



# 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 track of your progress.

### Part– B: Steps 1-6

#### 1. Textbooks & Supply List

The list of textbooks & supplies will be used over the course of the nursing program.

- [2023-2024 Textbook & Supply List PDF Link](#)

\_\_\_\_\_ I have ordered my required textbooks.

\_\_\_\_\_ I have ordered my required supplies.

**Need help?**  
Admissions@sjhcon.edu

#### 2. SJCON E-mail Set Up

Your St. Joseph's College of Nursing email will be your primary form of communication. It is imperative that you have your email set up as soon as possible, to ensure you receive all the information and updates you will need.

- Check your personal e-mail for your e-mail username and temporary password. Follow the directions in the e-mail instructions.
- [Email Set Up PDF Instructions Link](#)
- [Install Microsoft Outlook on Personal Device PDF Instructions Link](#)

\_\_\_\_\_ My SJCON Email is set up and I am able to send and receive emails on a consistent basis

\_\_\_\_\_ I have set up access to e-mail on my phone or other device

**Need help?**  
Technical Support – adam.ward@sjhcon.edu

**Continue to Step 3 on the next page.**



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### Part- B

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### 3. Basic Life Support Cardiopulmonary Resuscitation (BLS CPR):

St. Joseph's College of Nursing mandates BLS CPR certification as an enrollment requirement. It is the student's responsibility to complete an approved BLS CPR course prior to the designated deadline. Students must choose from the following options for initial BLS CPR certification:

#### CPR BLS Classes at St. Joseph's.

Please call [315-448-5779](tel:315-448-5779) for registration or email Deborah Hopkins [Deborah.Hopkins@sjhsyr.org](mailto:Deborah.Hopkins@sjhsyr.org)  
Class and card will be \$50.00 (cash or check).  
July 26th (Wednesday) – 1200-1530 – 201 A & B  
August 1st (Tuesday) – 0730-1030 – 201 A & B

#### CPR BLS Classes at the American Red Cross:

[American Red Cross BLS/CPR for Healthcare Syracuse Search Form Link](#)

#### CPR BLS Classes at the American Heart Association:

[American Heart Association BLS/CPR for Healthcare Syracuse Search Form Link](#)

**NOTE: BLS/CPR course certification must be completed IN-PERSON. Certification courses completed on an online format will not be accepted.**

Valid cards are to be uploaded to and managed through CastleBranch.com. Certification is valid for two (2) years. If nearing expiration, renewal is REQUIRED prior to expiration date.

**Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical.**

\_\_\_\_\_ I have completed BLS/CPR course.

\_\_\_\_\_ I have uploaded my BLS/CPR Certificate onto CastleBranch

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

**Continue to Step 4 on the next page.**



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#### 4. ATI— **use personal e-mail address to create account.**

Every student must have an ATI account to beginning prepping for the NCLEX exam throughout our SJCON nursing program.

- [Step by Step PDF Instructions for ATI Account Creation Link](#)
- [Getting Started with ATI Video Link](#)
- [Adding Product ID PDF Instructions Link](#)

\_\_\_\_\_ I have created an ATI account .

\_\_\_\_\_ I have watched Getting Started with ATI.

\_\_\_\_\_ I have entered in the Product ID: **CDN021162012**

**Need help?**

Technical Support – 1.800.667.7531

**5. Registration** -The Registrar will send all students a confirmation of registration e-mail to their SJCON.edu email address. Be on the lookout for e-mails regarding these topics:

- Registration process/confirmation.
- Billing due date.

**Need help?**

Registrar— Cari.Mclaughlin@sjhcon.edu

**6. Financial Aid**- The Financial Aid office will be connecting with students via their SJCON.edu email address. Be on the lookout for e-mails regarding these topics:

- Missing FAFSAs
- Steps to receiving the aid once there is a bill generated – accepting awards.
- Alerting Financial Aid to other forms of Aid that may be coming to you.

**Need help?**

Financial Aid— financialaid@sjhcon.edu