

Dear Student,

Congratulations on your acceptance to the Nursing Program at White Mountains Community College and on behalf of the nursing faculty I would like to welcome you. **First**, open a CastleBranch account (link below) and complete all items. Must be done by the first day of class.

All newly admitted nursing students are required to participate in the Onboarding/Registration process and attend an Orientation Workshop. Instructions to start the Onboarding process will be sent by Tammy Vashaw, IT Manager, to the email address that you provided on your application.

- **SAVE the DATE:** Orientation on Tuesday, May 10 at 9:00 am - WMCC campus in Berlin (information regarding the Orientation Workshop will be sent at a later date).

First, open a CastleBranch account (link below) and complete all of the required items. These tasks must be completed by the first day of class.

- **CASTLEBRANCH:** <https://portal.castlebranch.com/HT42>
  - **Create your account as soon as you receive this letter.**
  - Cost is approximately \$100 (extra fee if student is out-of-state)
  - CastleBranch is an online service used to securely monitor and manage your information required for all clinical work. Gather the following documents and upload them to your CastleBranch account.
- **BACKGROUND CHECK** – Follow CastleBranch Instructions and start this process immediately.
- **HEALTH INSURANCE** – Current health insurance card must be uploaded
- **PHYSICAL EXAM** – Within the last 12 months (MUST use attached Health Questionnaire/Physical Exam form).
- **IMMUNIZATIONS** – Specifications listed on CastleBranch.
- **CPR** – “Healthcare Provider BLS – American Heart Association” only, and must be current throughout the nursing program
- **STUDENT DRUG SCREENING** – Recommended that students schedule their appointment between June 1<sup>st</sup> and August 1<sup>st</sup>. Please call the Occupational Health Coordinator at Androscoggin Valley Hospital, 603-326-5796, to schedule your drug screening. The cost ranges from \$35.00-\$75.00 depending on the results. Results are sent to WMCC’s Nursing Program Coordinator and uploaded to CastleBranch.

\*Drug screenings from other facilities will not be accepted.

**Textbooks and Uniforms:** <https://www.bkstr.com/whitemountainsccstore>

- **Book Bundle** – cost is approximately \$800.00 available at the college bookstore (link above). Bundle will be available after July 15, 2022.
- **Uniforms** – Scrubs are approximately \$100.00, and are available at the college bookstore (link above). Our uniform consists of a green scrub top and green scrub

pants. We recommend that you purchase a minimum of two sets of uniforms with the school logo, **no exceptions**.

**NAME BADGE:** "Photo" name badges will be made at the college **during orientation** and handed out prior to the start of clinical. Please be sure you **have your photo taken**.

**CRIMINAL BACKGROUND CHECK:** Results of the criminal background check that will result in exclusion of applicants from the program include felony parameters set by the New Hampshire Board of Nursing as bars to licensure as a Registered Nurse in New Hampshire. If a background check reveals other significant criminal history, you will be required to meet with the Nursing Program Coordinator. Please be advised that another criminal background check is required with application for licensure to the New Hampshire Board of Nursing.

**On your college bill**

- ATI – approximately \$725 per semester.
- Lab supplies fee \$55 per semester.
- Liability Insurance fee \$20 per semester.

Please contact Sarah Baillargeon with any questions at [sbaillargeon@ccsnh.edu](mailto:sbaillargeon@ccsnh.edu)

Once again, on behalf of the entire nursing faculty I would like to congratulate you on your accomplishments. Welcome to WMCC's Nursing Program!

Sincerely yours,

*Sarah Baillargeon*

Sarah Baillargeon MSN, RN

WMCC Nursing Program Coordinator and Nursing Faculty

attachments:

Health Questionnaire / Physical Exam

Immunization list