



# ST. JOSEPH'S COLLEGE OF NURSING

## New Student Checklist

Please complete the following steps.

Additional forms and information can be accessed by clicking on the **red** links throughout the checklist. Use this as a guide to keep yourself on track.

### Part A: Steps 1-5

#### 1. Submit Pending Admission Documents

If you have taken & completed additional coursework during the application process or after being accepted, you will need to produce official documents before classes start.

Paper transcripts may be mailed to:

Office of Admission  
St. Joseph's College of Nursing  
206 Prospect Avenue  
Syracuse, NY 13203

Electronic transcripts may be mailed to:

[Admissions@sjhcon.edu](mailto:Admissions@sjhcon.edu)

Need help?  
[admissions@sjhcon.edu](mailto:admissions@sjhcon.edu)

#### 2. ID Badge & Parking Pass

As a student with a parking pass, you are authorized to park in any of the lots marked 'Staff.' Student ID badges grant access to the parking lots when the arm is in the down position. See the map for location of parking.

[St. Joseph's College of Nursing Campus & Parking Map Link](#)

I have completed the request for a Parking Pass [Parking Pass Registration Link](#)

I have uploaded my photo for my ID Badge [Student ID Badge Registration Link](#)

Need help?  
[laurie.files@sjhcon.edu](mailto:laurie.files@sjhcon.edu)

#### 3. Uniforms

Uniforms are ordered at the expense of the student. Bayberry Uniform is the authorized retailer for SJCON student uniforms. Click on the link for full uniform ordering information.

[Uniform Ordering Information Link](#)

My Uniforms have been ordered and picked up

I will have them for the first day of NSG111

Need help?  
[laurie.files@sjhcon.edu](mailto:laurie.files@sjhcon.edu)

#### 4. Student Accommodations

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 (subsection E) of the Rehabilitation Act, St. Joseph's College of Nursing does not discriminate against any students with disabilities. All efforts will be made to arrange reasonable academic adjustments/accommodations for qualified individuals. The College is not required to lower or substantially modify requirements that would fundamentally alter the nature of a service, program or activity that would result in undue burden.

- If you have received accommodations previously in high school or college or are seeking accommodations for the first time. Please complete the [Request for Accommodations Form](#)

Need help?

Student Success Coordinator – [sara.pena@sjhcon.edu](mailto:sara.pena@sjhcon.edu)

#### 5. CastleBranch – Use personal e-mail address to create account

CastleBranch is the college's online portal for accumulating all required documentation for students to start nursing school and be qualified for starting clinicals. Once you have successfully created an account with CastleBranch, follow the step-by-step instructions that are provided as you navigate through the system.

All students must complete the following steps and upload the required documents to CastleBranch:

- Physical exam by a medical professional: [Physical Exam Form Link](#)
- Student Health History Form: [Student Health History Form Link](#)
- Proof of required immunizations: [Immunization Requirements Link](#)
- Acknowledgment of Essential Functions and Technical Standards [Essential Functions/Technical Standards of Student Nurse Link](#)
- Health Insurance: All matriculated students must have health insurance coverage while in attendance. Valid cards are to be uploaded annually and managed through CastleBranch.com. If nearing expiration, renewal is REQUIRED prior to expiration date.
- Student Background Check: St. Joseph's College of Nursing's enrollment requirements include submission of a background check for all accepted students. To ensure the safety and well-being of all patients, background checks are a standard practice for working in healthcare. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and criminal background check. Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.
  - All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.

- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be deregistered with no opportunity to re-apply or defer enrollment.
- If convicted of a crime, it is the student's responsibility to determine if their background will prohibit licensure and employment in the healthcare industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about their background, the student may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of the report is filed in the student's file.
- If a background check is positive, an administrative review process is initiated. The student will be requested to validate and explain the results. Administration will review according to, but not limited to the following considerations: need for further information, nature of the crime, and Medicare/drug-related incidents. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll.
- If the incident is of concern and/or the student provides an inadequate explanation, the student will either be requested to provide further information or if the incident is sufficiently egregious that the student will not meet the College's Essential Functions and/or be eligible for placement in clinical settings, the student will not be eligible to enroll.

\_\_\_\_\_ I have created a CastleBranch Account [Castle Branch Link](#)

- My package code is: SV61day
- Watch myCB Video FAQ Library

\_\_\_\_\_ My Background Check is Complete

\_\_\_\_\_ All my Clinical Requirements are complete

Need Help?  
Admissions Coordinator-Becky.Barody@sjhcon.edu  
CastleBranch Technical Support - 1.888.723.4263

**Failure to remain compliant in CastleBranch after initial enrollment requirements are met will result in the student being ineligible to attend clinical.**

