

## NURSING ASSISTANT STUDENT CHECKLIST

### NA Orientation – with updated directions

1. Go to this web site: <https://mstc.blackboard.com>
2. Once logged in, click on “Nursing\_Assistant\_Accepted\_Student\_Orientation” located in the center under My Courses.  
**Username is nassistant (one word)**  
**Password is na2319**
3. Complete a required informational session.
4. Complete the quiz and submit with a score of 11/11 (100%). Within two (2) business days of completing the informational session and quiz, you can register for the class of your choice via [mstc.edu/mymstc](http://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 the MSTC Admissions Office at 715.422.5300. If you have questions regarding the program content or expectations, please contact the Program Director, Lisa Whitley at [Lisa.whitley@mstc.edu](mailto:Lisa.whitley@mstc.edu)

Completion of the informational session will be 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 activities. You will refer to this log in often.**

**Health Work** – Pay close attention to the health work requirements and due dates. Due dates are not flexible and failure to complete health work requirements on time could result in loss of points or removal from class. **Health work MUST be submitted via email to [nahealthwork@mstc.edu](mailto:nahealthwork@mstc.edu).** Instructors are not permitted to accept health work. Be aware that if you choose an accelerated course, health work is due approximately three weeks prior to the start of class.

### Technical Standards

- <https://midstatetech.tfaforms.net/217764>
- Mstc.edu>programs>Nursing Assistant>Additional Resources>Technical Standards
- Sign the Statement of Understanding form (found on the Nursing Assistant Accepted Student Orientation site) and bring to the first day of class.

### Background Information Disclosure (BID)

- <http://www.mstc.edu/sites/default/files/files/Programs/BIDform.pdf>
- Mstc.edu>programs>nursing assistant>background information disclosure (BID) form

**BID Fee** -- \$15 for Mid-State to run a Criminal Caregiver Background Check or bring s copy that has been run by an employer within the last year.

**Out of State Check** – if you have lived outside of WI within the last 3 years.

## **BRING TO THE FIRST DAY OF CLASS**

### **For traditional and modified courses:**

- Program handbook (may be purchased in any Mid-State bookstore or printed from the Nursing Assistant Student Orientation website).
- Course Calendar
- Textbook and Workbook with Chapter 1 completed.
- Statement of Understanding
- Scrubs are not required for skills lab.

### **For accelerated format courses:**

- Program Handbook
- Course Calendar
- Textbook and Workbook with ALL chapters complete.
- Statement of Understanding
- \*Please note that ALL blackboard activities and quizzes MUST be completed prior to the first face-to-face class.
- Scrubs are not required for skills lab.

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