Welcome to Signe Skott Cooper Hall and academic year 2015-16! Whether you are a new or continuing student, you are one of almost 900 students enrolled in the School of Nursing this fall. This includes students in our various academic programs, including Freshman Direct Admission, undergraduate bachelor’s degree, BSN@Home, Doctor of Nursing Practice, post-graduate psychiatric nursing certificate, and the PhD.

It has been a busy summer in the Academic Programs and Student Services Office as we prepared for another academic year. Some things we want you to be aware of include:

• If you’re new to the school, you’re going to love Cooper Hall and its wonderful space for instruction, clinical practice, study, collaboration, and research. Stop in Academic Programs Student Services (suite 1100) and pick up a brochure about the building and go explore. We look forward to seeing students in the courtyard by the fire pit, in Curran Commons, and in the many group study rooms located throughout the building. Remember too there are showers located on the first floor for bike commuters or runners.

• In response to students’ requests, a printer/copier has been added for student use in Curran Commons.

• New staff have joined the Academic Programs Student Services area to assist students (see staff changes below).

• Be sure to watch the StudentNet on a regular basis for announcements of scheduled events this fall and throughout the year (e.g., career and study abroad information sessions, research colloquia, film and lecture events, group advising sessions) and announcements of scholarship opportunities.

I wish you the best this semester. The link to the contact list for staff and their primary areas of responsibility is below. We hope you will be in touch and use the many resources available to you over the coming year.

Regards,

Karen Mittelstadt
Assistant Dean for Academic Programs
| Gale Barber, Assistant Dean | Karen Mittelstadt,  
Assistant Dean |  
Gale retired July 1st after nearly 35 years of service to the School of Nursing, her dedication will be greatly missed.  
Karen Takes over for Gale as our new assistant dean of academic programs. Karen was previously the Director of Undergraduate Admissions and Advising. |
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<tr>
<td>Ilse May, Undergraduate Director of Admissions/Advising</td>
<td>Darby Sugar, Academic Advisor</td>
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Darby joins our advising team as a key contact person for transfer students and the SOAR program. |
| Academic Programs Student Services Staff Updates | Kari Fisher, Clinical Assistant Professor and Graduate Clinical Coordinator |
| For a complete list of Academic Programs staff and responsibilities is available on the StudentNet. |  
Anne Jozwiak, Student Services Examiner- Senior Support for DNP, PhD & Capstone Certificate Programs, |
| Kari Fisher,  
Clinical Assistant Professor and Graduate Clinical Coordinator | Cody Kastorff, University Services Program Staff Support for Assistant and Associate Deans for Academic Programs and for Honors program |
| Carol Godiksen  
Academic Programs Front Desk, Carol retired June 1st; we thank her for all her contributions to the school and wish her the best for the future. | Kyle Sanger, University Services Staff -2 Stiffs the front Desk of Academic Programs offices and supports Student Services Coordinator |
Stay in Compliance!

Students are required to be compliant with the school’s compliance requirements at all times. Pay attention to email reminders you receive from Certified Profile (cpservicedesk@certifiedprofile.com) and promptly respond to these emails in a timely fashion so you remain compliant with the School of Nursing requirements.

Certified Background - schedule for sending reminder emails regarding compliance requirements due dates (see table below).

<table>
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<tr>
<th>A reminder will be sent to students at:</th>
<th>Requirements that are:</th>
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<tbody>
<tr>
<td></td>
<td>Renewals (CPR, HIPAA, OSHA, TB, Licensure, Flu Vaccine)</td>
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<tr>
<td>60 days prior to the expiration date</td>
<td>X</td>
</tr>
<tr>
<td>30 days prior to the expiration date</td>
<td>X</td>
</tr>
<tr>
<td>21 days prior to the expiration date</td>
<td>X</td>
</tr>
<tr>
<td>Weekly reminders will be sent until you upload the required documentation to your Certified Background To-Do-List</td>
<td>X (after 21 days)</td>
</tr>
</tbody>
</table>

If you receive a message from either ug_compliance@son.wisc.edu or grad_compliance@son.wisc.edu, this could mean you are no longer compliant and unable to attend any classes, including clinical.

Reminder: Flu shots – all students are required to receive an annual flu vaccination and upload the documentation to their Certified Profile account by October 31.

Be Prepared…

Know the facts...read the Procedures for Injury/Incident Occurring during Clinical Rotations before you begin your clinical experience.

Student handbooks are available online.

StudentNet provides you with detailed information to help navigate through your nursing program. You can access information on advising, course enrollment, financial aid, graduation, directories, and forms. Please bookmark the home page for easy reference http://academic.son.wisc.edu/studentnet/.

Weekly Reminders to check the StudentNet

As a currently enrolled student, you will receive a weekly email highlighting new postings to StudentNet. The email message will be sent from acadprogs@son.wisc.edu email account every Thursday afternoon.

Communicating with Fellow Students

As you become involved in the school year, you will engage in activities and organizations and may wish to share that information with fellow students. You are encouraged to submit announcements to be posted on the StudentNet by emailing acadprogs@son.wisc.edu. Please note: Items submitted no later than 10:00 am Thursday, will be included in the weekly update email.
Visit the School’s Facebook page https://www.facebook.com/UWMadisonNursing for the latest happenings. Career opportunities are posted here as well.

**Career Services...**

Career Services workshops will be scheduled on Wednesdays during the mid-day break (between 11 and 12:30). Be sure to check the StudentNet for Fall 2015 schedule.

**Cooper Hall Room Guide**

Finding your way

**Location of Touch Screen Floor Maps:**
1. Across from Academic Programs Student Services, suite1100
2. Observatory Drive building entrance
3. 2nd floor next to restrooms

**Room locator using room numbers:**
1st digit = floor 1 – 5
2nd digit = orientation [1=west, 2=east behind elevators, 3=north wing]
3rd & 4th digit = room [odd is exterior office, even is interior office]

**Floor Directory:**
1st floor: student space, classrooms, Academic Programs, auditorium, Enroth Hall, Revie coffee shop
2nd floor: classrooms and IT department
3rd & 4th floor: faculty offices and research pods
5th floor: Dean’s suite, Skott Commons (museum), administrative offices

Food and drink are not allowed in ALC or tiered classrooms

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**Be Green**

Cooper Hall meets the highest current standards for green engineering and sustainability. You are encouraged to reuse and recycle. For example, coffee from Revive Cafe:

- Lid – plastic recyclable
- Cup – biodegradable, goes in trash
- Sleeve – mixed paper
**Student spaces**

The central part of the Atrium is focused on ensuring welcoming spaces for students. It includes Curran Commons, a comfortable undergrad and grad student area, with open views of the surrounding landscape. And during cold Wisconsin winters, the central fireplace adds warmth to make this area even more welcoming.

As teamwork is an essential part of nurses' professional experience, it was important for this space to include areas that can be used as gathering spots for groups that meet socially, or to provide spaces for informal learning and work on class projects. Since the School of Nursing requires all students to have laptops available for class, both the Atrium and Curran Commons include a discrete access to power outlets, projection screens, and offer fast-speed WiFi access, as well as several glass whiteboards for jotting down and exploring ideas.

- Copy Machine: Instructions are available on the StudentNet
- Lockers: available in Cooper Hall as well as HSLC
- Refrigerator, microwave & vending machines
- Mail drop: USPS and faculty mail drop boxes are located near the lockers. Pick up is 10:30 a.m. M-F.
- Conger Lounge: quiet room for graduate students
- Student Organization room, 1230
- Self-care rooms, 1176D and E. Go to Academic Programs, suite 1100, for access.

- Need a conference room – send your request to student.room.reservation@son.wisc.edu

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**Academic Programs Student Services Area**

Suite 1100

Office hours: 8:00 to 4:30 Monday – Friday, excluding legal holidays

(608) 263-5202 – Reception Desk
(608) 263-5296 – Fax

[Logo]

**School of Nursing**

[Logo]

**Official SoN Email Accounts**

**Academic Program Staff**