

# DEMSN 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.
  - You can email the FERPA to [ABSNTFinancialaid@gmercyu.edu](mailto:ABSNTFinancialaid@gmercyu.edu), upload to your student portal, OR fax to 215-542-5790

Once you have completed this, please email Kristine White, at [kwhite@crm.gmercyu.edu](mailto:kwhite@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 & Booster** **COMPLETED:** 
  - Gwynedd Mercy University DEMSN program requires all students to be fully vaccinated & boosted against COVID-19.
  - All students will need to show proof of their completed full vaccination (e.g. both doses of Pfizer or Moderna, or the single dose of Johnson and Johnson plus 1 booster vaccine)

Please send proof of your COVID-19 Vaccination and Booster to Kristine White at [kwhite@crm.gmercyu.edu](mailto:kwhite@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 Kristine White at [kwhite@crm.gmercyu.edu](mailto:kwhite@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 send to Kristine White at [kwhite@crm.gmercyu.edu](mailto:kwhite@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 Kristine at [kwhite@crm.gmercyu.edu](mailto:kwhite@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
- Make a copy of the CPR card when you receive it and email it to Kristine White at [kwhite@crm.gmercyu.edu](mailto:kwhite@crm.gmercyu.edu)

**Important Contacts**

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

Bailey Steidle Kildea

[ABSNFinancialAid@GMercyU.edu](mailto: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: **Graduate/Professional**

Degree/Certification Level: **Master's Degree**

Is this a graduate program? **YES**

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

Phone: 215-646-7300 x21278

[Studentbilling@gmercyu.edu](mailto:Studentbilling@gmercyu.edu)

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

Phone: 215-646-7300 x21595

[campbellsolutioncenter@gmercyu.edu](mailto:campbellsolutioncenter@gmercyu.edu)

**Kristine White:** *liaison to support you throughout onboarding process, in addition to your enrollment representative*

Student Success Coordinator

267-204-3249

[kwhite@crm.gmercyu.edu](mailto:kwhite@crm.gmercyu.edu)