WELCOME TO THE GRADUATE MSN & CERT PROGRAMS

2025

SCHOOL OF NURSING
WILLIAM PATERSON UNIVERSITY

Welcome Packet

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INTRODUCTION

Welcome to the WP Graduate Nursing Programs

The Master of Science degree in Nursing and School Nurse (MSN) prepares students to function as advanced practice nurses (adult or family nurse practitioners), educators or administrators. Through coursework and clinical practice, the individual develops expertise in advanced health nursing care, leadership and research skills. The Master's Degree in Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) 655 K Street NW, Suite750, Washington, DC 20001, Telephone (202) 887-6791, until June 30, 2030.

1. CONTACTS

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2. STUDENT REGISTRATION

Register for courses by going to http://www.wpunj.edu> WPCONNECT-log-in-*Student*(Tab)-*My Registration-Add/Drop Courses*

View your advisement, courses, tuition, transcript, etc.

- **What is a pin #?**
  The alternate pin # is your six-digit birthdate **MM/DD/YY**

- **When are courses available?**
  The on-campus program offers courses in **spring, fall, and summer** semesters.

  (theory and clinical). The WP Online program offers courses every 7 weeks. Click on

  link to **Look up course offerings**.

- **What hours are the courses available?**

  All graduate nursing courses are offered during the **evenings** Monday through Thursday beginning at 5pm. Most of the courses are face to face or hybrid and a few fully online. The WP Online program is fully online except for the practicums, which are in an outpatient clinical setting.

- **What courses do I begin with?**
  All new students are advised to register for any of the following **graduate core courses** -NUR **5001** *Theoretical Foundations*, and/ NUR **5461**- *Adv. Pathophysiology*. If you can only enroll in one course, register for NUR 5001 where an orientation and other resources are discussed as you move forward in your graduate studies.

- **When can I register?**
  Registration timetables (Click on semester tab)

- **How to change my program concentration** (Track: AGNP, FNP, ADT, EDT)**?**
  Fill out form and send to jenningsj3@wpunj.edu

- **How do I know I am cleared for a clinical course?**
  If, **all** preceptor documentation is confirmed and completed. Log onto Exxat and check to see if all documents that needed to be uploaded have been approved.

- **How do I check my clinical health clearance?**
  Log onto Exxat and check the status of the documents uploaded. You will see pending review, approved, and not approved. Exxat will provide comments if documents are pending and/or not approved.

3. TRANSFER CREDIT POLICY

A **maximum** of up to 49% **credits** from other institutions may be credited toward a master's degree program provided that:

    1) Student applies for transfer credit at the time of matriculation

    2) Work was taken in graduate courses for graduate credit

    3) Work was taken within the last six years

    4) Grade received was B or better

    5) Work does not duplicate any work, graduate or undergraduate, for which credit was previously given

    6) Work was not applied toward an academic degree at any other institution

    7) Work was taken at an accredited college or university; and

    8) Work is applicable to the student's program.

A current matriculated William Paterson University student may, in some instances, be allowed to take courses off-campus at other institutions as a visiting student and transfer the credit to William Paterson University. The student must receive permission from the dean of the college and/or the department chairperson of his/her program of study prior to course registration. These credits are allowed as transfer credit; provisions two through six as stated above remain applicable in such instances.

Transfer of grad credits form

4. ADULT GERONTOLOGY NURSE PRACTITIONER IN PRIMARY CARE

The adult gerontology nurse practitioner (**AGNP**) track is a **39-credit program** that can be completed as a **full-time** or **part-time** student. In addition to the supervised clinical hours, a 2 ½ hour seminar (face to face/online/hybrid) will be held bi-weekly during the semester. Upon completion of the theory and practicum course requirements, you would be eligible to apply for the Adult Gerontology Nurse Practitioner in Primary Care Certification examination by American Association of Nurse Practitioner (**AANP**) or American Nurses Credentialing Center (**ANCC**).

- The pre-requisite courses for clinical practicum include completion of the graduate core, **3 P's** (6001-**adv. health assessment**, 5461-**adv. Patho**, 6011-**adv. Pharm**) and at least one of the advanced nursing specialization courses.

MSN Core Courses

Required Credits: 20

- NUR 5001 Theoretical Foundations for Nursing **Credits:** 3.0
- NUR 5081 Role of the Advanced Practice Nurse **Credits:** 3.0
- NUR 5701 Population Health, Legislation and Social Policy **Credits:** 3.0
- NUR 6021 Nursing Research Strategies: Translational Science **Credits:** 3.0
- NUR 6041 Advanced Nursing Practicum I **Credits:** 4.0 (**170 clinical hours**)
- NUR 7252 Role Practicum for AGNP **Credits:** 4.0 (**170 clinical hours**)

Adult Gerontology Nurse Practitioner Track Requirements

Required Credits: 19

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0
- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0
- NUR 6011 Advanced Pharmacology **Credits:** 3.0
- NUR 6111 Advanced Practice Nursing I **Credits:** 3.0
- NUR 6121 Advanced Practice Nursing II **Credits:** 3.0
- NUR 7011 Advanced Nursing Practicum II **Credits:** 4.0 (**170 clinical hours**)

Must complete 510 supervised clinical hours

Please review **student handbook** for more information.

5. FAMILY NURSE PRACTITIONER

The family nurse practitioner (**FNP**) track is a **47-credit program** that can be completed as a **full-time** or **part-time** student. FNPs provide comprehensive primary health care services to individuals from infancy through adulthood. FNPs are prepared to provide care to individuals with acute and chronic illnesses. Preventive health services, patient education, disease management, and illness prevention are provided within the context of family and community. Upon completion of the theory and practicum course requirements, you would be eligible to apply for the Family Nurse Practitioner Certification examination by American Association of Nurse Practitioner (**AANP**) or American Nurses Credentialing Center (**ANCC**).

- The pre-requisite courses for clinical practicum include completion of the graduate core, **3 Ps** (6001-**adv. health assessment**, 5461-**adv. Patho**, 6011-**adv. Pharm**) and at least one of the advanced nursing specialization courses.

- In addition to the supervised clinical hours, a 2 ½ hour seminar (face to face/online/hybrid) will be held bi-weekly during the semester

MSN Core Courses

Required Credits: 20

- NUR 5001 Theoretical Foundations for Nursing **Credits:** 3.0

- NUR 5081 Role of the Advanced Practice Nurse **Credits:** 3.0

- NUR 5701 Population Health, Legislation and Social Policy **Credits:** 3.0

- NUR 6021 Nursing Research Strategies: Translational Science **Credits:** 3.0

- NUR 6041 Advanced Nursing Practicum I **Credits:** 4.0 (**170 clinical hours**)

- NUR 7253 Role Practicum for FNP **Credits:** 4.0 (**170 clinical hours**)

Family Nurse Practitioner Track Requirements

Required Credits: 27

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0

- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0

- NUR 6011 Advanced Pharmacology **Credits:** 3.0

- NUR 6111 Advanced Practice Nursing I **Credits:** 3.0

- NUR 6121 Advanced Practice Nursing II **Credits:** 3.0

- NUR 6130 Advanced Nursing III **Credits:** 3.0

- NUR 6210 Advanced Health Assessment of the Pediatric and Childbearing Client **Credits:** 1.0

- NUR 7011 Advanced Nursing Practicum II **Credits:** 4.0 (**170 clinical hours**)

- NUR 7070 Advanced Nursing Practicum III **Credits:** 4.0 (**170 clinical hours**)

Must complete 680 supervised clinical hours

Please review **student handbook** for more information.

6. NURSE ADMINISTRATION

Only offered through WP Online. The nursing administration track (**ADT**) is a **31-credit program** that prepares a nurse administrator to work in a variety of health care environments. Nurse administrators often manage a team of nurses, or a specific nursing unit or shift. Nurse administrators can interact directly with patients but are often assigned to a managerial role. A unique feature of the program is the ability to enroll in **six MBA courses** offered through the Cotsakos College of Business.

The program is designed for either **part** or **full-time** study. Upon completion of the theory and practicum course requirements, you will be eligible to apply for the Nurse Executive, Advanced Certification Examination by American Nurses Credentialing Center (**ANCC**) or the American Organization of Nurse Executives (**AONE**) administrator certification exams: Certified Nurse Manager and Leader (**CNML**) and Certified Executive Nursing Practice (**CENP**). The type of certification is based on experience level. In addition to the supervised clinical hours, a 2 ½ hour seminar (face to face/online/hybrid) will be held bi-weekly during the semester.

MSN Core Courses

Required Credits: 13

- NUR 5001 Theoretical Foundations for Nursing **Credits:** 3.0
- NUR 5701 Population Health, Legislation and Social Policy **Credits:** 3.0
- NUR 6021 Nursing Research Strategies: Translational Science Credits: 3.0
- NUR 7255 Role Practicum Nurse Administrator **Credits:** 4.0 (**170 clinical hours**)

Nursing Administration Track Requirements

Required credits: 18

- ACCT 6065 Financial Accounting for Decision Makers **Credits:** 1.5
- ECON 6095 Economic Analysis **Credits:** 1.5
- FIN 6075 Finance for Decision Makers **Credits:** 1.5
- MGT 6045 Foundations of Management **Credits:** 1.5
- MKT 6085 Marketing Management for Decision Making **Credits:** 1.5
- MBA 6055 Statistics for Decision Makers **Credits:** 1.5
- NUR 6062 Health Care Data Analytics **Credits:** 3.0
- NUR 6070 Principles of Nursing Administration **Credits:** 3.0
- NUR 6080 Financial Management of Community Agencies **Credits:** 3.0

Must complete 170 supervised clinical hours

Please review **student handbook** for more information.

7. NURSE EDUCATION

Only offered through WP Online. The nursing education track (**EDT**) is a **35-credit program.** This program is designed for professional registered nurses who want to teach the next generation of nursing students or nurses. Nursing education takes place in diverse settings; including technical schools, hospitals, two-year colleges, four-year colleges, and universities. Students in thisprogram complete theory and practicum course in order to be eligible to take the Certified Nurse Educator (**CNE**) or Clinical Nurse Educator examinations (**CNE-cl**) (National League for Nursing-**NLN**). The Masters in Nursing Education Program requires **215** practicum hours.

MSN Core Courses

Required Credits: 16

- NUR 5001 Theoretical Foundations for Nursing **Credits:** 3.0
- NUR 5081 Role of the Advanced Practice Nurse **Credits:** 3.0
- NUR 5701 Population Health, Legislation and Social Policy **Credits:** 3.0
- NUR 6021 Nursing Research Strategies: Translational Science **Credits:** 3.0
- NUR 7254 Role Practicum for Nurse Educator **Credits:** 4.0 (**170 clinical hours – 120 indirect hours & 50 direct hours**)

Nursing Education Track Requirements

Required Credits: 19

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0
- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0
- NUR 6011 Advanced Pharmacology **Credits:** 3.0
- NUR 6050 Curriculum Development **Credits:** 3.0
- NUR 6061 Classroom Teaching Strategies **Credits:** 4.0 (**45 clinical hours**)
- NUR 7060 Clinical Teaching Strategies **Credits:** 3.0

Must complete 215 supervised clinical hours

Please review **student handbook** for more information.

8. POST MASTER'S CERTIFICATE ADULT GERONTOLOGY NURSE PRACTITIONER IN PRIMARY CARE

Only offered through WP Online. The program is designed for professional registered nurses who have previously earned a Master's degree with a majorin nursing interested in pursuing certification in advanced nursing practice. The Department of Nursing currently offersa Post-Masters Certificate in Adult Gerontology Nurse Practitioner in Primary Care. Students in the Post - Masters Certificate Program will complete the necessary theory and practicum course requirements in the track in order to be eligible to sit for the Adult Gerontology Nurse Practitioner in Primary Care certification examination (American Association of Nurse Practitioners or American Nurses Credentialing Center).

The Post Masters Adult Gerontology Nurse Practitioner Certificate Program requires completion of **510** practicum hours. Students will be required to complete NUR 5081, The Role of the APN (3) credits, as an additional prerequisite if they have not completed a graduate level role course.

Required Credits: 27

Required Courses

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0
- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0
- NUR 6011 Advanced Pharmacology **Credits:** 3.0
- NUR 6041 Advanced Nursing Practicum I **Credits:** 4.0 (**170 clinical hours**)
- NUR 6111 Advanced Practice Nursing I **Credits:** 3.0
- NUR 6121 Advanced Practice Nursing II **Credits:** 3.0
- NUR 7011 Advanced Nursing Practicum II **Credits:** 4.0 (**170 clinical hours**)
- NUR 7252 Advanced Nursing Role Practicum **Credits:** 4.0 (**170 clinical hours**)

Must complete 510 supervised clinical hours

Please review **student handbook** for more information.

9. POST MASTER'S CERTIFICATE FAMILY NURSE PRACTITIONER

Only offered through WP Online. The program is designed for professional registered nurses who have previously earned a Master's degree with a major in nursing interested in pursuing certification in advanced nursing practice. Students in the Post Masters Certificate Program will complete the necessary theory and practicum course requirements in the track in order to be eligible to sit for the Family Nurse Practitioner certification examination (American Association of Nurse Practitioners or American Nurses Credentialing Center).

The Post Masters Family Nurse Practitioner Certificate Program requires completion of **680** practicum hours. Students will be required to complete NUR 5081, The Role of the APN (3) credits, as an additional prerequisite if they have not completed a graduate level role course.

Required Credits: 35

Required Courses

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0
- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0
- NUR 6011 Advanced Pharmacology **Credits:** 3.0
- NUR 6041 Advanced Nursing Practicum I **Credits:** 4.0 (**170 clinical hours**)
- NUR 6111 Advanced Practice Nursing I **Credits:** 3.0
- NUR 6121 Advanced Practice Nursing II **Credits:** 3.0
- NUR 6130 Advanced Nursing III **Credits:** 3.0
- NUR 6210 Advanced Health Assessment of the Pediatric and Childbearing Client **Credits:** 1.0
- NUR 7011 Advanced Nursing Practicum II **Credits:** 4.0 (**170 clinical hours**)
- NUR 7070 Advanced Nursing Practicum III **Credits:** 4.0 (**170 clinical hours**)
- NUR 7253 Advanced Role Practicum for Family Nurse Practitioner **Credits:** 4.0 (**170 clinical hours**)

Must complete 680 supervised clinical hours

Please review **student handbook** for more information.

10. POST MASTER'S CERTIFICATE IN ADMINISTRATION

Only offered through WP Online. The post master's certificate in nursing administration track (**ADT**) is a **22-credit program.** The program is designed for professional registered nurses who have previously earned a Master's degree with a major in nursing and who now want to become certified as a Nurse Administrator. Students in the certificate program will complete the necessary theory and practicum course requirements in this track in order to be eligible to sit for the Nurse Administrator certification examination (American Nurses Credentialing Center).

The Post Masters Certificate in Administration requires completion of **170** practicum hours.

Required Credits: 22

Required Courses

- ACCT 6065 Financial Accounting for Decision Makers **Credits:** 1.5
- ECON 6095 Economic Analysis **Credits:** 1.5
- FIN 6075 Finance for Decision Makers **Credits:** 1.5
- MGT 6045 Foundations of Management **Credits:** 1.5
- MKT 6085 Marketing Management for Decision Making **Credits:** 1.5
- MBA 6055 Statistics for Decision Makers **Credits:** 1.5
- NUR 6070 Principles of Nursing Administration **Credits:** 3.0
- NUR 6080 Financial Management of Community Agencies **Credits:** 3.0
- NUR 6062 Health Care Data Analytics **Credits:** 3.0
- NUR 7255 Advanced Nursing Role Practicum for the Nurse Administrator **Credits:** 4.0
    (**170 clinical hours**)

Must complete 170 supervised clinical hours

Please review **student handbook** for more information.

11. POST MASTER'S CERTIFICATE IN EDUCATION

Only offered through WP Online. The post master's certificate in education track (**EDT**) is a **20-credit program.** The program is designed for professional registered nurses who have previously earned a Master's degree with a major in nursing and who now want to become certified as Nurse Educator. Students in the certificate program will complete the necessary theory and practicum course requirements in this track in order to be eligible to sit for the Nurse Educator certification examination (National League for Nursing or American Organization for Nursing Leadership).

The Post Masters Certificate in Education requires completion of **135** practicum hours.

Required Credits: 20

Required Courses

- NUR 5461 Advanced Pathophysiology **Credits:** 3.0
- NUR 6001 Advanced Health Assessment of the Adult Client **Credits:** 3.0 (**45 clinical hours**)
- NUR 6011 Advanced Pharmacology **Credits:** 3.0
- NUR 6050 Curriculum Development **Credits:** 3.0
- NUR 6061 Classroom Teaching Strategies **Credits:** 4.0
- NUR 7060 Clinical Teaching Strategies **Credits:** 3.0
- NUR 7256 Role Practicum for Nurse Educator **Credits:** 1.0 (**90 clinical hours**)

Must complete 135 supervised clinical hours

Please review **student handbook** for more information.

12. MSN SCHOOL NURSE

The MSN in School Nursing is a 33-credit graduate degree program. This concentration focuses on assisting school nurses in expanding their knowledge, value, and skills in school nursing. The **33-credit** program consists of 24 credits of the school nurse instructional program and 9 credits of graduate core courses in the Department of Nursing. The student is also eligible for the Educational Services Endorsement as a certified school nurse when the 24 credits of the school nurse program is completed. Eight courses (NUR 5500, NUR 5510, NUR 5021, NUR 6170, NUR 5520, CSP 5601, SPC 5010, and PSY 6830) are needed to complete the New Jersey School Nurse Instructional Certification. Ten courses are either face-to-face, online or hybrid, one course, NUR 5520, is in the field (school health office and classroom).

Requirements:
1. Active Professional Nurse Licensure (RN) in the state of NJ
2. Completed BSN with official transcripts
3. A course in Developmental Psychology and a course in Public Health Nursing
4. Undergraduate GPA of 3.00 or higher
5. Transfer credit (WP policy)

Required Credits: 33

Graduate Nursing Core Credits: 9

- NUR 5001 Theoretical Foundations for Nursing **Credits:** 3.0
- NUR 5701 Population Health, Legislation and Social Policy **Credits:** 3.0
- NUR 6021 Nursing Research Strategies: Translational Science **Credits:** 3.0

Required Courses Credits: 24

- NUR 5021 Instructional Health Education K-12 **Credits:** 3.0
- NUR 5500 School Health Services I **Credits:** 3.0
- NUR 5510 School Nursing II **Credits:** 3.0
- NUR 5520 School Health Student Teaching Practicum **Credits:** 3.0
- NUR 6170 Problems in Practice: Legal Issues for School Nurses **Credits:** 3.0
- CSP 5601 Counseling Skills for School Nurses **Credits:** 3.0
- PSY 6830 Substance Abuse: Interventions **Credits:** 3.0
- SPC 5010 Introduction to Special Education **Credits:** 3.0

Please review **student handbook** for more information. MSN School Nurse students refer to graduate student handbook.

13. CLINICAL PRECEPTOR INFORMATION

1) Student must be authorized by their advisor to take a clinical course

2) Student must be ==registered== for a clinical course (NUR 6041, NUR 7011, NUR 7070, NUR 7252, 7253, 7254, 7255)

3) Fill out ==Student/Preceptor Information Request== form, transfer info in Exxat. <u>On-ground program</u> Deadlines: **Spring -** *Jan. 2*, **Summer-** *April 30,* **Fall-** *Aug 1*. <u>WP online program</u> Deadlines: Sp-**1** *Sept. 30*, **Sp-2** *Nov. 30*, **Sum-1** *March 30,* **Sum-2** *April 30*, **Fall**-1 *May 31,* **Fall-2,** *July 31*.

All preceptors need to submit their cv/resume. The student needs to upload a copy in Exxat. Make sure **NP preceptor** includes their **certification and expiration date** for **AANC** or **AANP** on their **cv/resume** or **provide** a **copy** of **their certification**. If this is not provided, the request will not be approved until appropriate information is uploaded in Exxat.

4) The coordinators will review and approve/deny submissions. The student will be notified through Exxat when requests are approved/denied or if further information is required

5) Student must fulfill **health clearance requirements** (compliance documents) in Exxat by due date listed for each semester, listed on Graduate Nursing website under **clinical**.
   All clinical clearance documentation requirements are **due 14 days prior** to the start of the clinical course. **If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning.* **NO EXCEPTIONS**
   Fill out ==initial health clearance== (1st practicum) form or ==re-clearance health form==. *Physicals must be completed annually*

6) Student must complete **background check** with ==Universal (on Exxat)==. *Background checks must be completed annually*. Rechecks are only done when the initial check is going to expire or has expired. *Anyone who lives in New York State or who has lived in New York State in the last 7 years must complete a New York background check in addition to the one in New Jersey.* ==*A student may also be requested to complete a NYS background check if an alert comes up even if they have not resided or worked in NY in the last 7 years.*==

7) Student must complete **urine/drug screening** with ==Universal (on Exxat)==. *Urine/drug screening must be completed annually*.

NP students: A minimum of at least **one** clinical practicum must be precepted by a **Nurse Practitioner** (NUR **7252 & 7253 MUST** be with an **NP preceptor**).

How do I obtain a preceptor?
Students are encouraged to initially seek out preceptors early in the program. Students can seek out sites and/or practices with an NP or MD. ==Tips for finding a preceptor==

DO NOT CHOOSE: A specialty focused practice, such as: hematology, oncology, surgery, respiratory health, etc. These practices do not provide the diversity of young adult, adult and older adult health problems required for certification. Emergency Departments are not appropriate for practicums.

Clinical Requirements for NP Students

- Collecting patient histories and performing physical examinations on young adults, adults and older adults; (NUR 7070 – pediatrics and childbearing women).

- Identifying normal vs. abnormal findings in these populations.

- Recognizing and identifying common health problems of young adults, adults and older adults; (NUR 7070 – pediatrics and childbearing women); that can be of an acute, transient nature and chronic health problems)

- Developing and implementing management plans that include appropriate diagnostics and proposed treatment approaches.

- Prioritizing, organizing, managing and evaluating patient's health care.

- Settings where young adults, adults and older adults, (NUR 7070 – pediatrics and childbearing women) receive health care are therefore an essential part of selecting a site. Your first site (NUR 6041) would ideally emphasize enough history and physical exams to establish confidence. Helpful settings might include Employee Health Services, Assisted Living Facilities, Nursing Homes, or Occupational Health departments in businesses or institutions.

- Consider settings that offer guaranteed opportunities to practice with young adult, adult and older adult clients, (NUR 7070 – pediatric and childbearing women); and within that category, these patients/clients should be represented: male and female patients with common health problems (acute and chronic), female patients with female specific health issues (GYN/GU). Settings might include: Internal Medicine Offices, Outpatient Medical Clinics, etc.; (NUR 7070 – pediatrician offices/clinics, Obstetric offices/clinics, etc.).

- White lab coats are required for all MSN students in the clinical practica- Contact:

  Flynn Ohara. You want the **WPU logo** on the lab coat and for the name bade **WPUNJ NURSE PRACTIONER STUDENT** for AGNP/FNP tracks or **WPUNJ ADM STUDENT or WPUNJ EDU STUDENT** for ADT/EDT tracks. Takes 4 weeks to receive order.

  This is the site specific to WPU students to order: Lab coats: http://www.flynnohara.com/school/nj196

  Name badge should state **first** and **last name**: https:wpunjgrad.lonestarbadge.com

  Robert Rose, Business Development
  10905 Dutton Road
  Philadelphia, PA 19154
  Work:1-800-441-4122 x 8108
  Cell: 215-287-3722

  www.flynnohara.com

CLINICAL FORMS

MSN Forms

- COVID: Assumption of Risk Form
- Clinical Site Evaluation Form
- Clinical Evaluation of Preceptor by Student
- Clinical Student Request & Authorization to Release and/or Info.
- Drug Screening and Testing
- Grad Nursing Clinical Checklist
- Initial Health Clinical Clearance Form
- Re-Clearance Health Form
- Preceptor Information Request Form
- Student Information Request Form

Please review **MSN student handbook** for more information. All forms are on Exxat and online:
https://www.wpunj.edu/cosh/departments/nursing/graduate-programs/clinical/clinical-forms/

14. RESOURCES

Accessibility Resource Center (ARC)

(Formerly the Office of Disability)- the Mission of the ARC is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University's educational and professional programs link https://www.wpunj.edu/accessibilityresourcecenter/ Or phone 973- 720-2853.

Academic Success Center

Raubinger Hall Lower Level, offers tutoring in a variety of general education courses. Students in the Master's program utilize the faculty tutors for increasing understanding statistics. http://www.wpunj.edu/academics/asc/or phone (973)-720-2563/3324.

Educational Support Program

The Educational Support Program (ESP) has been an established part of the Graduate Program in the Department of Nursing since 1999. The program is coordinated by a mastered prepared nurse primarily to assist students by offering academic writing assistance to support graduate nursing students toward the successful completion of the program in nursing. Renee F. Pevour, RN, MS, AOCN is available at University Hall 220 or pevourr@wpunj.edu or phone 973-720-3516.

Graduate Multicultural Mentoring and Support Program

Graduate students can provide a wealth of knowledge and experience that helps support undergraduates pursuing careers and graduate study. For more information contact: GMCMS@wpunj.edu

Library

The library liaison for nursing students is Linda Salvesen. salvesenl@wpunj.edu. 973-720-3127 https://www.wpunj.edu/library/index.html

Science Enrichment Center

Science Hall 3054, has coordinated efforts to assist master's students seeking extra learning in and science course including advanced pathophysiology and pharmacology. http://www.wpunj.edu/sec/vsec/ or phone (973)-720-3340. Open Mon. – Thurs. 10am – 4:30pm, Fri. 10am- 2pm.

Social Worker for Student Support and Resources

University Commons room 117, in the Vice President for Student Development suite. Theresa Bevaletz, MSW, LSW is available to assist by making referrals to social service agencies to address food/housing insecurity and other issues, coordinating care for students with counseling and health services.bivaletzt@wpunj.edu or by phone at 973-720-2578.

Writing Center

Atrium room 120. Students are assisted with general strategies for term paper construction and often gain specific direction for repeated writing problems. The Center does not provide proofreading or editing services. https://www.wpunj.edu/cohss/departments/english/writing-center/. Open 7 days a week. Text (201)-285-7751.

Exxat

For problems or concerns with Exxat, contact prism-support@exxat.com.

15. FREQUENTLY ASKED QUESTIONS

I work full time and have other responsibilities. Am I required to attend a minimum number of courses each semester?

Most of the students attending the program have many demands on their time and take **one** or **two** classes at a time. You may take up to six years, from the time you become a matriculated student, to complete the program.

What is the tuition for graduate study at William Paterson University?

Current tuition and fees for the graduate program can be found on the Graduate Nursing websiteat: www.wpunj.edu/admissions/graduate/prospective-students/tuition/index.html

Information regarding **Tuition Installment Plans** (not available to WP Online program) can be found at: http://cms.wpunj.edu/studentaccounts/bill-and-payment-center/paymentplan.html

What types of financial help are available?

https://www.wpunj.edu/financial-aid/applying-for-financial-aid/

Graduate assistantships are available to full time students. Information regarding financial aid and assistanceprograms may be acquired by calling 973-720-2202.

What can I expect as an MSN student? Review **student handbook**

What is Exxat and how do I access it?

Exxat is a database for NP students in clinical courses to track student clinical logs. **Review Exxat instructions**.

What is the best way to access my class schedule? Review **instructions** to access class schedule.

How to apply for a leave of absence (LOA) or withdrawal from the University?

https://www.wpunj.edu/registrar/academic-regulations/leave.html

Where do I park and how do I receive a parking permit?

https://www.wpunj.edu/police/parking/parkingregs-police.html

Who do I contact for technical difficulties? Help Desk (973)-720-4357, **help.wpunj.edu**.

Who do I contact for billing questions? **Student Enrollment Services** (973)-720-3945, studentservices@wpunj.edu. Hours are Monday through Friday, from 8:30am to 4:30pm.

What do I do when I have completed my program and have passed my certification exam?

Request official transcript on WP Connect. See graduate information on the graduate nursing website.

16. HOW TO VIDEOS

How do I register for class?

https://www.youtube.com/watch?v=ggvyOPvcvF4

How do I register for a waitlisted class?

https://www.youtube.com/watch?v=JyiGtbtWHyo

How do I waitlist a course?

https://www.youtube.com/watch?v=TZMweC_5_sY

How do I drop a course?

https://www.youtube.com/watch?v=7BXb2CgbzRg

How to apply for graduation and what are the deadlines? <mark>All Students must apply</mark>

https://www.wpunj.edu/registrar/graduation-information/

We have three graduation dates for the **on-campus program**: January *25* (fall), *May 25* (spring), and *September 1* (summer). For **WP Online program** we have six graduation dates: November *1* (fall-1), *January 25* (fall-2), *April 1* (spring-1), *May 25* (spring-2), and *July 31* (summer-1), *September 1* (summer-2). For a student to graduate, they must fulfill their requirements, such as completing all their credits in their major, satisfying financial obligations, and applying for graduation. Any student who misses the deadline can apply for the next semester's graduation. Disregard the comprehensive requirement as this does not apply to nursing students. Official transcripts will not be available until 6 weeks after the graduation date (degree conferral date).

For more information see graduation information on the graduate nursing website.

How to enroll in the tuition installment plan (not available to WP Online students)?

https://www.youtube.com/watch?v=f-gVnuBC5fc
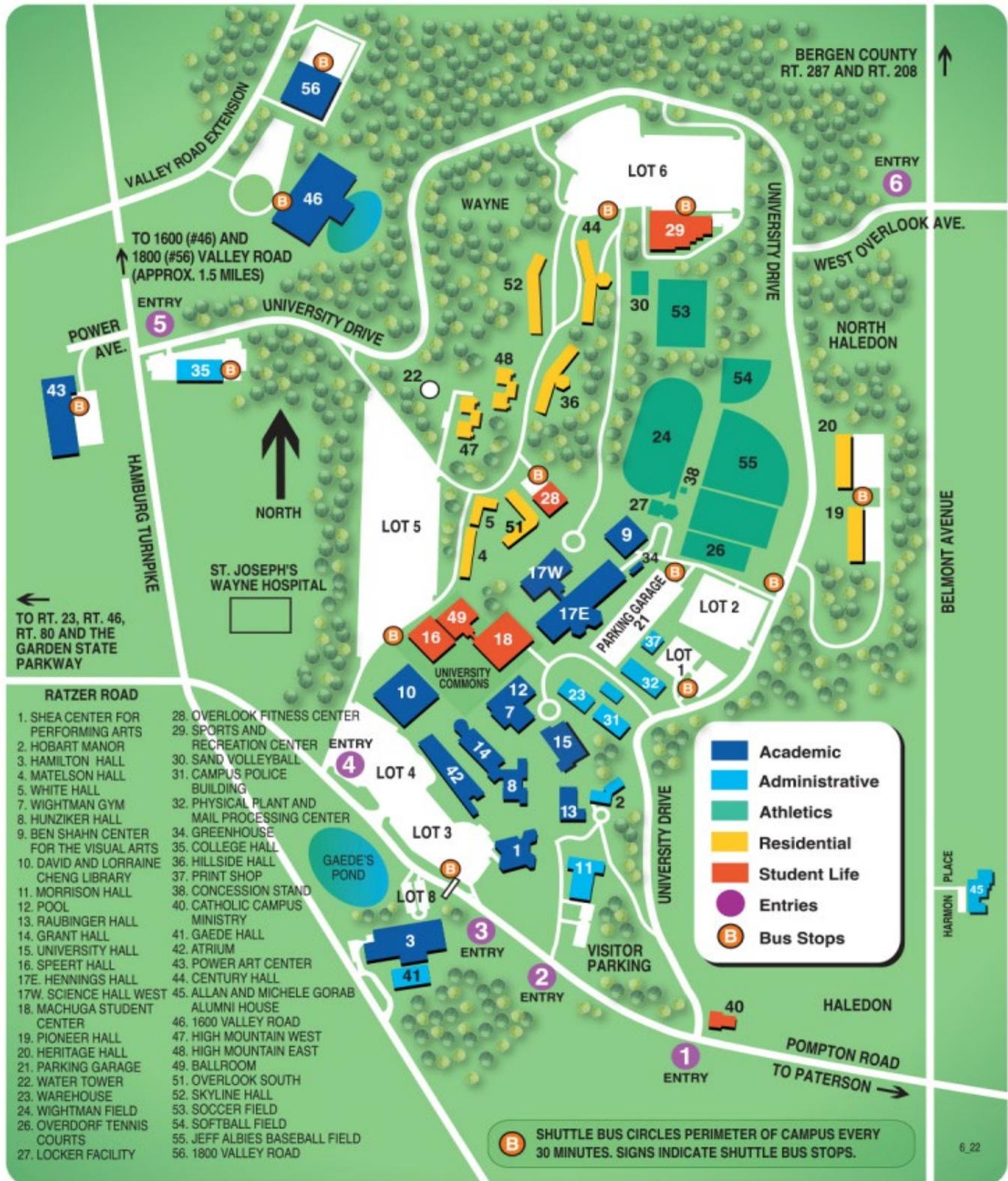
How do I make payments online?

https://www.youtube.com/watch?v=Hr8-RqotITQ

How do I complete the FAFSA via mobile app?

https://www.youtube.com/watch?v=-OBzFyFooYE

https://www.wpunj.edu/financial-aid/applying-for-financial-aid/

17. CAMPUS MAP

Printable map and campus shuttle map: https://www.wpunj.edu/directories/maps-and-contacts/index.html

RATZER ROAD

1. SHEA CENTER FOR PERFORMING ARTS
2. HOBART MANOR
3. HAMILTON HALL
4. MATELSON HALL
5. WHITE HALL
7. WIGHTMAN GYM
8. HUNZIKER HALL
9. BEN SHAHN CENTER FOR THE VISUAL ARTS
10. DAVID AND LORRAINE CHENG LIBRARY
11. MORRISON HALL
12. POOL
13. RAUBINGER HALL
14. GRANT HALL
15. UNIVERSITY HALL
16. SPEERT HALL
17E. HENNINGS HALL
17W. SCIENCE HALL WEST
18. MACHUGA STUDENT CENTER
19. PIONEER HALL
20. HERITAGE HALL
21. PARKING GARAGE
22. WATER TOWER
23. WAREHOUSE
24. WIGHTMAN FIELD
26. OVERDORF TENNIS COURTS
27. LOCKER FACILITY
28. OVERLOOK FITNESS CENTER
29. SPORTS AND RECREATION CENTER
30. SAND VOLLEYBALL
31. CAMPUS POLICE BUILDING
32. PHYSICAL PLANT AND MAIL PROCESSING CENTER
34. GREENHOUSE
35. COLLEGE HALL
36. HILLSIDE HALL
37. PRINT SHOP
38. CONCESSION STAND
40. CATHOLIC CAMPUS MINISTRY
41. GAEDE HALL
42. ATRIUM
43. POWER ART CENTER
44. CENTURY HALL
45. ALLAN AND MICHELE GORAB ALUMNI HOUSE
46. 1600 VALLEY ROAD
47. HIGH MOUNTAIN WEST
48. HIGH MOUNTAIN EAST
49. BALLROOM
51. OVERLOOK SOUTH
52. SKYLINE HALL
53. SOCCER FIELD
54. SOFTBALL FIELD
55. JEFF ALBIES BASEBALL FIELD
56. 1800 VALLEY ROAD

Legend:
- Academic
- Administrative
- Athletics
- Residential
- Student Life
- Entries
- B Bus Stops

B SHUTTLE BUS CIRCLES PERIMETER OF CAMPUS EVERY 30 MINUTES. SIGNS INDICATE SHUTTLE BUS STOPS.

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We look forward to helping you along your journey
And,

We wish you all the best in our successful programs!

WP Graduate Nursing Program