

Welcome!

We are glad that you have chosen to attend Goldfarb School of Nursing at Barnes-Jewish College. To help you get off to a good and strong start at the College, the Student and Support Services department has organized an online informational orientation before you start your classes.

The online new student orientation information will help you be fully informed and confident about what to expect as you start your chosen academic program. The orientation will also provide information on campus resources and academic expectations that may help you become a more successful student.

If you have questions, please contact Malou Jaime by telephone 314.454-8686 or by email Maria.Jaime@BarnesJewishCollege.edu.

We look forward to seeing you at orientation.

Sincerely,



Michael D. Ward, Ph.D., RTR, FASRT
Vice Dean for Student Affairs and Diversity & Professor

Encls.: a/s

New Student Checklist

- Submit all final official transcripts to the Admissions Office. If you have questions, contact the Admissions office: Matt Kitchell (314) 280-2112.

- Contact the Office of Financial Aid for financial aid information.

Holly Allen | FA Counselor (Duncan Campus Site – student last names A-L)

Phone: 314.355.9648

E-mail: holly.allen@barnesjewishcollege.edu

Joi Haire | FA Counselor (Duncan Campus Site – student last names M-Z)

Phone: 314.335.9718

E-mail: joi.haire@barnesjewishcollege.edu

- Contact the Business Office at (314) 454-8619 (Joe Etling) for billing and payment arrangements.
- Submit to www.castlebranch.com by January 11th :
 - Proof of current CPR certification obtained from the American Heart Association in Basic Life support for the Healthcare Provides
 - All required immunization records
 - Proof of Two-Step TB Skin Testing (available at no charge to Goldfarb students)
 - Complete background check and drug screening
 - Current flu shot record (Not applicable for summer and fall start dates)
 - Proof of ACLS CPR certification (for Acute Care and Nurse Anesthesia students only)
 - Proof of PALS CPR certification (Nurse Anesthesia students only)
- Submit all required paperwork to the Admissions Office.
 - Release of Responsibility Form
 - Confidentiality Agreement
 - Alert Form
 - Media Authorization Form
 - Compliance and Confidentiality Acknowledgement (Code of Conduct)
- Books
 - See the “FAQ Textbooks” <https://www.barnesjewishcollege.edu/textbooks/FAQ>
 - Book List - <https://www.barnesjewishcollege.edu/About-Us/Student-Consumer-Information/Textbook-Information>

Alcohol and Other Drug Policy

Goldfarb School of Nursing at Barnes-Jewish College seeks to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment. The College considers its students to be adults who will comply with its Alcohol and Other Drug policy and federal, state and local law regulating alcohol and drug use. Any student who violates this policy will be subject to the full range of correction action, up to and including dismissal.

The College, however, attempts to educate members of the College community as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues. The College also tries to teach students to be responsible for their behavior and make them aware of the effects of their behavior on others within and outside of the College community.

The College provides confidential counseling service for alcohol and drug-related problems where needed. Students desiring assistance should contact Academic and Student Support Services Department. Students who initiate self-referral through the Academic and Student Support Services Department will not be disciplined for utilizing this service. The information shared will remain confidential. Students who are referred by College Administrators may be subject to disciplinary action due to performance or safety related issues.

A student convicted of any criminal drug statute violation, including DWI, is required to notify College Administrators no later than five days after such conviction occurs. College Administrators will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988.

Current Law

In the State of Missouri, the legal drinking age is 21. Furnishing alcohol to a minor is also a punishable criminal offense. Violation of Missouri drinking law can result in increased fines and incarceration. A conviction for driving under the influence of drugs or alcohol can also result in fines in excess of \$500, community service, mandatory treatment programs, license revocation, and/or incarceration.

In the State of Missouri, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Missouri drug laws also may result in incarceration and substantial fines. The College voluntarily complies with the substantive provisions of the federal *Safe and Drug-Free Schools and Communities Act of 1994*, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students on the property of the College or as part of any educational program or activity.

Federal law contains other laws regulating drugs and controlled substances. Under federal law, illegal possession of a controlled substance can result in a fine of at least \$1,000 and up to one year imprisonment for a first offense. Penalties increase when an offender has been convicted of prior drug-related offenses. Illegal possession of a controlled substance can also result in the forfeiture of property, civil fines, and the loss of federal benefits. Trafficking controlled substances can also lead to substantial fines and lengthy prison sentences, including life in prison. Conviction for violation of federal drug laws may also result in loss of federal aid for financing education.

Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Continues

More specifically, the major categories of drugs are listed below and include the significant health risks of each.

AMPHETAMINES - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

NARCOTICS - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

DEPRESSANTS - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

HALLUCINOGENS - may cause psychosis, convulsions, coma and psychological dependency.

College Regulation of Alcohol

Students are prohibited from being under the influence of alcohol while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of alcohol" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of alcohol.

College Regulation of Other Drugs

Goldfarb College of Nursing prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation, marijuana and cannabis-derived material, opium and its derivatives, hallucinogens, amphetamines or methamphetamines, barbiturates, cocaine or crack, and prescription medications illegally obtained. Any student violating this policy will be subject to College disciplinary procedures. Any illicit/illegal drugs, or controlled substances and drug paraphernalia, will be confiscated by the College. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy. The College cooperates with local law enforcement in these matters.

All drugs and drug paraphernalia will be confiscated by the College and turned over to law officials. Any student violating this policy will be subject to College disciplinary procedures. The College cooperates with local law enforcement in these matters.

Students are prohibited from being under the influence of drugs while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs.

Marijuana is not legal in the State of Missouri. The State of Missouri, local law enforcement authorities, and the College do not recognize medical marijuana cards issued by other states. Possessing a medical marijuana card from another state does not make it legal to use marijuana in the State of Missouri or at the College.

Screening

Pre-Admission Screening: In an effort to maintain a drug and alcohol-free environment, applicants who receive a conditional acceptance to the College will be subject to drug testing as part of the pre-admission health screening.

Continues

"For Cause" Testing: Detailed guidelines are available through the Academic and Student Support Services Department relating to testing when a College administrator/faculty/staff suspect drug or alcohol related impairment or unauthorized

use on the job or clinical.

Testing in the Event of Accident/Injury: College Administrators may conduct testing in the case of an accident and/or injury.

Testing in the event of medication administration/handling discrepancy: College Administrators may conduct testing in the case of the improper documentation of narcotics.

Right to Inspect

College Administrators may at any time inspect a student's locker, lunchbox, or other personal property when any of these are on Barnes-Jewish College property. In addition, College Administrators may inspect the person of any student whom it reasonably believes to be in violation of this policy. College Administrators also may at any time inspect any vehicle on Barnes-Jewish College property if the administrator/faculty/staff member has reasonable cause to suspect that the vehicle is involved in the use, storage, distribution, or sale of alcohol or illegal drugs.

Consequences for Alcohol and Other Drug Policy Violation

Violations of the Alcohol and Other Drug Policy will be addressed pursuant to the College's discipline procedures. Along with any other appropriate sanctions, consequences of a violation of the Alcohol and Other Drug policy may include one or more of the following:

- Required attendance and completion of a drug or alcohol education course;
- Rehabilitation;
- Treatment program satisfactory to the College;
- Required periodic alcohol and drug screening;
- Reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws;
- Disciplinary fines and sanctions up to and including dismissal from the College which will effectuate appropriate resolution;
- Disciplinary probation which could result in extra-curricular activity suspension, including athletics.

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the College and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the College and all drug and alcohol screenings, is the responsibility of the student.

As permitted by law, the College also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students.

Locker Agreement (Duncan Campus Site)

Locker Procedures

Use of the Goldfarb School of Nursing at Barnes-Jewish College (GSON) lockers is a privilege. Any student wishing to use a locker for a term will have a locker and combination lock assigned to them. Lockers are used at a student’s own risk. GSON is not responsible for lost, stolen or damaged personal property resulting from the use of a GSON locker.

By signing the Student Locker Agreement form, students agree to abide by the terms and conditions outlined below.

1. Locker rental fees are paid by charge to the student’s GSON account. See The Business office document, Locker Rental section for details (page 19).
2. Locker rental fees are \$35 per academic term (spring, summer and fall). Locker rental fees are non-refundable (no refunds will be issued for early termination). You may renew your locker agreement prior to your previous agreement’s expiration date.
3. To rent a locker, students should:
 - Sign a Locker Agreement
 - Return completed form via your Goldfarb email to the Business Office’s email GSON-BusinessOffice@bjc.org.

Students will receive a locker assignment and lock combination from the Locker Rental Coordinator.

4. Use of a locker by a person other than to whom it is issued is strictly prohibited. Misuse of a locker may lead to termination of locker privileges. Only the combination locks issued by the GSON may be used on lockers.
5. GSON Administration reserves the right to open a locker with or without the consent of the student to whom the locker is registered, in instances where locker procedures are being abused or in the case of an emergency.
6. Flammable materials, dangerous chemicals, explosives or weapons of any kind, illegal or controlled substances, and/or perishable items (unless they are in an insulated bag or tight container) are strictly prohibited inside the lockers.
7. Students are not permitted to affix anything to the interior or exterior of their lockers.
8. Upon assignment and during use, students should report any damage or needed repairs to Denise Quello, Administrative Coordinator at 314.454.7059
9. All personal items must be stored completely within a locker. Items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
10. Prior to the locker agreement expiration date, students will receive an e-mail notification of the deadline date to clean out and vacate the locker. Lockers not cleaned out by the date indicated will be vacated and contents reused or destroyed.
11. Lockers MUST BE KEPT SECURED/LOCKED when unattended.
12. Students must notify the Administrative Coordinator, if use of the locker is terminated prior to the end of the rental term.

NOTE: By signing this agreement, the student authorizes the College to enter the locker at the College’s discretion. My signature indicates that I have reviewed and accept the terms of this Locker Agreement.

Student Signature: _____

Name (PRINTED): _____

Student Number: A _____ Date: _____

Office Use:	
Amount Paid: \$ _____	Expires: _____

Continues

Quick facts for locker rentals:

- 1) If you have issues getting into the lock or with the combination, **please write down the last 4 numbers** from the serial number on the back of the lock and bring the information to Denise Quello on the 3rd floor (or to Wanda Cummings on the 2nd floor if Denise is not available).
- 2) A general email will go out to all students, via their college email (firstname.lastname@barnesjewishcollege.edu) at the end of each term. It is the student's responsibility to remember when/if they need to renew their locker. If you have questions or need to check when your locker expires, please see Denise Quello on the 3rd floor.
- 3) If you renew your locker before the rental expires, you can keep the same locker.
- 4) If the locker is dirty or damaged in any way, please notify Denise Quello at denise.quello@barnesjewishcollege.edu or 314.454.7059 immediately so she can notate your account.

Combination Lock Instructions:

STEP 1: Turn the dial three times to the right, then stop when the first number lines up with the indicator.

First Number: 38



STEP 2: Turn the dial ONE full turn to the left, passing the first number, and stop when the second number lines up with the indicator.

Second Number: 16

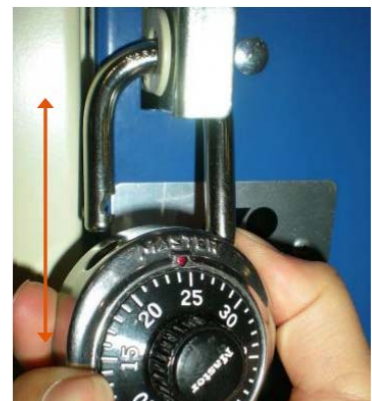


STEP 3: Turn the dial to the right and stop when the third number lines up with the indicator.

Third Number: 22



STEP 4: Either pull up on the shackle, or pull the lock down to open the lock.



Information Systems

Two weeks prior to the beginning of your first term, you will receive access to the College's computing resources, as well as several BJC HealthCare systems. Below, you will find information about each system, how to access them, how to activate your usernames and passwords and how to reach out for help when necessary. **Before accessing any of the applications, you need to change your password at <http://connect.bjc.org>** but first, read about our systems.

General System Information:

Goldfarb School of Nursing uses several computer systems. Below is a brief description of our main systems:

GUS Connect – Is Goldfarb's portal application which provides a single point of access to all Goldfarb computing systems including Canvas, Outlook, the Library, and individualized student account information. GUS Connect is phone-friendly and there is also a "Goldfarb School of Nursing" app available for smartphones with many of the links to the College resources.

BJC-NT Domain – This account, also called the BJC-NT network account, provides access to the Windows Desktop when logging into College or BJC computers.

DUO – DUO is the two-factor authentication app used by BJC to allow access to our systems from outside our network. You will need to enroll your phone so you can receive confirmation calls/messages to authenticate the use of your account.

Outlook – Email application, and for many departments, preferred method of communication in all areas of the College. Accessed from the Outlook link located on the GUS Connect portal.

Canvas – Online Learning Platform. Accessed through the GUS Connect portal, provides online learning and interaction between students and faculty.

Passport (CareLearning) – Cloud app to keep track of some requirements from the hospitals. Once you complete the requirements, the hospitals will allow you to go to clinicals at their facilities. You will be registered one week after your first class.

Clinical Systems – In the clinical environment you will have access to Epic across BJC. In most of the clinical areas, BJC IS has VDI (or Follow Me Desktop) technology. Whereas clinicians assigned to these floors will use proximity cards to log into these systems, students and clinical faculty access these systems differently. Please use your BJC-NT Domain (Network) login credentials to access the Windows desktop on designated workstations. Then, access Epic with your BJC-NT Domain (Network) login credentials from the appropriate link on the machine desktop.

Saba – Cloud app to complete some of the training needed for compliance and to get authorization to use the EPIC system. You will be registered around two weeks before classes start, but not all the modules are required immediately. Some students don't have to complete the EPIC modules until the second or third term. Check the due date of the modules and complete them before they are due. Your Professor will tell you when/if you need to complete the EPIC modules.

Continues

Username:

Your username is the same for all systems mentioned above, with a small addition for Outlook. You will receive an email with your username once it is enabled (around two weeks before starting the classes). If you don't receive the email, please contact your academic advisor.

Password:

Your default password is generated when your account is created, and it will not work correctly **until you change it**. Once changed, the same password will work in many systems (GUS Connect, BJC-NT, Outlook, Canvas, Epic, etc.). You will receive an email with your temporary password and instructions on how to change it

How to Access:

Before accessing any of the applications, you need to reset your password. You will receive an email from our IS team when your account is ready. Go to <http://connect.bjc.org> to reset your password.

Note: If you are a BJC employee, former BJC employee or a returning student, your ID and password will be the same. If you don't remember your login ID and/or password, call the BJC-IS help desk at 314.362.4700 (open 24/7) and let them know you are a returning/new student and need a Windows password reset.

Change your password to something you will remember:

- Make it at least 8 characters long
- Must have a number
- Must contain upper AND lower-case letters
- It CANNOT contain part of your name, last name or username
- If desired, you can add some special characters (such as !@#\$%+- etc.)

Once you change your password, read the messages in the screen to confirm that the new password was accepted.

If there is an error message or any other indication that the new password was not accepted, try again following the rules above.


The email that you will receive from IS will contain valuable updated information but if nothing works, call the Help Desk at 314.362.4700 and request a Windows password reset.

New Student access to all GSON systems including GUS Connect will be available 2 weeks prior to the first day of the term.

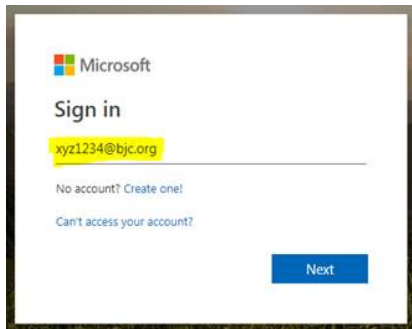
GUS Connect Access:

Find the "GUS Connect" link located at the top of Goldfarb's website (www.barnesjewishcollege.edu) or go to <https://gusconnect.barnesjewishcollege.edu/> to access the portal directly

Outlook Access:

Once logged in to the [GUS Connect](#) portal, select the Outlook icon  at the left menu bar.

Continues



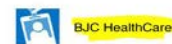
You will be redirected to the Microsoft's Outlook site. Use your username with the **@bjc.org** at the end.

Your Outlook **password** will be the password that you created. Your email address will be First.Last@BarnesJewishCollege.edu if it is not already taken. There is a lot of people with the same first and last name, but usernames are unique.

Do not use FirstName.LastName@BarnesJewishCollege.edu as your Outlook login; it will not work.



Sign in with one of these accounts



Once you click next, it may ask you to select the organization. Select BJC HealthCare

After selecting BJC HealthCare, Outlook will ask you to enter your password. Enter your newly created password now (remember, temporary or default passwords need to be changed first)



Again, do not use FirstName.LastName@BarnesJewishCollege.edu as your Outlook login; that is your email address, your login has the username@bjc.org format (looks like an email but is your Outlook username)

Optionally, you can go to Outlook directly by typing this link: <http://outlook.bjc.org>

If you want to access GSON email on your phone, you will need to download the Microsoft Outlook app. Other email applications will not be able to connect to our email server for security reasons.

DUO Enrollment:

Once you enter in Outlook, follow the DUO setup instructions. Duo is necessary to authenticate users before they access certain College resources from non-BJC networks. It is recommended to enroll your mobile phone instead of any other device. Once enrolled, you can use any computer (at home, friend's house, work, etc.) and Outlook will send you a DUO request to your phone to confirm you approve the access from that computer.

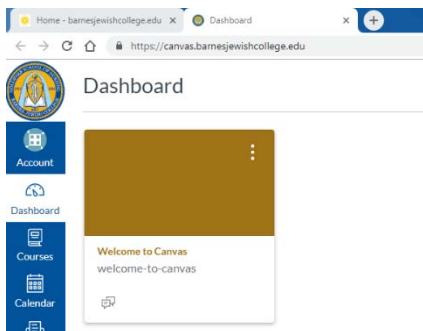
Canvas Access:

Once logged in to the [GUS Connect](#) portal, select the Canvas



icon located at the left menu bar.

Continues



You will be redirected to our LMS, Canvas.

Optionally, you can go directly to Canvas by typing in your browser:

<http://Canvas.BarnesJewishCollege.edu>

Canvas courses will be available to the students from two weeks before the start of the term until one week after the last day of class.

Canvas Student Orientation Course

All Goldfarb students are strongly recommended to complete the Canvas Student Orientation Course. To enroll in the Canvas Student Orientation Course, follow these steps:

1. Copy and paste this link into your browser: <https://bjc.instructure.com/enroll/337H99>
2. Log in to Canvas using your GUS Connect username and password.
3. Click the "Enroll in Course" button.
4. Click the "Go to Course" button to get started!

More information on Canvas, including how to access, a Student Overview video, and instructions on enrolling in the Canvas Student Orientation can be found on our website at: <https://www.barnesjewishcollege.edu/Academics/Canvas>

Student Laptop, smartphone and Internet access policy

GSON doesn't endorse any specific model but does require that all students have a laptop and a smart phone. The IS team will do its best to assist with technical issues but ultimately the students are responsible for their own devices. Personal computers (PCs) are acceptable substitute for home use and the same minimum recommendation than the laptops should be applied.

1. Recommended Laptop Specifications.

We recommend laptops instead of notebooks, Chromebooks or tablets. Some notebooks may work but they could make the access to some resources challenging if not impossible.

Any laptop that was purchased in the last two years should be good enough but check the MINIMUM recommended hardware below for a better experience:

Hardware	Recommendation
Processor	Intel i5 7 th Gen or better
RAM	16 GB (32GB preferred)
Hard Drive	256 GB (larger capacity and/or solid state preferred)
Operating System	Windows 10 or OS X Sierra (10.11) with the latest patches
Software	Up to date Antivirus (Windows Defender minimum) Chrome PDF reader
Network	Wireless card or USB
Min Screen Size	14"
Battery life	More than 4 hours
Camera and Microphone	Built-in or external webcam with microphone required for certain online exams
Backup	GSON will provide MS OneDrive license during the active enrollment of the student

Continues

2. Software

Goldfarb will provide the students with an Office365 web license that includes Outlook, Word, Excel, PowerPoint, OneDrive, etc. It is recommended not to purchase Microsoft Office when buying a new laptop.

The students will need a good antivirus to protect their device from malware like viruses, worms, spyware, trojans, keyloggers and such. Windows Defender comes with Windows 10 and it is the minimum requirement. The antivirus software should be configured to receive automatic updates.

Most of the software the students will need will be in the Cloud and they will need the latest version of Chrome.

Some other browsers will probably work but Chrome is the only one we test extensively with any upgrade.

DUO Mobile must be installed in a mobile device (smart phone preferred)

3. Internet

At College, the student will have access to the internet using the Guest wireless network. At home, the student is expected to have the adequate Internet connectivity (more than 1 Mbps) to access academic resources, attend conference calls/lectures, or take online exams, among other things.

4. Laptop Support

We will provide limited support to personal devices since we don't have the expertise (specially with Mac's and tablets) or infrastructure to support everything is out in the market. We will assist with network connectivity and some basic user-level troubleshooting. Hardware or more complex support must be handled through the manufacturer or some other third-party computer services vendor. It is a good idea to have an extended warranty that covers your laptop while you are at GSON.

Always, save your course files in OneDrive and if possible, synchronize them with a copy in your laptop, that way you will be able to work offline and if your laptop breaks, most, if not all your work will be safe.

NEED HELP?

- BJC Help Desk – open 24/7: 314.362.4700 (for general access issues and password reset)
- Email: GSON_GUSCONNECT@bjc.org for non-urgent issues

If the BJC Help Desk is unable to resolve your issues, please ask them for the incident number (It will look like INC12345). Forward this incident number to Carlos Pardo, Director of Information Services (carlos.pardo@barnesjewishcollege.edu) so that the incident can be escalated to the appropriate team.

Parking, Student ID Badge, Building Access Hours

Parking

Duncan Campus Site

All students can park for free in the Duncan Central garage located on the Duncan Campus Site (see map on page 21). Students who are Washington University employees can park in their assigned parking location, or they have an option to park in the Duncan Central garage for a fee. For parking access to the Duncan Central garage, you must complete a parking registration form. The parking permit is valid for the duration of your program. If you have questions about parking, contact Malou Jaime at 314.454.8686.

West Campus Site

Parking is free. All students are to park on the south area lot (see map on page 22). Contact Security Front Desk for parking issues.

Student ID Badge

Duncan Campus Site

You will need your badge to access the building and the parking garage. The student badge is valid for the duration of your program. Contact Malou Jaime at 314.454.8686 or by email <mailto:Maria.Jaime@BarnesJewishCollege.edu> if you have Duncan Campus Site ID badge issues.

West Campus Site

Students attending this campus site will be issued two student badges and parking permits; one for the Duncan Campus Site and one for the West Campus Site. The student badge is valid for the duration of your program. Contact Security Front Desk if you have West Campus Site ID badge issues.

Student ID Badges are to be worn by all students for clinical practicum and other designated learning experiences and must be presented when requested by security personnel. Badges must be worn above the waist with full first and last name, program and College name visible. If a student loses a badge, it should be reported to Student Academic and Support Services and Security immediately. No stickers or pins, which cover important information, should be adhered to the badge. Under no circumstances is any student to give his/her badge to anyone else for any purpose, or to use or display another student badge. Violations may be cause for corrective action.

GOLDFARB

GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE



Duncan Campus Site



1
Goldfarb School of Nursing at Barnes-Jewish College

4483 Duncan Avenue
 St. Louis, MO 63110

2
Duncan Central Garage

Current Student and Employee Parking
 4456 Duncan Avenue
 St. Louis, MO 63110

3
Metro Garage and Clayton-Taylor Garage

Visitor Parking
 4526 Children's Place
 St. Louis, MO 63110
 (Located at the corner of Taylor Avenue and Children's Place)

Visitor Parking
 4485 Clayton Avenue
 St. Louis, MO 63110
 (Located at the corner of Taylor Avenue and Clayton Avenue)

- Crosswalk
- Shuttle Stop
- MetroLink Crossing
- Parking

Rev. 2/2017

GOLDFARB

GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE



West Campus Site



1

Goldfarb School of Nursing at Barnes-Jewish College

3005 North Ballas Road
Level 4 of the Main Garage

2

Student Parking

- Building C, C Garage
- Doctors Buildings A, B
- Main Garage
- North Entry/Bldg. D, North Garage
- Main Garage Elevators
- Elevator
- Escalator
- Walkway
- Valet Parking
- Parking

Building Hours

Use your student badge to access the building, except for students who are BJH/Children's employees, you will use your employee badge.

Duncan Campus Site

Monday through Friday: 7 a.m. to 10 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays

NOTE: On Saturdays, your badge will only work at the first entrance door; there will be someone at the front desk to let you in.

Library – Duncan Campus Site

Monday through Thursday: 7:30 a.m. to 8 p.m.

Friday: 7:30 a.m. to 6 p.m.

Saturday: 9 a.m. to 3 p.m.

Closed on Sundays and holidays. Abbreviated hours during term breaks. Refer to GUS Library page for updated hours.

West Campus Site

Monday through Saturday: 6:30 am – 10:30 pm

Closed on Sundays and holidays

Administration Office Hours: Monday through Friday: 7:30 a.m. to 4.30 p.m.

Closed on weekends and holidays

Library – West Campus Site

Monday through Friday: 7:30 a.m. to 5 p.m.

Closed on weekends and holidays

The Business Office

Office Hours & Staff

The Business Office is working remotely due to COVID-19. Hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Please call or e-mail.

Joe Etling	314.454.8619	Joseph.Etling@BarnesJewishCollege.edu
[Backup: Ebony Mosby	314.762.8177	Ebony.Mosby@BarnesJewishCollege.edu]

Timely Payment of Charges

Tuition and fees, minus known financial aid, **is due the first week of the term**. If you are unable to comply, please contact the Business Office to discuss options. Payment/installment plans will not automatically be set up without approval from the Business Office. Students with a balance who have not contacted the Business Office will have a hold placed on their student account early in the term. A hold restricts registration and release of transcripts.

Billing Department

The Business Office does not mail bills. Students are asked to monitor their account activity online and make timely payments to the Business Office. If you are in need of a statement for a scholarship or other aid application, you may request one through the Business Office. Registered students with a balance will receive a "Monthly Reminder" email mid-month with account balance information.

To view your account online

- (1) Login to Gus Connect
- (2) Select "My Academics"
- (3) Select a link in the "My Student Account" box

The "Account Summary by Term" link summarizes charges and payments for the current and prior terms; the "Statement and Payment History" link presents individual charges and payments. The "View Holds" link reports if there is a hold on your account and identifies individuals to contact.

The Business Office accepts the following forms of payment

- Check via mail to 4483 Duncan Avenue, Attn: Business Office, St. Louis, MO 63110
- Debit/credit card via phone

Note: The College will offer online payment capability in late 2020. Students will be notified when available.

FERPA Release of Information ★

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the student in order to release any information from the student's education record.

See www.barnesjewishcollege.edu/registration/FERPA. In accordance with the College's FERPA policy:

- **In person:** Students will be asked to show their student ID or an official picture ID (e.g., driver's license) when visiting a GSON office. Other individuals will be asked for their "Release ID Code," which the student assigned them on the "FERPA Release of Information Authorization" form.
- **By phone:** Students and other individuals will be asked for their "Release ID Code" which the student assigned on the "FERPA Release of Information Authorization" form.

Note: If the student or other individual is not able to produce the required ID/"Release ID Code", the Business Office will not transact account-specific business including payments on the account; topics will be discussed in general terms only.

Continues

Locker Rental

Lockers can be rented for \$35 per term; they are renewable and non-refundable. [Lockers are optional. Personal belongings are not allowed in clinicals/labs (e.g., books, backpacks, coats, food, etc.). GSON does not recommend leaving personal belongings in parked cars.] If interested, please complete the Locker Rental Agreement in this packet and return via your GSON e-mail to the Business Office's e-mail: GSON-BusinessOffice@bjc.org

The Business Office will charge your GSON account \$35 and forward your completed Agreement to the Locker Rental Coordinator: Denise Quello at Denise.Quello@BarnesJewishCollege.edu. Denise will send your locker assignment and combination to your GSON e-mail.

Note: If you receive Federal Title IV Funds (TIV), GSON is not authorized to use those funds to pay for your Locker Rental charge. Therefore, you may receive a TIV refund and still have a "balance due" of \$35 on your account. Students should monitor their account online and pay their "balance due" to the Business Office.

Refunds

Refunds of credit balances are processed in accordance with regulations. As funds arrive and are posted to student accounts, refunds of credit balances are processed. Refunds generally take two weeks from the date funds are posted to a student's account (viewable online) to the date the direct deposit is processed.

Note: Although the Business Office determines the amount of each refund, direct deposit processing is handled by BJC's Accounts Payable department.

Direct Deposit

Financial aid refunds are direct deposited to your bank account. Students anticipating a refund are required to complete a direct deposit form and return it to the Business Office. Thereafter, a new form is required only if your bank account changes (not each term). The form is available at Canvas > GSON Student Resources > Business Office & Financial Aid > Business Office Information > Direct Deposit Information.

The GSON Business Office submits refund paperwork to the BJC Accounts Payable department. BJC will e-mail you at your @BarnesJewishCollege.edu e-mail when they have processed your refund. Refunds to parents from Parent PLUS loans will be made by check as parents are not eligible for direct deposit.

Student Account Holds

A hold will be placed on your student account if you have not paid your "balance due" as previously noted (see "Timely Payment of Charges" section). This hold will prevent registration for the next term or result in unregistration from the next term, and prevent release of a transcript.

Prior to the end of your final term, a hold will be placed on your account if you have a balance due. An official transcript will not be mailed to State Boards for licensure if a balance is due.

Note: Only actual disbursed aid (vs. pending aid) will be considered when determining Holds and unregistering students from the next term.

Financial Aid

How do I apply for financial aid?

All federal and state programs require submission of the Free Application for Federal Student Aid (FAFSA). Please follow the “Steps To Apply for Financial Aid” steps on our website www.barnesjewishcollege.edu/Financial-Aid. If you would like assistance in completing these forms, please reach out to the appropriate Financial Aid Counselor listed on our website and we can set a convenient time for you to come in and complete these forms. For maximum eligibility, complete the FAFSA prior to February 1st of every year. If you apply later, you will still be considered for federal financial aid, just not state financial aid. Students need to reapply (complete the FAFSA form online) each academic year, which for this institution begins with the summer term.

Why should I fill out a FAFSA? I don't think I'm eligible for anything.

Even though you may not be eligible to receive a Federal Pell Grant (“free” money) because of your financial status, you should be able to attain low-interest Federal Stafford Loans. Filling out a FAFSA will tell the Financial Aid Office if you are eligible for this type of loan. There are a few instances that would make you ineligible for these loans, which include hitting your aggregate limit for federal loans, default on prior federal student loans, bankruptcy and/or being over-awarded by a prior school. In some cases, the Financial Aid Office can help you take the steps necessary to regain eligibility. It is also important to fill out the FAFSA every year because some state funding and some scholarships look at the results of your FAFSA prior to awarding those funds.

Why does the FAFSA ask for parent information when I don't live with my parents and they don't claim me on their taxes?

Dependency rules are determined by the Department of Education and include questions about your age, marital status, whether you support someone, etc. These questions about your dependency do NOT include who claimed you or where you lived for the award year. If you are not truthfully able to answer “yes” to any of these dependency questions on the FAFSA, then you are considered dependent and must provide parents’ information. If you cannot provide this information, contact the Financial Aid Office.

Can I cover the entire cost of attending Goldfarb School of Nursing with only Federal Student Aid?

Chances are you will not have enough Federal Student Aid to cover the entire cost of tuition, fees, books and living expenses. The Financial Aid Office can help you apply for private student loans and can give you information about scholarships. Those who are veterans of the military or a dependent of a veteran may use their Veteran’s Educational Benefits to pay tuition and fees. Also, those who work for employers who provide tuition reimbursement for furthering education may also use this money to cover their school costs. The Financial Aid Office can help guide you in the right direction.

Can I borrow money for living expenses?

Yes. This cost is considered part of the cost of your attendance. You are assigned a budget based on federal guidelines that has ample room for tuition, fees, books and living expenses. You can apply for living expenses through loans such as a private student loan, a Grad PLUS Loan (graduate students) or a Parent PLUS Loan (dependent students).

Does Goldfarb offer Institutional Scholarships?

Yes. Visit Step #3 on our website:

www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid

Where can I view external scholarship opportunities?

Visit Step #4 on our website:

www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid.

Who do I call if I have a question about paying my bill or have a question about my refund?

That information is handled by the Business Office. Please call **Joe Etling** at 314.454.8619.

Financial Aid Checklist

Steps to Apply for Financial Aid	YES	No	Not Req	Comments
Have you completed the FAFSA for the academic year that you are attending?				
If your FAFSA was selected for verification, have you turned in all of your required documents?				
Have you received your award letter in the mail?				
Have you completed Entrance Counseling online?				
Have you signed the Master Promissory Note online?				
Have you started looking at our External Scholarship options?				
Have you compared your award letter to the cost sheet for your program?				
If needed, have you arranged for another loan to cover your expenses?				
Have you made arrangements with the Business Office to make sure your payments are on time?				

Financial Aid Contact:

Holly Allen | FA Counselor (Duncan Campus Site – student last names A-L / West Campus Site – all students)

Phone: 314.355.9648

E-mail: holly.allen@barnesjewishcollege.edu

Joi Haire | FA Counselor (Duncan Campus Site – student last names M-Z)

Phone: 314.335.9718

E-mail: joi.haire@barnesjewishcollege.edu

Academic and Student Support Advisors

Individual advising sessions can be scheduled to assist you with:

- Understanding your degree requirements
- Understanding and clarifying academic policies and procedures
- Describing academic support services and campus involvement opportunities such as: Peer Leader sessions, student clubs and organizations, student assistance programs
- Managing the challenging academic work as a means of achieving personal goals and impacting the community.

Accelerated Program & Graduate Programs – Duncan Campus Site

Jessica Allen

Email: jessica.allen@barnesjewishcollege.edu

Phone: 314.362.7295

Room: 408

Upper Division Program – Duncan Campus Site

Janine Russell

Email: janine.russell@barnesjewishcollege.edu

Phone: 314.362.3623

Room: 410

Upper Division Programs – West Campus Site

Jane Cornbleet

Email: jane.cornbleet@barnesjewishcollege.edu

Phone: 314.273.6080 at Duncan Campus Site

314.996.7437 at West Campus Site

Text Books

Books—see the “FAQ-Textbooks” page on the College’s website

(www.barnesjewishcollege.edu/textbooks/FAQ)

ISBN List of required and recommended textbooks for your courses will be posted on the college’s website as soon as it they are available.

Continues

Student Programs and Clubs

Goldfarb School of Nursing at Barnes-Jewish College is pleased to announce three **enhancement programs for students**.
NOTE: No applications for these programs will be accepted before the first day of classes at the start of each term.

Student Programs

1. Dean's Scholar Program:

Purpose:

The purpose of this program is to provide financial support to students in order to enhance their nursing education. This travel award of \$1,000 per student per academic year is provided to offset the general expenses to attend a nursing conference or meeting that fulfills the general intent of this program.

Eligibility:

Currently enrolled students, from undergraduate and graduate programs of study, who are in good standing academically, are *eligible to submit a proposal* for consideration.

Pick up the proposal guideline documents at Student Services outside room 407 on the Duncan Campus Site and in the Administration Office on the West Campus Site. The guidelines provide the specific expectations and submission deadlines.

2. GSON Ambassador Program:

Purpose:

The purpose of this program is to form a group of high-caliber student representatives who are officially designated and supported by the College. GSON Ambassadors will promote the College mission, participate in GSON events and activities and serve as a primary link to incoming students and the current student body. A stipend of \$500 per term will be paid to ambassadors who meet participation expectations.

Eligibility:

Currently enrolled full time students, from all GSON undergraduate and graduate programs of study, who are in good standing academically, are eligible to apply. Each program of study will have a maximum of two student ambassadors.

Pick up the proposal guideline documents at Student Services outside room 407 on the Duncan Campus Site and in the Administration Office on the West Campus Site. The guidelines provide the specific expectations and submission deadlines.

Continues

Student Clubs

At Goldfarb School of Nursing at Barnes-Jewish College, student engagement goes beyond the classroom. We provide our nursing students with opportunities to participate in leadership and community service through various ways. Clubs are open to all students. If you have any questions, or are interested in joining a club, contact Malou Jaime at 314-454-8686. Our student clubs include:

Goldfarb Men Excelling in Nursing (GMEN)

Goldfarb Men Excelling in Nursing (GMEN) is a gender-neutral, all inclusive student organization that focuses on promoting men in nursing and issues facing male nurses. Past events include community service and guest speakers. GMEN is free. The Goldfarb School of Nursing St. Louis Chapter of the American Assembly for Men in Nursing (AAMN) was started in 2012 by the GMEN student organization. The AAMN is a national organization and membership is open to any student nurse. Membership in the AAMN is \$25 with a NSNA membership. Visit AAMN.org to join.

Student Council (StuCo)

Started in 1995, the purpose of the student organization is to initiate and coordinate community activities, promote student/faculty harmony and communication, represent student concerns and encourage participation at all levels in student governance.

Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) started in 1995 as a way to provide eligible undergraduate students the opportunity to benefit from a membership in this leading student nurses professional organization. In addition, SNA is dedicated:

- To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- To provide programs representative of fundamental interests and concerns to nursing students.
- To aid in the development of the whole person, her/his professional role, her/his responsibility for health care for people in all walks of life.
- To promote and encourage participation in community affairs and activities involving health care and the resolution of related social issues.
- To represent nursing students to the consumer, to institutions, and other organizations.
- To promote and encourage students' participation in interdisciplinary activities.
- To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- To promote and encourage collaborative relationships with nursing and health related organizations.

Students Promoting Diversity in Nursing (SPD) (Currently inactive; looking for participants)

Students Promoting Diversity in Nursing (SPD) was created in 2011 to promote diversity in nursing among students. Anyone who is interested in developing a deeper understanding of various communities, health concerns affecting them, and the recruitment of more diverse people into the field of nursing should join.

Continues

Students Who Are Parents (SWAP) (Currently inactive; looking for participants)

Students Who Are Parents (SWAP) is a student club, started in 2012, dedicated to support students who are also parents. Organized activities will include club members' families. Regular meetings are held in order to share parenting tips, academic challenges and provide advice to balance home and school challenges.

Veterans and Supporters Together (VAST) (Currently inactive; looking for participants)

In 2010, Veterans and Supporters Together (VAST) was started to provide support and information for veterans, families of veterans, current military personnel, students interested in a military career after nursing school and students interested in veteran/military service who are enrolled in a nursing school program at Goldfarb School of Nursing at Barnes-Jewish College.

Continues

WRITING SUPPORT SERVICES

CONTACT THE WRITING CENTER

The University of Health Sciences and Pharmacy in St. Louis is accepting online appointments and submissions via email.

SUPPORTING ALL YOUR WRITING NEEDS

- Research • Style • Content •

OPEN MONDAY—FRIDAY

- 9:00 a.m. - 5:00 p.m.

EMAIL:

Dr. Kami Hancock
Kami.Hancock@uhsp.edu

EASY SUBMISSION AND REVIEW PROCESS:

SUBMIT YOUR WORD DOCUMENT

Attach your submission in a word document.

YOUR DOCUMENT WILL BE REVIEWED

Document reviewed within 24 hours

A ONE-ON-ONE VIRTUAL REVIEW IS ALSO AVIALABLE

If you prefer, the University of Health Sciences and Pharmacy in St. Louis can schedule a Microsoft Teams meeting to review your submission.

Core Values

The four core values of Goldfarb School of Nursing at Barnes-Jewish College represent our highest aspirations for institutional identity, impact and routine interactional conduct. Learn more about the core values, along with our mission and vision, by visiting www.barnesjewishcollege.edu/About-Us/Mission-Vision-Values.



The graphic features the text "LIVING — our — VALUES" in white, centered within a blue square. The text is framed by a stylized border composed of four colored segments: green (top-left), orange (top-right), light blue (bottom-left), and orange (bottom-right).

community We win together.	caring ways We flourish, serving life together.
mutual respect We build best energy together.	empowerment We deliver value together.

Revised: 8/11/2020 2:31 pm