage for a fee. For parking access to the Duncan Central garage, you must complete a parking registration form. The parking permit is valid for the duration of your program. If you have questions about parking, contact Malou Jaime at 314.454.8686.

#### West Campus Site

Parking is free. All students are to park on the south area lot (see map on page 22). Contact Security Front Desk for parking issues.

### Student ID Badge

#### Duncan Campus Site

You will need your badge to access the building and the parking garage. The student badge is valid for the duration of your program. Contact Malou Jaime at 314.454.8686 or by email <mailto:Maria.Jaime@BarnesJewishCollege.edu> if you have Duncan Campus Site ID badge issues.

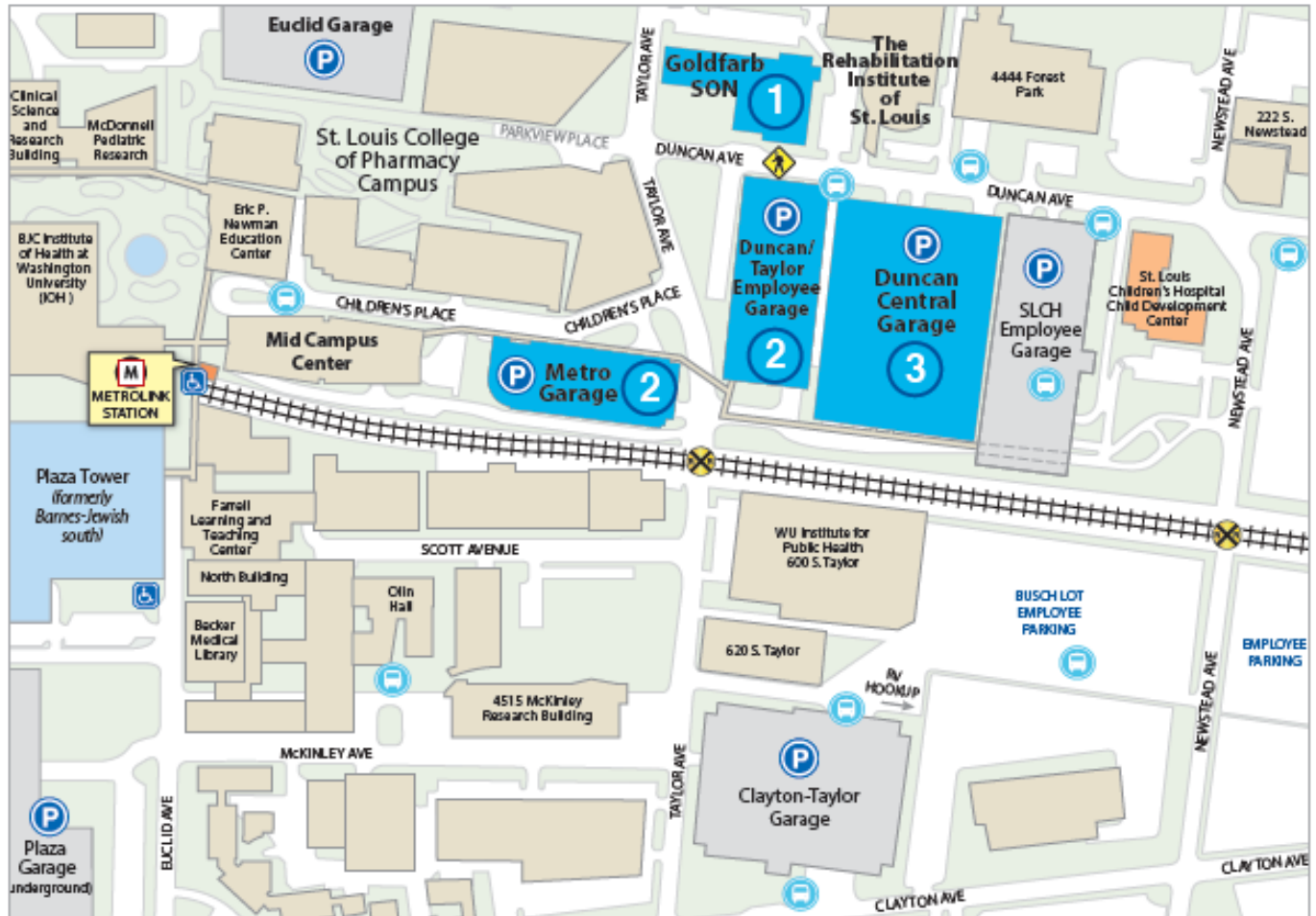
#### West Campus Site

Students attending this campus site will be issued two student badges and parking permits; one for the Duncan Campus Site and one for the West Campus Site. The student badge is valid for the duration of your program. Contact Security Front Desk if you have West Campus Site ID badge issues.

**Student ID Badges** are to be worn by all students for clinical practicum and other designated learning experiences and must be presented when requested by security personnel. Badges must be worn above the waist with full first and last name, program and College name visible. If a student loses a badge, it should be reported to Student Academic and Support Services and Security immediately. No stickers or pins, which cover important information, should be adhered to the badge. Under no circumstances is any student to give his/her badge to anyone else for any purpose, or to use or display another student badge. Violations may be cause for corrective action.

*Continues*

## Duncan Campus Site



**1**  
Goldfarb School of Nursing  
at Barnes-Jewish College

4483 Duncan Avenue  
St. Louis, MO 63110

**2**  
Duncan/Taylor Garage and  
Metro Garage

Visitor Parking  
4452 Duncan Avenue  
St. Louis, MO 63110  
(Located near the corner of  
Duncan Avenue & Taylor Avenue)

Visitor Parking  
4526 Children's Place  
St. Louis, MO 63110  
(Located at the corner of Taylor  
Avenue and Children's Place)

**3**  
Duncan Central Garage

Current Student and  
Employee Parking  
4456 Duncan Avenue  
St. Louis, MO 63110



## West Campus Site



1

### Goldfarb School of Nursing at Barnes-Jewish College

3005 North Ballas Road  
St. Louis, MO 63131  
Level 4 of the Main Garage

#### From Interstate 270

- Take I-270 to exit 12 onto I-64/US Highway 40 east.
- Quickly and safely move to the far right lane (exit 26, Ballas Road).
- Turn left (south) on Ballas Road, then turn right into the campus.

2

### Student Parking

#### From Interstate 64/US Highway 40

- Take I-64/US Highway 40 to exit 26, Ballas Road.
- Turn south on Ballas Road, then turn right into the campus.

- Building C, C Garage
- Doctors Buildings A, B
- Main Garage
- North Entry/Bldg. D, North Garage
- Main Garage Elevators

- ▲ Elevator
- ⬆ Escalator
- ⚠ Walkway
- V Vallet Parking
- P Parking

## Building Hours

### Building Access Hours

Use your student badge to access the building, except for students who are Barnes-Jewish Hospital and St. Louis Children's Hospital employees, you will use your employee badge.

### Duncan Campus Site

Monday through Friday: 6:45 a.m. to 9:30 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays

**NOTE:** On Saturdays, your badge will only work at the first entrance door; there will be someone at the front desk to let you in.

### Public Safety (Front Desk)

Monday through Friday: 6 a.m. to 10 p.m.

Phone: 314.454.7555 or in case of an emergency: 314.632.0911

### Library – Duncan Campus Site

Monday through Thursday: 7:30 a.m. to 8 p.m.

Friday: 7:30 a.m. to 6 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays.

Abbreviated hours during term breaks. Refer to GUS Library page for updated hours.

### Computer Labs – Duncan Campus Site

Monday through Thursday: 7 a.m. to 9:30 p.m.

Friday: 7 a.m. to 8 p.m.

Saturday: 9 a.m. to 3 p.m.

### Coffee Bar – Duncan Campus Site

Monday through Thursday: 7:30 a.m. to 2:30 p.m.

Friday: 7:30 a.m. to 1 p.m.

### West Campus Site

Monday through Friday: 6:30 a.m. to 9:30 p.m.

Saturday: 9 a.m. to 4 p.m.

Closed on Sundays and holidays

**Administration Office Hours:** Monday through Friday: 7:30 a.m. to 4:30 p.m.

Closed on weekends and holidays

### Public Safety (Front Desk)

Monday through Friday: 6:30 a.m. to 9:30 p.m.

Phone: 314.996.4772 or 314.996.4770

### Library – West Campus Site

Monday through Friday: 8 a.m. to 5 p.m.

## The Business Office

### Office Hours & Staff

The Business Office is working remotely due to COVID-19. Hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Please call or e-mail.

Joe Etling	314.454.8619	<a href="mailto:Joseph.Etling@BarnesJewishCollege.edu">Joseph.Etling@BarnesJewishCollege.edu</a>
[Backup: Ebony Mosby	314.762.8177	<a href="mailto:Ebony.Mosby@BarnesJewishCollege.edu">Ebony.Mosby@BarnesJewishCollege.edu</a> ]

### Timely Payment of Charges

Tuition and fees, minus known financial aid, **is due the first week of the term**. If you are unable to comply, please contact the Business Office to discuss options. Payment/installment plans will not automatically be set up without approval from the Business Office. Students with a balance who have not contacted the Business Office will have a hold placed on their student account early in the term. A hold restricts registration and release of transcripts.

### Billing Department

The Business Office does not mail bills. Students are asked to monitor their account activity online and make timely payments to the Business Office. If you are in need of a statement for a scholarship or other aid application, you may request one through the Business Office. Registered students with a balance will receive a "Monthly Reminder" email mid-month with account balance information.

### To view your account online

- (1) Login to Gus Connect
- (2) Select "My Academics"
- (3) Select a link in the "My Student Account" box

The "Account Summary by Term" link summarizes charges and payments for the current and prior terms; the "Statement and Payment History" link presents individual charges and payments. The "View Holds" link reports if there is a hold on your account and identifies individuals to contact.

### The Business Office accepts the following forms of payment

- Check via mail to 4483 Duncan Avenue, Attn: Business Office, St. Louis, MO 63110
- Debit/credit card via phone

**Note:** The College will offer online payment capability in late 2020. Students will be notified when available.

### FERPA Release of Information ★

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the student in order to release any information from the student's education record.

See [www.barnesjewishcollege.edu/registration/FERPA](http://www.barnesjewishcollege.edu/registration/FERPA). In accordance with the College's FERPA policy:

- **In person:** Students will be asked to show their student ID or an official picture ID (e.g., driver's license) when visiting a GSON office. Other individuals will be asked for their "Release ID Code," which the student assigned them on the "FERPA Release of Information Authorization" form.
- **By phone:** Students and other individuals will be asked for their "Release ID Code" which the student assigned on the "FERPA Release of Information Authorization" form.

**Note:** If the student or other individual is not able to produce the required ID/"Release ID Code", the Business Office will not transact account-specific business including payments on the account; topics will be discussed in general terms only.

*Continues*



## Locker Rental

Lockers can be rented for \$35 per term; they are renewable and non-refundable. [Lockers are optional. Personal belongings are not allowed in clinicals/labs (e.g., books, backpacks, coats, food, etc.). GSON does not recommend leaving personal belongings in parked cars.] If interested, please complete the Locker Rental Agreement in this packet and return via your GSON e-mail to the Business Office's e-mail: [GSON-BusinessOffice@bjc.org](mailto:GSON-BusinessOffice@bjc.org).

The Business Office will charge your GSON account \$35 and forward your completed Agreement to the Locker Rental Coordinator: Denise Quello at [Denise.Quello@BarnesJewishCollege.edu](mailto:Denise.Quello@BarnesJewishCollege.edu). Denise will send your locker assignment and combination to your GSON e-mail.

**Note:** If you receive Federal Title IV Funds (TIV), GSON is not authorized to use those funds to pay for your Locker Rental charge. Therefore, you may receive a TIV refund and still have a "balance due" of \$35 on your account. Students should monitor their account online and pay their "balance due" to the Business Office.

## Refunds

Refunds of credit balances are processed in accordance with regulations. As funds arrive and are posted to student accounts, refunds of credit balances are processed. Refunds generally take two weeks from the date funds are posted to a student's account (viewable online) to the date the direct deposit is processed.

**Note:** Although the Business Office determines the amount of each refund, direct deposit processing is handled by BJC's Accounts Payable department.

## Direct Deposit

Financial aid refunds are direct deposited to your bank account. Students anticipating a refund are required to complete a direct deposit form and return it to the Business Office. Thereafter, a new form is required only if your bank account changes (not each term). The form is available at Canvas > GSON Student Resources > Business Office & Financial Aid > Business Office Information > Direct Deposit Information.

The GSON Business Office submits refund paperwork to the BJC Accounts Payable department. BJC will e-mail you at your [@BarnesJewishCollege.edu](mailto:@BarnesJewishCollege.edu) e-mail when they have processed your refund. Refunds to parents from Parent PLUS loans will be made by check as parents are not eligible for direct deposit.

## Student Account Holds

A hold will be placed on your student account if you have not paid your "balance due" as previously noted (see "Timely Payment of Charges" section). This hold will prevent registration for the next term or result in unregistration from the next term, and prevent release of a transcript.

Prior to the end of your final term, a hold will be placed on your account if you have a balance due. An official transcript will not be mailed to State Boards for licensure if a balance is due.

**Note:** Only actual disbursed aid (vs. pending aid) will be considered when determining Holds and unregistering students from the next term.

## Financial Aid

### **How do I apply for financial aid?**

All federal and state programs require submission of the Free Application for Federal Student Aid (FAFSA). Please follow the “Steps To Apply for Financial Aid” steps on our website [www.barnesjewishcollege.edu/Financial-Aid](http://www.barnesjewishcollege.edu/Financial-Aid). If you would like assistance in completing these forms, please reach out to the appropriate Financial Aid Counselor listed on our website and we can set a convenient time for you to come in and complete these forms. For maximum eligibility, complete the FAFSA prior to February 1<sup>st</sup> of every year. If you apply later, you will still be considered for federal financial aid, just not state financial aid. Students need to reapply (complete the FAFSA form online) each academic year, which for this institution begins with the summer term.

### **Why should I fill out a FAFSA? I don't think I'm eligible for anything.**

Even though you may not be eligible to receive a Federal Pell Grant (“free” money) because of your financial status, you should be able to attain low-interest Federal Stafford Loans. Filling out a FAFSA will tell the Financial Aid Office if you are eligible for this type of loan. There are a few instances that would make you ineligible for these loans, which include hitting your aggregate limit for federal loans, default on prior federal student loans, bankruptcy and/or being over-awarded by a prior school. In some cases, the Financial Aid Office can help you take the steps necessary to regain eligibility. It is also important to fill out the FAFSA every year because some state funding and some scholarships look at the results of your FAFSA prior to awarding those funds.

### **Why does the FAFSA ask for parent information when I don't live with my parents and they don't claim me on their taxes?**

Dependency rules are determined by the Department of Education and include questions about your age, marital status, whether you support someone, etc. These questions about your dependency do NOT include who claimed you or where you lived for the award year. If you are not truthfully able to answer “yes” to any of these dependency questions on the FAFSA, then you are considered dependent and must provide parents’ information. If you cannot provide this information, contact the Financial Aid Office.

### **Can I cover the entire cost of attending Goldfarb School of Nursing with only Federal Student Aid?**

Chances are you will not have enough Federal Student Aid to cover the entire cost of tuition, fees, books and living expenses. The Financial Aid Office can help you apply for private student loans and can give you information about scholarships. Those who are veterans of the military or a dependent of a veteran may use their Veteran’s Educational Benefits to pay tuition and fees. Also, those who work for employers who provide tuition reimbursement for furthering education may also use this money to cover their school costs. The Financial Aid Office can help guide you in the right direction.

### **Can I borrow money for living expenses?**

Yes. This cost is considered part of the cost of your attendance. You are assigned a budget based on federal guidelines that has ample room for tuition, fees, books and living expenses. You can apply for living expenses through loans such as a private student loan, a Grad PLUS Loan (graduate students) or a Parent PLUS Loan (dependent students).

### **Does Goldfarb offer Institutional Scholarships?**

Yes. Visit Step #3 on our website:

[www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid](http://www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid)

**Where can I view external scholarship opportunities?**

Visit Step #4 on our website:

[www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid](http://www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid).

**Who do I call if I have a question about paying my bill or have a question about my refund?**

That information is handled by the Business Office. Please call **Joe Etling** at 314.454.8619.

**Financial Aid Checklist**

Steps to Apply for Financial Aid	YES	No	Not Req	Comments
Have you completed the <b>FAFSA</b> for the academic year that you are attending?				
If your <b>FAFSA</b> was selected for verification, have you turned in all of your required documents?				
Have you received your award letter in the mail?				
Have you completed Entrance Counseling online?				
Have you signed the Master Promissory Note online?				
Have you started looking at our External Scholarship options?				
Have you compared your award letter to the cost sheet for your program?				
If needed, have you arranged for another loan to cover your expenses?				
Have you made arrangements with the Business Office to make sure your payments are on time?				

**Financial Aid Contact:**

**Holly Allen** | FA Counselor (Duncan Campus Site – student last names A-L / West Campus Site – all students)

Phone: 314.355.9648

E-mail: [holly.allen@barnesjewishcollege.edu](mailto:holly.allen@barnesjewishcollege.edu)

**Joi Haire** | FA Counselor (Duncan Campus Site – student last names M-Z)

Phone: 314.335.9718

E-mail: [joi.haire@barnesjewishcollege.edu](mailto:joi.haire@barnesjewishcollege.edu)

## Academic and Student Support Advisors

Individual advising sessions can be scheduled to assist you with:

- Understanding your degree requirements
- Understanding and clarifying academic policies and procedures
- Describing academic support services and campus involvement opportunities such as: Peer Leader sessions, student clubs and organizations, student assistance programs
- Managing the challenging academic work as a means of achieving personal goals and impacting the community.

### Accelerated Program & Graduate Programs – Duncan Campus Site

**Jessica Allen**

Email: [Jessica.Allen@barnesjewishcollege.edu](mailto:Jessica.Allen@barnesjewishcollege.edu)

Phone: 314.362.7295

Room: 408

### Upper Division Program – Duncan Campus Site

**Janine Russell**

Email: [Janine.Russell@barnesjewishcollege.edu](mailto:Janine.Russell@barnesjewishcollege.edu)

Phone: 314.362.3623

Room: 410

### Upper Division Programs – West Campus Site

**Jane Cornbleet**

Email: [Jane.Cornbleet@barnesjewishcollege.edu](mailto:Jane.Cornbleet@barnesjewishcollege.edu)

Phone: 314.273.6080 at Duncan Campus Site

314.996.7437 at West Campus Site

## Supplies

These are the items we would suggest you purchase prior to the start of school.

From a medical supply standpoint Goldfarb will provide you with everything you need. However, you will need to purchase scrubs and shoes to wear to your clinical labs. Please make sure you have what you need to be appropriately dressed for each clinical lab day.

### Uniforms

The scrubs worn at Goldfarb are the color **Galaxy Blue** from Landau. The only undershirts that are acceptable are white tanks, white t-shirts that do not show below the sleeves of your scrubs, and the white long-sleeved shirts with “Goldfarb” embroidered.

**To purchase student uniforms online**, visit [www.barnesjewishcollege.edu/uniforms](http://www.barnesjewishcollege.edu/uniforms) for instructions.

**To purchase uniforms in person**, with a valid student ID or verification letter (see letter on page 8), students can visit the following location for uniform fittings and purchase:

MPG Tandem Uniforms (Authorized Uniform Vendor)  
1564 Fenpark Dr  
Fenton MO 63026  
314.809.2607

Monday: 8 a.m. to 6 p.m.

Tuesday through Friday: 8 a.m. to 4:30 p.m.

## Shoes

White or black, solid color, needle-resistant, non-slip shoes. Heels and toes must be covered.



LEATHER TENNIS SHOES



LEATHER TENNIS SHOES



LEATHER STRAP SHOES



LEATHER HEELED CLOGS



LEATHER LOW BACK CLOGS



RUBBER CLOGS



CROCS / STRAPPED HEELS



OPEN BACK CLOGS



OPEN BACK CLOGS



CLOTH SLIP ON SHOES



CLOTH TENNIS SHOES



NON ALL-WHITE TENNIS SHOES



Continues

## Books

Books—see the “FAQ-Textbooks” page on the College’s website at [www.barnesjewishcollege.edu/textbooks/FAQ](http://www.barnesjewishcollege.edu/textbooks/FAQ). Booklist is available **two weeks** before new student orientation.

ISBN List of required and recommended textbooks for your courses and links to bundles of textbooks will be posted on the College’s website as soon as it they are available.

## Watch

An inexpensive and durable analog watch with a second-hand. Do not wear or purchase one you don’t want to get ruined.

## Additional required supplies

- Pens and #2 pencils
- Notebook paper
- Folders/divided tab folders
- Textbooks
- Goldfarb Uniform (scrub top and pants) and white clinic shoes

## Suggested supplies

- White shirt with *Goldfarb* on cuff to wear under the scrub top
- Laptop computer
- Planner/calendar
- Voice recorder
- Highlighters
- Blank note cards
- USB drive
- Any other studying supplies that have worked for you in your previous academic endeavors

## Provided by the College (DO NOT have to buy these items)

- Stethoscope – *provided in your skills bag*
- Blood pressure cuff – *provided in your skills bag*
- Any other nursing/medical equipment that you need will be provided by the college in your skills bag.

### What is a skills bag?

Your skills bag will be provided to you during your clinical labs. You will receive any and all medical supplies you will need to use during clinicals. This list ranges from a gait belt to Foley catheters and I.V. start kits.

## Student Programs and Clubs

Goldfarb School of Nursing at Barnes-Jewish College is pleased to announce three **enhancement programs for students**.

**NOTE:** No applications for these programs will be accepted before the first day of classes at the start of each term.

### Student Programs

#### 1. **Dean's Scholar Program:**

**Purpose:**

The purpose of this program is to provide financial support to students in order to enhance their nursing education. This travel award of \$1,000 per student per academic year is provided to offset the general expenses to attend a nursing conference or meeting that fulfills the general intent of this program.

**Eligibility:**

Currently enrolled students, from undergraduate and graduate programs of study, who are in good standing academically, are *eligible to submit a proposal* for consideration.

Pick up the proposal guideline documents at Student Services outside room 407 on the Duncan Campus Site and in the Administration Office on the West Campus Site. The guidelines provide the specific expectations and submission deadlines.

#### 2. **Student Ambassador Program:**

**Purpose:**

The purpose of this program is to form a group of high-caliber student representatives who are officially designated and supported by the College. Ambassadors will promote the College mission, participate in College events and activities and serve as a primary link to incoming students and the current student body. A stipend of \$500 per term will be paid to ambassadors who meet participation expectations.

**Eligibility:**

Currently enrolled full-time students, from all College undergraduate and graduate programs of study, who are in good standing academically, are eligible to apply. Each program of study will have a maximum of two student ambassadors.

Pick up the proposal guideline documents at Student Services outside room 407 on the Duncan Campus Site and in the Administration Office on the West Campus Site. The guidelines provide the specific expectations and submission deadlines.

*Continues*



### 3. National Student Nurses Association (NSNA) Membership Program

#### **Purpose:**

The purpose of this NSNA membership program is to provide eligible undergraduate students the opportunity to benefit from a membership in this leading student nurse's professional organization. The College will pay the \$30 fee for a one-year membership for students. The College will only pay for student membership during the first two weeks of each term. A membership drive takes place the first two weeks of every term.

#### **Eligibility:**

Currently enrolled students are eligible to have their NSNA membership fee paid for by the College. The membership campaign will be announced with specific dates to submit applications at the start of every term.

Pick up the proposal guideline documents at Student Services outside room 407 on the Duncan Campus Site and in the Administration Office on the West Campus Site. The guidelines provide the specific expectations and submission deadlines.

## Student Clubs

At Goldfarb School of Nursing at Barnes-Jewish College, student engagement goes beyond the classroom. We provide our nursing students with opportunities to participate in leadership and community service through various ways. Clubs are open to all students. If you have any questions, or are interested in joining a club, contact Malou Jaime at 314-454-8686. Our student clubs include:

#### **Goldfarb Men Excelling in Nursing (GMEN)**

Goldfarb Men Excelling in Nursing (GMEN) is a gender-neutral, all-inclusive student organization that focuses on promoting men in nursing and issues facing male nurses. Past events include community service and guest speakers. GMEN is free. The Goldfarb School of Nursing St. Louis Chapter of the American Assembly for Men in Nursing (AAMN) was started in 2012 by the GMEN student organization. The AAMN is a national organization and membership is open to any student nurse. Membership in the AAMN is \$25 with a NSNA membership. Visit [AAMN.org](http://AAMN.org) to join.

#### **Student Council (StuCo)**

Started in 1995, the purpose of the student organization is to initiate and coordinate community activities, promote student/faculty harmony and communication, represent student concerns and encourage participation at all levels in student governance.

#### **Student Nurses' Association (SNA)**

The Student Nurses' Association (SNA) started in 1995 as a way to provide eligible undergraduate students the opportunity to benefit from a membership in this leading student nurse's professional organization. In addition, SNA is dedicated:

- To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.

*Continues*

- To provide programs representative of fundamental interests and concerns to nursing students.
- To aid in the development of the whole person, her/his professional role, her/his responsibility for health care for people in all walks of life.
- To promote and encourage participation in community affairs and activities involving health care and the resolution of related social issues.
- To represent nursing students to the consumer, to institutions, and other organizations.
- To promote and encourage students' participation in interdisciplinary activities.
- To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- To promote and encourage collaborative relationships with nursing and health related organizations.

#### **Students Promoting Diversity in Nursing (SPD)**

Students Promoting Diversity in Nursing (SPD) was created in 2011 to promote diversity in nursing among students. Anyone who is interested in developing a deeper understanding of various communities, health concerns affecting them, and the recruitment of more diverse people into the field of nursing should join.

#### **Students, Families and Supporters (SFS)**

Students, Families and Supporters (SFS) is a student club, started in 2012, dedicated to support students who are also parents. Organized activities will include club members' families. Regular meetings are held in order to share parenting tips, academic challenges and provide advice to balance home and school challenges.

#### **Veterans and Supporters Together (VAST)**

In 2010, Veterans and Supporters Together (VAST) was started to provide support and information for veterans, families of veterans, current military personnel, students interested in a military career after nursing school and students interested in veteran/military service who are enrolled in a nursing school program at Goldfarb School of Nursing at Barnes-Jewish College.

# WRITING SUPPORT SERVICES

## CONTACT THE WRITING CENTER

The University of Health Sciences and Pharmacy in St. Louis is accepting online appointments and submissions via email.

## SUPPORTING ALL YOUR WRITING NEEDS

- Research • Style • Content •

## OPEN MONDAY—FRIDAY

- 9:00 a.m. - 5:00 p.m.

## EMAIL:

**Dr. Kami Hancock**

**Kami.Hancock@uhsp.edu**

## EASY SUBMISSION AND REVIEW PROCESS:

### SUBMIT YOUR WORD DOCUMENT

Attach your submission in a word document.

### YOUR DOCUMENT WILL BE REVIEWED

Document reviewed within 24 hours

### A ONE-ON-ONE VIRTUAL REVIEW IS ALSO AVIALABLE

If you prefer, the University of Health Sciences and Pharmacy in St. Louis can schedule a Microsoft Teams meeting to review your submission.

## Mentor Collective

Goldfarb School of Nursing at Barnes-Jewish College is partnering with Mentor Collective to offer incoming students an alum mentor.

There's no cost or obligation to participate, but mentors can help students set and achieve goals, make connections, and prepare for their future career.

Students will be connected with a Goldfarb School of Nursing alum based on interests, area of study, needs, and preferences.

### **Every Student Deserves a Mentor**

Sign up (a link will be sent to you)

### **How does it work?**

1. Sign up – a link will be sent to you
2. Complete a survey about yourself and your background
3. Discover your match
4. Connect with your match regularly throughout the year
5. Talk about what's important to **you and your match**

### **Program Expectations**

- Year-long commitment
- Individual pairings
- Monthly in-person / virtual meetings with your match

For additional questions or information, email Mentor Collective directly at [help@mentorcollective.org](mailto:help@mentorcollective.org).

## FAQ: BSN Programs

Welcome to Goldfarb School of Nursing at Barnes-Jewish College. You are about to embark on a very challenging educational experience. We are looking forward to your success in becoming the best professional nurse possible. This program will take most of your time while in school; in order to be successful, you will need great time management and study skills.

This is an informal document that was created from the recommendations of students. We hope this document will better prepare you for your first term, especially during your first few weeks of getting acclimated to your new role as a nursing student.

### 1. What do I need to buy before the first day of classes? What do I NOT need to buy?

These are the items we would suggest you purchase prior to the start of school. We will divide this into three groups: what is necessary, what is optional, and what you have paid for and the college has packaged for you.

#### Necessary supplies

- Pens and #2 pencils – There are tests which will be on scantrons. Pencils are a must.
- Notebook paper - *If you plan on taking hand-written notes.*
- Folders/divided tab folders - *To separate class information.*
- Class syllabi – *These are available on Canvas.*
- Goldfarb Uniform (scrub top | pants | lab jacket).
- An analog watch with a second-hand. *Make sure that it is inexpensive, and one that you do not mind if it becomes ruined.*
- Class books
- All white or black leather clinic shoes (see page 30).

#### Optional supplies

- White long-sleeved shirt with *Goldfarb* on cuff to wear under the scrub top (for those who get cold easily).
- Laptop computer - *All lecture halls have outlets.*
- Planner/calendar – *to stay organized. Google calendar is a good option that can be shared with others.*
- Good note-taking software – *OneNote, Word, etc.*
- Voice Recorder - *to pick up information you may have missed during lecture (especially useful for Pathophysiology). There are recorder/pen combos and USB versions that have the option of downloading the recording to a computer.*
- Highlighters
- Blank note cards - *If you are a note card studier, these are very helpful.*
- Any other studying supplies that have worked for you in your previous academic endeavors will be especially beneficial for this accelerated program.

#### Provided by the college (DO NOT have to buy these items)

- Stethoscope – *provided in your skills bag*
- BP cuff - *provided in your skills bag*
- Any other nursing/medical equipment that you need for your first semester will be provided by Goldfarb in your skills bag.

*Continues*

## 2. What is a skills bag?

Your skills bag will be provided to you during your first week in your clinical labs. You will receive any and all medical supplies you will need to use for the first semester. This list ranges from a gait belt to Foley catheters and I.V. start kits. The school will provide you with everything you need.

## 3. What do I need to purchase before my practicums (clinical/clinical labs)?

From a medical supply standpoint, Goldfarb provides everything you need. However, they will not clothe you, so you need to purchase scrubs and shoes to wear to your clinical labs. You will have two days a week requiring scrubs once you start clinicals. Please make sure you have what you need to be appropriately dressed for those days.

- Uniforms ([www.barnesjewishcollege.edu/Uniforms](http://www.barnesjewishcollege.edu/Uniforms))

The scrubs worn at Goldfarb are the color Galaxy Blue from Landau. The only undershirts that are acceptable are white tanks, white t-shirts that do not show below the sleeves of your scrubs, and the white long-sleeved shirts with *Goldfarb* embroidery. Lab jackets can be worn in clinicals. They are recommended if you get cold easily and can also be worn with business attire (as an alternative to scrubs) when you pick up patient assignments.

For fitting, order and purchase student uniforms:

MPG Tandem Uniform (Authorized Uniform Vendor)  
1564 Fenpark Drive  
Fenton, MO 63026  
314.809.2607

**Store Hours:** Monday: 8 a.m. to 6 p.m. and Tuesday through Friday: 8 a.m. to 4 p.m.

**Due to COVID-19, please call before you visit the store location.**

**NOTES:** (1) You will be required to present a student ID badge when you order uniforms at MPG Tandem Uniform store. In lieu of a student badge, please take the verification letter (see letter on page 4) and present at purchase. (2) URL for online ordering [www.barnesjewishcollege.edu/Uniforms](http://www.barnesjewishcollege.edu/Uniforms). (3) Due to timing issues, we **highly recommend** to order your uniforms before orientation. This will ensure timely delivery of uniforms.

- Books - See the "FAQ-Textbooks" page on the College's website at <https://www.barnesjewishcollege.edu/FAQ-Textbooks>  
Booklist is available **two weeks** before new student orientation.  
ISBN List of required and recommended textbooks for your courses will be posted on our website as soon as it they are available. Check the College's website at:  
<https://www.barnesjewishcollege.edu/About-Us/Student-Consumer-Information/Textbook-Information>

*Continues*

- As for shoes, you will need white or black, solid color, needle-resistant, non-slip shoes. Heels and toes must be covered. Crocs are not acceptable. Make sure these shoes are comfortable; you will be on your feet in them quite a bit.

#### 4. What is Canvas, how do I use it and how do I login?

Canvas is a college course management software system that is utilized very heavily at Goldfarb; it is absolutely necessary for you to become familiar with it and how to navigate it. You can use Canvas to look up course information and documents as well as check your grades throughout the semester. It is important that you log in and become familiar with the applications as soon as possible. Instructors may post important information prior to the first day of classes.

Access to Canvas is via GUS Connect, which can be accessed through the GUS Connect link in the upper right corner of GSON's homepage: [www.barnesjewishcollege.edu](http://www.barnesjewishcollege.edu). The link to Canvas will be in the upper right corner of the GUS homepage after you log in. You will be provided login information for this system, as well as how to use the system, on the day of orientation. Please attempt to log in before the beginning of the term to check for issues with your information so that they can be resolved before classes begin.

#### 5. How do I check my school email account and what is my school email address?

Email is also accessed via GUS connect. The link will be in the upper right corner of the GUS homepage after you log in. Your email address will be your firstname.lastname followed by "@barnesjewishcollege." For example, if your name is John Joseph Smith, your email address would be: John.Smith@barnesjewishcollege.edu. You will get all of this information during new student orientation. Your email may not be accessible until two weeks before start of classes. You will learn more information at new student orientation and please check the page 15 – 18 for more directions on accessing your email.

#### 6. How do I find out which study methods will work best for me?

Goldfarb has excellent resources through the Student and Support Programs department to help you through this upcoming year. Every person learns differently and there are many different modes of studying so it is imperative for you to find which one works best for you. Don't hesitate to ask for help early. Take advantage of free resources that are provided to you by the school: peer tutoring and peer leader study/review sessions are very helpful and used by many students. The library is an excellent resource for research materials, textbook references, study guides, etc.

### What are the Parking/ID Badge/Building Access Hours?

#### Parking

##### **Duncan Campus Site**

All students can park for free in the Duncan Central garage located at 4456 Duncan Avenue, St. Louis, MO 63110 on the Duncan Campus Site (see map on page 19). Students who are Washington University employees can park in their assigned parking location, or they have an option to park in the Duncan Central garage for a fee. For parking access to the Duncan Central garage, you must complete a parking registration form. The parking permit is valid for the duration of your program. If you have questions about parking, contact Malou Jaime at 314.454.8686.

##### **West Campus Site**

Parking is free. All students are to park on the south area lot (see map on page 20). Contact the Security Front Desk for parking issues.

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## **Student ID Badge**

### **Duncan Campus Site**

You will need your badge to access the building and the parking garage. The student badge is valid for the duration of your program. Contact Malou Jaime at 314.454.8686 or by email <mailto:Malou.Jaime@BarnesJewishCollege.edu> if you have Duncan Campus Site ID badge issues. You must always wear your Student ID badge while on campus and at clinical sites.

### **West Campus Site**

Students attending this campus site will be issued two student badges and parking permits; one for the Duncan Campus Site and one for the West Campus Site. ID badge and parking registration forms for West Campus Site will be distributed during new student orientation. The student badge is valid for the duration of your program. Contact the Security Front Desk on site if you have West Campus Site ID badge issues. You must always wear your Student ID badge while on campus and at clinical sites.

**Student ID Badges** are to be worn by all students for clinical practicum and other designated learning experiences and must be presented when requested by security personnel. Badges must be worn above the waist with full first and last name, program and College name visible. If a student loses a badge, it should be reported to Student and Support Services and Security immediately. No stickers or pins, which cover important information, should be adhered to the badge. The student badge is valid for the duration of your program. Under no circumstances is any student to give his/her badge to anyone else for any purpose, or to use or display another student badge. Violations may be cause for corrective action.

## **Building Access Hours**

Use your student badge to access the building, except for students who are Barnes-Jewish Hospital and St. Louis Children's Hospital employees, you will use your employee badge.

### **Duncan Campus Site**

Monday through Friday: 6:45 a.m. to 9:30 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays

**NOTE:** On Saturdays, your badge will only work at the first entrance door; there will be someone at the front desk to let you in.

### **Public Safety (Front Desk)**

Monday through Friday: 6 a.m. to 10 p.m.

Phone: 314.454.7555 or in case of an emergency: 314.632.0911

### **Library – Duncan Campus Site**

Monday through Thursday: 7:30 a.m. to 8 p.m.

Friday: 7:30 a.m. to 6 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays. Abbreviated hours during term breaks.

Refer to GUS Library page for updated hours.

### **Computer Labs – Duncan Campus Site**

Monday through Thursday: 7 a.m. to 9:30 p.m.

Friday: 7 a.m. to 8 p.m.

Saturday: 9 a.m. to 3 p.m.



### **West Campus Site**

Monday through Friday: 6:30 a.m. to 9:30 p.m.

Saturday: 9 a.m. to 4 p.m.

Closed on Sundays and holidays

**Administration Office Hours:** Monday through Friday: 7:30 a.m. to 4.30 p.m.

Closed on weekends and holidays

### **Public Safety (Front Desk)**

Monday through Friday: 6:30 a.m. to 9:30 p.m.

Phone: 314.996.4772 or 314.996.4770

### **Library – West Campus Site**

Monday through Friday: 8 a.m. to 5 p.m.

## **7. Who is my academic advisor?**

### **Accelerated Program & Graduate Programs – Duncan Campus Site**

#### **Jessica Allen**

Email: [Jessica.Allen@barnesjewishcollege.edu](mailto:Jessica.Allen@barnesjewishcollege.edu)

Phone: 314.362.7295

Room: 408

### **Upper Division Program – Duncan Campus Site**

#### **Janine Russell**

Email: [Janine.Russell@barnesjewishcollege.edu](mailto:Janine.Russell@barnesjewishcollege.edu)

Phone: 314.362.3623

Room: 410

### **Upper Division Programs – West Campus Site**

#### **Jane Cornbleet**

Email: [Jane.Cornbleet@barnesjewishcollege.edu](mailto:Jane.Cornbleet@barnesjewishcollege.edu)

Phone: 314.273.6080 at Duncan Campus Site

314.996.7437 at West Campus Site

Individual advising sessions can be scheduled that will assist you with:

- Understanding your degree requirements
- Understanding and clarifying academic policies and procedures
- Describing academic support services and campus involvement opportunities such as: Peer Leader sessions, student clubs and organizations, student assistance programs
- Managing the challenging academic work as a means of achieving personal goals and impacting the community.

*Continues*

## 8. What is ATI?

Goldfarb School of Nursing at Barnes Jewish College has selected Assessment Technologies Institute, LLC (ATI) as the provider for nationally standardized assessments. Changes to the Goldfarb School of Nursing at Barnes Jewish College standardized testing policy guidelines will be provided to students in writing. The following policy and procedures provide students and faculty with guidelines for utilization of the ATI Program.

### ATI Assessments

Standardized assessments (exams/test) will help the student to identify what they know as well as areas requiring active learning/remediation. Practice assessments may be scheduled in a proctored environment or as a blended online assessment. Standardized proctored assessments, such as Standardized Content Mastery Series and Comprehensive Predictor Assessments will be scheduled during course schedule. Customized proctored assessments are not to be administered because results cannot be normed against the national average.

### Modular Study

ATI Review Modules in print and eBook formats include written and video materials in key content areas. The eBook format can be found on the ATI website. Students will use these modules to supplement course work for *Continues* each related course. Instructors may assign a variety of the ATI resources during a given course and/or as part of active learning/remediation following assessments.

### Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area not completely mastered as verified on an ATI assessment. Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. Each student's individual performance profile will contain a listing of the topics to review. The remediation process allows the student to use the Focused Review which contains links to ATI books, media clips, and active learning templates.

## 9. What other miscellaneous things do I need to know to make this transition easier?

- You will be assigned a student mentor during your first term at Goldfarb. Your mentor will contact you a week before orientation. Your mentor will be a good source of information and advice.
- Do not be afraid to ask for help. This includes the faculty, the staff and other students. You will all be going through this experience together as a cohort; your classmates are excellent resources for just about everything.
- It is very easy to become stressed when you are in such a fast-paced program, you will be able to handle it IF you allot yourself the correct amount of time. You must enter this program understanding that it will take most of your time. It will be worth every minute.
- If at any time you feel too overwhelmed or just need to speak with someone, do not hesitate to contact your academic advisor or staff at the Student and Support Services. You can also contact the Student Assistance Program hotline 314.747.7490 or 1.888.505.6444) or access resources online [www.bjceap.org](http://www.bjceap.org).
- **AVOID BEING NEGATIVE.** This can be very hard to do when people around you are being pessimistic. Remove yourself from those negative vibes and look forward to your fabulous new career.
- **DO NOT BE NEGATIVE TO THE FACULTY** when you are stressed. This will not benefit you. In fact, it will do the exact opposite.

*Continues*

- Find something that relieves your stress and do it whenever you have time. There are fitness machines to use on 2<sup>nd</sup> floor on the Duncan Campus Site and [Move by BJC](#) (located at 4220 Duncan Ave. in the Cortex district) is right down the road on the Duncan Campus Site. The school is excellent at providing stress-relieving activities throughout the semester, we encourage you to attend them.
- You will need business casual clothes during career shadowing opportunities.
- Student organizations: Student Council, Student Nurses' Association, Veterans and Supporters Together (VAST), Students Promoting Diversity (SPD) in Nursing, Goldfarb Men Excelling in Nursing and Students , Families and Supporters (SFS). These organizations are open to all students and it is possible to actively participate in them and be successful in the program.
- Time management in general is the key to success. Map your days to include when you are in class, have breaks in the day, are commuting, taking a break from studying, etc. Schedule study and homework time.

## Core Values

The four core values of Goldfarb School of Nursing at Barnes-Jewish College represent our highest aspirations for institutional identity, impact and routine interactional conduct. Learn more about the core values, along with our mission and vision, by visiting [www.barnesjewishcollege.edu/About-Us/Mission-Vision-Values](http://www.barnesjewishcollege.edu/About-Us/Mission-Vision-Values).



The graphic features the text "LIVING — our — VALUES" in white, centered within a blue square. The text is framed by a stylized border composed of four colored segments: green (top-left), orange (top-right), light blue (bottom-left), and yellow (bottom-right).

<b>community</b> We win together.	<b>caring ways</b> We flourish, serving life together.
<b>mutual respect</b> We build best energy together.	<b>empowerment</b> We deliver value together.

Revised: 10/28/2020 8:32 pm