

INFORMATION LETTER



Date: August 2024

To: Students Entering the Doctor of Nursing Practice Program

From: School of Health Professions

Welcome to BCM! On behalf of the administration, faculty, and staff of the School of Health Professions, it is my honor to welcome you to Baylor College of Medicine. We are anticipating your arrival for Orientation on Thursday, January 2, 2025. Your enrollment will begin a partnership between you and our faculty that will lead to your completion of the Doctor of Nursing Practice degree three years from your matriculation date.

Information for incoming students is available in this document as well as on the Accepted Applicants website. We encourage you to carefully review the details and recommendations provided. If you have any questions or concerns, please let us know.

I look forward to you being part of the "Baylor Family."

Todd Reinhart, ScD
Dean, School of Health Professions

New Student Orientation

All incoming students are required to attend New Student Orientation on Thursday, January 2, 2025, and Friday, January 3, 2025. Orientation consists of two components: Health Professions Student Orientation and DNP Program Orientation. Additional details and the schedule will be available in December.

Parking on campus is available in [garages 4, 6, and 7](#). Standard Texas Medical Center [visitor parking rates](#) will apply. To gain access to the building on your first day, you will be required to show a picture ID (e.g., driver's license or other government-issued ID) to the security guard at the entrance. The security guard will issue you a visitor's badge that must be worn while you are on campus.

Casual dress is suggested, but keep in mind you will have a photo ID made and meet various faculty/administrators. We recommend you bring a sweater or jacket as room temperatures can fluctuate.

Financial Aid and Tuition

There are many financial aid opportunities offered through the College. If you wish to apply for financial aid, you should do so at your earliest opportunity. Please refer to the [Office of Student Financial Aid](#) for more information and application forms. Be sure to read [Instructions for Health Professions and Graduate Students](#) before beginning your application.

Tuition and fees for the DNP Program is available [online](#). New students pay one-half of their tuition on February 1 and the remaining half on September 1. The Student Account Services Office processes tuition and fee payments. Financial aid funds for first year DNP students are generally [disbursed](#) in the first two weeks of January.

Incoming students are required to review the Financial Responsibility Agreement document posted on the Accepted Applicants website. You will be required to electronically sign this agreement prior to matriculation.

Immunizations/Health Requirements

The State of Texas requires all students in health care fields to be immunized against certain diseases before beginning study in their field. All students are required to submit copies of their actual immunization records or actual lab tests indicating immunity to the Baylor Occupational Health Program. Instructions for submitting records are available on the [OHP website](#). **All students must have complete records on file in Occupational Health by November 30.**

Student Health Insurance – Medical/Dental Plan

Every Baylor student is automatically enrolled in the [health care program for students](#) each academic year. The Student Account Services Office adds the premium charges to each student's account as of February 1. Health Insurance is billed every six months. You may choose to include your spouse and/or child(ren) for an additional fee. Students also have the option to waive this coverage if they have insurance through another health plan. Detailed information about the student health insurance program, including monthly premiums, is available at the URL above. The program and waiver process will also be covered in detail at Health Professions Student Orientation.

Housing

Baylor does not have private housing facilities or dormitories. Most students live in apartments, condos, or houses located near the Texas Medical Center. Please refer to [housing and living in Houston](#) for additional resources.

Computers

The DNP Program requires students to own a laptop that can be used in class and for electronic examinations. You are also required to bring a laptop to DNP Orientation as we will begin exploring online course materials. Please note the [minimum system requirements](#) for laptops.

Nursing License

All BSN-DNP students must possess a current RN license that allows nursing practice in the state of Texas while in the program. The RN license must either be issued by the Texas Board of Nursing, or from a Board of Nursing participating in the multistate compact (the license must have multistate privilege attached). If you are moving to Texas from a compact state and changing your primary state of residence to Texas, you must apply for a Texas license within 60 days.

If you need to apply for a Texas license, please do so through the [Texas Board of Nursing](#). We encourage you to begin this process immediately as it may take up to several months to obtain a license. If you are unsure about whether you need to apply for a Texas nursing license, please contact [Dr. Rachel Davis](#) as soon as possible.

AANA Membership

All students are required to maintain current membership in the American Association of Nurse Anesthetists. BSN-DNP students will complete the membership form during the first week of classes. Students will be required to pay the registration fee online via credit card (\$200).

Veteran's Benefits

The Office of the Registrar assists active duty service members, veterans and their eligible dependents and spouses in obtaining their educational benefits and acts as a liaison to the regional VA office to process enrollment certifications. For more information, contact the [Office of the Registrar](#).

International Services

Applicants who are not U.S. citizens (i.e., those who are either permanent residents or hold a visa) must contact the College's International Services Office (ISO) at internationalservicesteam@bcm.edu prior to matriculation. Failure to contact ISO may delay a student's start date.

Frequently Asked Questions

Can I get my e-mail account or access intranet resources prior to my enrollment at Baylor?

Every student will receive a username and password for e-mail and intranet access approximately four weeks before matriculation.

Can I get my student discounted METRO Q Card prior to my enrollment at Baylor?

Students must be officially enrolled at Baylor before applying for a University Metro Q Fare Card. After your first day, you may obtain the documentation required to apply for a card.

How do I get proof of my enrollment at Baylor?

The Office of the Registrar can provide proof of enrollment after classes start. To request enrollment verification, complete the "[How May We Help?](#)" form. The verification will be processed within two business days.

How do I register for classes?

Registration is automatic. All students take the same courses.

How can I submit a name change?

If your name has changed since your acceptance to Baylor College of Medicine, you must submit a [Name Change Request](#) and appropriate documentation to the Office of the Registrar after matriculation.

Contact Information

Baylor College of Medicine
Doctor of Nursing Practice Program - Nurse Anesthesia
One Baylor Plaza, MS: BCM115
Houston, TX 77030

Phone: (713) 798-8650

Email: crna@bcm.edu

Please let us know if we can provide further assistance to you. See you soon!