# University of South Carolina College of Nursing logo

# New Graduate Student Checklist

Welcome to the College of Nursing! To help you get started, we have compiled a list of items you need to complete **after** **your admission is finalized** by the Graduate School.

## Pre-Registration Items:

* [Claim IDs and set up passwords](https://my.sc.edu/) (see “Manage My Account” on the left, then select “Account Claiming”)
* [Set up USC email account](https://my.sc.edu/) (see “Student Email” on the left then, “USC Columbia & 2 year campuses”)
* [Citizenship Verification](https://sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/citizenship/index.php)
* Submit [University Health Requirements](https://sc.edu/about/offices_and_divisions/health_services/medical-services/immunizations/index.php) (required for all students)
* Complete [CON Online Orientation](https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/graduate_students/nursinggradorientation.php)
* [Degree Works](https://degreeworks.onecarolina.sc.edu/student-index.html)
  + Review **Degree Audit** (shows all class requirements).
  + Review **Degree Plan** (shows which semesters you will enroll in each class).
* [View Holds and Registration Time Ticket](https://sc.edu/study/colleges_schools/graduate_school/new_students/registering_for_classes/index.php)

## Before Day 1 of class:

* [Register for Classes](https://sc.edu/study/colleges_schools/graduate_school/new_students/registering_for_classes/index.php)
  + [Order Textbooks](https://sc.bncollege.com/course-material/course-finder)
* Verify [South Carolina Residency](https://sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/residency/index.php) (all SC residents)
* Provide [Proof of Health Insurance](https://sc.edu/study/colleges_schools/graduate_school/new_students/health_requirements/index.php) (MEPN & PhD students only)
* [View and Pay tuition and fees](https://sc.edu/about/offices_and_divisions/bursar/my_bill/index.php) by the deadline
* Complete and sign the appropriate Program of Study form.
  + Master’s/Certificate Program of Study Form (Master’s and Certificate students)
  + Doctoral Program of Study Form (PhD and DNP students)
* Read appropriate [College of Nursing Handbook](https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/graduate_students/nursinggradhandbooks.php)
  + MSN/CERT/DNP
  + MEPN
  + PhD
* Download and sign [Handbook Acknowledgement Form](https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/con_forms_library/handbook_signature.pdf)
* **Send the following documents to your advisor before the first day of class**:
  + **Completed and signed MPOS/Certificate or DPOS form**
  + **Signed Handbook Acknowledgement Form**
  + **Signed Degree Plan**
* College of Nursing Health Requirements via EXXAT (all students except PhD)
  + **Adhere to the account purchase and completion dates.** *Purchasing an account too early may result in additional cost to the student.*