

# ST. JOSEPH'S COLLEGE OF NURSING

## NEW STUDENT CHECKLIST: 60 DAY

	Checklist Item Description:	Action Item:	Checklist Item Link:	Mark Complete
<b>A</b>	<b>ID Badge &amp; Parking Pass</b> Student ID badges grant access to the college building and parking lots. As a student with a parking pass, you are authorized to park in any of the lots marked 'Staff'. See the map for the location of parking. <b>Important Attachments</b> SJCON Parking Map <a href="#">(link)</a>	<b>A1. Submit Photo for ID Badge</b>	<a href="#">(link)</a>	
		<b>A2. Request Parking Pass</b>	<a href="#">(link)</a>	
	Need Help? <a href="mailto:laurie.files@sjhcon.edu">laurie.files@sjhcon.edu</a>			
<b>B</b>	<b>Textbooks List</b> The list of textbooks you will be using throughout the nursing program. All textbooks are available at the Le Moyne College bookstore.	<b>B1. Purchase Textbooks</b>	<a href="#">(link)</a>	
	Need Help? <a href="mailto:laurie.files@sjhcon.edu">laurie.files@sjhcon.edu</a>			
<b>C</b>	<b>Ordering Uniforms</b> 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. <b>NOTE: UNIFORMS MUST BE ORDERED AND READY FOR THE FIRST DAY OF LAB</b>	<b>C1. Order Uniforms</b>	<a href="#">(link)</a>	
	Need Help? <a href="mailto:laurie.files@sjhcon.edu">laurie.files@sjhcon.edu</a>			

D

**Basic Life Support Cardiopulmonary Resuscitation For Healthcare Providers (BLS CPR):**

St. Joseph's College of Nursing requires students to obtain BLS CPR for Healthcare Providers certification from an approved course before the start of the Nursing Program.

In-person or "blended" online and in-person returns for demonstration are required. Exclusively "online" courses are not accepted.

Students must choose from the following options for initial BLS CPR certification:

**Important Information**

**D1. BLS CPR Classes at St. Joseph's.**

Class and card will be \$50.00 (cash or check).

- May 19<sup>th</sup>, 2026 (Tuesday) - 0730-1030
- June 4<sup>th</sup>, 2026 (Thursday) -0730-1030
- July 1<sup>st</sup>, 2026 (Wednesday)-0730-1030
- July 23<sup>rd</sup>, 2026 (Thursday)-0730-1030
- August 6<sup>th</sup>, 2026 (Thursday) - 0730-1030

**D2. BLS CPR Classes at the American Red Cross.**

- See the American Red Cross website for more details.

**D3. BLS CPR Classes at the American Heart Association.**

- See the American Heart Association website for more details.

**D4. 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 before the expiration date.

Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical and may affect eligibility to attend class.

**D1. Registration Required**

Please e-mail: Deb Hopkins  
315-726-6440  
[Deborah.Hopkins@sjhsyr.org](mailto:Deborah.Hopkins@sjhsyr.org)

**D2. Registration Required**

[\(link\)](#)

**D3. Registration Required**

[\(link\)](#)

**D4. Upload to CastleBranch account**

[\(link\)](#)

Need Help? [Beth.Purcell@sjhcon.edu](mailto:Beth.Purcell@sjhcon.edu)

	Checklist Item Description:	Action Item:	Checklist Item Link:	Mark Complete
E	<p><b>SJCON E-Mail Set Up</b> It is vital to set up your St. Joseph’s College of Nursing email account as soon as you receive access. Your email will be the primary mode of communication, and it is essential to have it set up to ensure you receive all the necessary information and updates.</p>	E1. Set up SJCON E-mail	<a href="#">(link)</a>	
	<p>Check your personal e-mail within the <b>next two weeks</b> for your SJCON e-mail username and temporary password. Follow the directions in the e-mail instructions.</p> <p>For updates on when student emails will be released, please check the “Getting Started” tab on our website: <a href="#">Getting Started   www.sjhcon.edu</a></p>	E2. Install Microsoft Outlook App	<a href="#">APPLE APP STORE</a> <a href="#">ANDROID PLAY STORE</a>	
Need Help? <a href="mailto:adam.ward@sjhcon.edu">Technical Support – adam.ward@sjhcon.edu</a>				
F	<p><b>REMINDER - ATI- Use a personal email address to create an account.</b> As part of the SJCON nursing program, every student is required to create an ATI account to prepare for the NCLEX exam.</p> <p><b>Important Information: Do not enter both codes.</b> Evening Weekend Cohort (July 2026 Start): CDN023842827 Weekday Cohort (August 2026 Start): CDN023842726</p>	F1. Step-by-Step PDF Instructions	<a href="#">(link)</a>	
		F2. Getting Started with ATI Video Link	<a href="#">(link)</a>	
	<p><b>ATI Launch – Mandatory 6 week preparatory program prior to starting classes</b></p> <p>Evening/Weekend start - May 18<sup>th</sup> Weekday start - June 29<sup>th</sup></p>	<p>Student Webinar – ATI Launch <a href="#">(link)</a>  ATI Launch Orientation Video <a href="#">(link)</a>  Student Checklist – ATI Launch <a href="#">(link)</a>  Getting Started Guide - ATI Launch <a href="#">(link)</a>  ATI Launch Schedule <a href="#">(link)</a></p>		

Need Help? [Technical Support – adam.ward@sjhcon.edu](mailto:adam.ward@sjhcon.edu) or 1.888.723.4263

G

**Registration** – The Registrar automatically registers all students for the first semester of classes. After registration is complete, the Registrar will send an email confirmation to the student's SJCON.edu email address. Students should be on the lookout for emails regarding registration.

- Registration process/confirmation (view schedule in SONIS).
- Billing due date.
  - July Students: July 15<sup>th</sup> Tuition Bill Due
  - August Students: August 15<sup>th</sup> Tuition Bill Due
- Need to set up a payment plan? Email bursar@sjhcon.edu

**G.1** Tuition Bill & Payment made through student's SONIS accounts.

[\(link\)](#)

Need Help? Registrar/Bursar – [Cari.Mclaughlin@sjhcon.edu](mailto:Cari.Mclaughlin@sjhcon.edu)

H

**Financial Aid** – The Financial Aid office will contact students via their SJCON.edu email address moving forward. Look out for emails about these topics:

- Missing FAFSA's.
- Once an application has been generated, follow the steps sent via e-mail to accept the award.
- Alerting Financial Aid to other forms of Aid that you expect.
- Financial Aid verification as requested by the DOE. Additional steps will be required if selected.

Need Help? Financial Aid – [katie.buckley@sjhcon.edu](mailto:katie.buckley@sjhcon.edu)/[joel.depue@sjhcon.edu](mailto:joel.depue@sjhcon.edu)

I

**REMINDER – Create your Castlebranch account ASAP and upload required documents. This *must* be done in order to matriculate. The deadline is June 1<sup>st</sup>.**

\*\*\* End of Checklist: 60 Day\*\*\*