

ABSN Deposit Checklist

Congratulations on making your deposit!

This is a checklist for you to complete tasks prior to orientation.

All items must be completed ASAP, except for item Number 5.

PLEASE NOTE: You must use your GMercyU email for all communication to Financial Aid and the Bursar.

1. **Complete your (Free Application for Federal Student Aid) FAFSA Applications** COMPLETED:
 - Complete your FAFSA application. Once completed, fill out the Direct Loan Entrance Counseling and Master Promissory Note
 - **FAFSA:**
<https://studentaid.gov/h/apply-for-aid/afsa>
 - **Direct Loan Entrance Counseling:**
<https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>
 - **Master Promissory Note:**
<https://studentaid.gov/help-center/answers/article/master-promissory-note/>

2. **Sign your Family Educational Rights and Privacy Act (FERPA) Release Form** COMPLETED:
 - You will find the FERPA Release form on your self-service in your GMercyU Portal. The completed form must be scanned to ABSNFinancialaid@gmercyu.edu or faxed to 215-542-5790
 - Once you have sent in the completed form to ABSNFinancialaid@gmercyu.edu, please email Abby Tebrock, at atebrock@crm.gmercyu.edu that this step has been completed.

3. **Determine your method of payment** COMPLETED:
 - Examples: Federal Loans, Private Loans, Cash Payment Plan, 529 Plan, Military Benefits, Credit Card, and/or check

4. **Register for Orientation** COMPLETED:
 - Orientation is **mandatory**
 - The orientation date/time is still to be determined. As soon as this date is confirmed, your enrollment representative will communicate with you.

5. **Show proof of you completed COVID-19 Vaccination** COMPLETED:
 - Gwynedd Mercy University ABSN program requires all students to be fully vaccinated against COVID-19 with Booster.
 - All students will need to show proof of their completed vaccination (e.g. both doses of Pfizer or Moderna, or the single dose of Johnson and Johnson plus booster vaccine)
 - Please send proof of your COVID-19 Vaccination and Booster to Abby Tebrock at atebrock@crm.gmercyu.edu
 - You will also need to upload your vaccination card in the GMercyU portal by using this link:
<https://forms.office.com/r/uBrH8CTcbn>
 - For any questions regarding the COVID-19 Vaccination, please email Abby Tebrock at atebrock@crm.gmercyu.edu

6. **Register for any remaining prerequisite courses** COMPLETED:
 - Any remaining prerequisites needed prior to the start of the program will be listed in your acceptance letter. Acceptance is conditional based on completing these courses with a grade of **"B" or better**
 - Review your plan with your enrollment representative to remain on track to begin the program.
 - For any courses you need to complete, a screenshot confirmation is required to be sent to Abby Tebrock at atebrock@crm.gmercyu.edu, confirming your registration. The email should include the following details: university, course codes, and the start and end dates for the course you are registered for

7. CPR Registration (BLS Provider Course through the American Heart Association)

COMPLETED:

- CPR course registration must be completed prior to orientation
- CPR class must be a BLS Provider course from the American Heart Association
 - Gwynedd Mercy University will only accept courses through the **American Heart Association**
- Once registered, send an email to Abby Tebrock at atebrock@crm.gmercyu.edu with the registration confirmation
- The American Heart Association will send your CPR card. You are required to sign this card once received
- See below for step-by-step instructions on how to register for the BLS Provider Course

CPR Registration (BLS Provider Course through the American Heart Association)

1. STUDENTS MUST OBTAIN CERTIFICATION FROM THE AMERICAN HEART ASSOCIATION. STUDENTS MUST COMPLETE THE BLS PROVIDER COURSE.
2. Go to <https://cpr.heart.org/en/course-catalog-search>
3. Click on 'Courses & Kits'
4. Click on Basic Life Support (BLS) under Healthcare professional
5. Scroll to the bottom of the page
 - Sign up for BLS classroom near you
6. Enter your zip code to locate a nearby class
7. You can filter the results to expand the date range for courses
8. Students MUST complete and maintain current BLS CPR certification from the American Heart Association
9. Make a copy of the CPR card when you receive it and email it to Abby Tebrock at atebrock@crm.gmercyu.edu

Important Contacts

ABSN Financial Aid Representative: *FAFSA, loans, private loans, aid*

Bailey Steidle Kildea

ABSNFinancialAid@GMercyU.edu

Phone: 1-877-499-6333, x21080

Fax: 215-542-5790

Hours: M-F: 8:00 a.m. to 4:00 p.m. M-F

Please include this information on your FAFSA:

Gwynedd Mercy University Federal School Code: **003270**

Year in School: **5th-year undergraduate**

Degree/Certification Level: **2nd Bachelor's Degree**

Is this a graduate program? **NO**

Bursar: *Tuition, payments, payment plan, and health insurance*

Phone: 215-646-7300 x21278

Studentbilling@gmercyu.edu

Campbell Solution Center: *Supports Bursar, Registrar, Financial Aid Offices, Student IDs, & Book Vouchers*

Phone: 215-646-7300 x21595

campbellsolutioncenter@gmercyu.edu

Abby Tebrock: *liaison to support you throughout onboarding process, in addition to your enrollment representative*

Student Success Coordinator

267-223-0961

atebrock@crm.gmercyu.edu