



# WBSN 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/fafsa>
    - **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 [FinancialAid@gmercyyu.edu](mailto:FinancialAid@gmercyyu.edu) or faxed to 215-542-5790
  - Once you have sent in the completed form to [FinancialAid@gmercyyu.edu](mailto:FinancialAid@gmercyyu.edu), please email Kristine White, at [kristine.white@s.accelerated.gmercyyu.edu](mailto:kristine.white@s.accelerated.gmercyyu.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 your completed COVID-19 Vaccination** **COMPLETED:** 
  - Gwynedd Mercy University ABSN program requires all students to be fully vaccinated against COVID-19.
  - 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)
  - You will need to upload your vaccination card in the GMercyU portal by using this link:  
<https://forms.office.com/r/uBrH8CTcbn>
    - Once done, please notify Kristine White at [kristine.white@s.accelerated.gmercyyu.edu](mailto:kristine.white@s.accelerated.gmercyyu.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 within the grade requirement.
  - 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 of registration is required to be sent to your Enrollment Specialist.

**7. CPR Registration**

- 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 White at [kristine.white@s.accelerated.gmercyu.edu](mailto:kristine.white@s.accelerated.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 Kristine White at [kristine.white@s.accelerated.gmercyu.edu](mailto:kristine.white@s.accelerated.gmercyu.edu)

**Important Contacts**

**WBSN Financial Aid Office:** *FAFSA, loans, private loans, aid*

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

Phone: 215-646-7300 ext. 21216

Fax: 215-542-5790

**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 ext. 21278

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

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

Contact: [CSC@gmercyu.edu](mailto:CSC@gmercyu.edu) or 215-641-5595

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

Contact: 267-465-3063 ext. 4538 or [kristine.white@s.accelerated.gmercyu.edu](mailto:kristine.white@s.accelerated.gmercyu.edu)