NURSING ASSISTANT STUDENT CHECKLIST

_____ NURSING ASSISTANT ORIENTATION

1. Go to this website: https://mstc.blackboard.com
2. Once you are logged in, click on "Nursing_Assistant_Accepted_Student_Orientation" located in the center of the page under "My Courses"
   - **Username: nassistant** (one word)
   - **Password: na2319**
3. Complete the required Informational Session.
4. Complete the quiz and submit a score of 100%.
5. Within two (2) days of completing the informational session and quiz, you can register for the class of your choice via **mstc.edu/mymstc** or at any campus location.

Orientation Notes: After reviewing the web page, if you still have questions regarding the registration process, please contact either the Mid-State Admissions office at 715-422-5300 or your academic advisor.

Access the informational session as many times as necessary to review course requirements prior to the start of class. Completion of the informational session is valid for 90 days. If you do not register for a class within that time frame, you will need to redo the online informational session.

Make sure to pay close attention to the course calendar regarding due dates, assignments, and class times. Course calendars are found on the Nursing Assistant Accepted Student website.

_____TECHNICAL STANDARDS

1. Read through the "Nursing Assistant Technical Standards" form: https://midstatetech.tfaforms.net/217861

2. Sign the Statement of Understanding

_____BACKGROUND INFORMATION DISCLOSURE (BID)

   http://www.mstc.edu/sites/default/files/2019-01/BIDform.pdf

_____BID FEE--$15 for Mid-State to run a Criminal Caregiver Background Check or you may submit a copy that has been run by an employer within the last year.

_____OUT OF STATE BACKGROUND CHECK—required if you have lived outside of WI within the last 3 years

   https://www.mstc.edu/sites/default/files/2023-03/Viewpoint-Intructions.pdf

1. **Pay close attention to the health work requirements and due dates for your course.** Due dates are not flexible and failure to submit complete, accurate health work on time may result in loss of points from your course grade or removal from class. The due date for health work is located on your course calendar.
2. Ensure you are using the Health Work Form located on the NA Accepted Student web page.
3. Health work **MUST** be submitted via email to nahealthwork@mstc.edu
4. Check your Mid-State email account for confirmation that health work has been received and is complete.

ITEMS TO BRING TO THE FIRST DAY OF CLASS

o **Program Handbook**—May be purchased in any Mid-State bookstore or printed from the Nursing Assistant Student Orientation website.

o **Course Calendar**—found on the Nursing Assistant Accepted Student Orientation website. Contact either your academic advisor or the Program Director for assistance in locating the course calendar, if necessary

o **Textbook and Workbook** with assignments completed according to the course calendar

   ➢ **Traditional courses:** no assignment due on the first day
   ➢ **Modified courses:** Chapters 1 – 4 are due on the first day of class
   ➢ **Accelerated courses**: Chapters 1 – 4 are due the first face-to-face skills lab day. Because of the fast pace of accelerated courses, it is *highly recommended to work ahead in the textbook and workbook assignments.*

1. **Please note that ALL Blackboard activities and quizzes MUST be completed prior to the first face-to-face class day for accelerated courses****

2. **Students who miss all or part of Skills Lab #1 (first day of class) will be withdrawn from the course. There are no makeup options for this lab.**