

VERMONT TECH NURSING

2021 Welcome Letter

We are pleased to have you join us as a new nursing student at Vermont Tech. You are venturing into a very busy year, and we are here to support you on your journey. While we are here to facilitate your success, we also expect you to take responsibility for and make a commitment to your role as a student nurse. This should not be taken lightly.

Regions:

Each of you will be attending the nursing program at one of our five regions throughout Vermont and New Hampshire. Each region has a Site Director who can answer any immediate questions that you might have. **There will also be a mandatory information session, in person or virtually, for each region in May or June.** The region's Site Director will send you information with the date and time of the information session.

Region	Sites	Site Director	Contact Information
Central	Randolph Center Morrisville CVMC	Dr. Sarah Billings-Berg	Smb11051@vsc.edu 802-728-1586 124 Admin Drive Randolph Center, VT 05061 Clarke #204
Northwest	St. Albans Williston Williston West	Dr. Lisa Fox	Lisa.fox@vtc.edu 802-879-2369 101 Lawrence Place Williston, VT 05495 100 Building
Northeast Kingdom	Littleton/Lancaster Lyndon Newport White River Jct Dartmouth Hitchcock	Phyllis Mitchell	Phyllis.Mitchell@vtc.edu 802-626-6538 1001 College Road Lyndon, VT 05851 ASAC 203
Southeast	Brattleboro Keene	Elizabeth Steele	esteele@vtc.edu 802-257-2845 41 Harmony Place Brattleboro, VT 05301
Southwest	Bennington Middlebury Rutland	Dr. Carolyn Stannard- Carlo	Cstannard-carlo@vtc.edu 802-442-8811 105 Union Street Bennington, VT 05201

Planning Ahead:

There will be a one day new student orientation over the summer 2020. There will also be online new student orientation modules assigned.

Typically, you will be in clinical two days per week (some evenings may be required) and in classes two days per week. You should plan on a minimum of two hours of preparation for your clinical days and a minimum of eight hours per nursing course each week. Generally, for each hour in class, you should be spending 2-3 hours outside of class on studying, prep work, reading, etc.

Fingerprinting, Background Check & Health Forms:

You are required to purchase a background check, FBI fingerprint screen, and document management package through <https://www.castlebranch.com/>. Please purchase your package and **begin the fingerprinting process ASAP**. The fingerprint results take weeks to process and must be available prior to the start of classes. You must also have all of your clinical requirement documentation uploaded to your CastleBranch account by **June 1st, 2021**. **Failure to have all of your documentation uploaded to CastleBranch by this date may result in program withdrawal.**

Please use the **Vermont Tech Health Form**, available on the www.vtc.edu website, for your physical exam and immunizations documentation. If you are not Basic Life Support (BLS) certified, you do need to obtain **BLS certification from the American Heart Association or the Red Cross** prior to classes starting. Other CPR certifications will not be accepted.

If you have a criminal history, please notify admissions **immediately** and disclose the information. Clinical facilities have the right to access your criminal background check and FBI fingerprint results. They can also scan you through the state abuse registry. **Vermont Tech and our clinical partners have the right to refuse student entry based on the results of your background check, FBI fingerprints, and abuse registry scan. Clinical partners can also refuse student entry for former employees who are not eligible for rehire. Refusal of entry will result in program withdrawal.**

Laptop Requirement:

Incoming nursing students must have a **personal laptop with privacy screen in class**. Please go to <http://support.vtc.edu/general/computer-recommendations/> to see Vermont Tech Information Technology's computer recommendations.

Microsoft Office Suite and Windows downloads are available to you for **free as a student** at **support.vtc.edu**. You can download this software as soon as you have registered and activated your VTC email account.

In terms of Financial Aid, the cost of a computer has been built into the 'cost of attendance' or budget for financial aid for \$1,000. This will allow you to apply for additional loan funds for this purpose. If you have questions about the loan process, please contact financial aid at 1-800-965-8970.

We strongly recommend you start looking at laptops now if you do not already have one available. You will have the opportunity to obtain a laptop from the bookstore if you prefer. The estimated cost from the bookstore is \$850-\$1200 and is subject to change. Contact information for the Vermont Tech Bookstore is 802-728-9265 and email at VTCbookstore@vtc.edu.

Additionally you can purchase a laptop from Dell at the special Vermont Tech Student website at www.Dell.com/VTC.

Sincerely,

Sarah Billings-Berg, DC, DNP, RN, CNE
Associate Dean of Nursing
& the Vermont Tech Nursing faculty