

University Student Workshop Instructions

This handout is to guide students to proper registration of UCI Health workshops as part of their community experience. Please follow the steps to help streamline registration, roster filtration for students, and confirmation of attendance through workshop instructors. Students need to go through the appropriate registration steps to receive the handouts and Zoom link. **Students SHOULD NOT share login or personal instructor information at any time.**

Register for UCI Health Workshops:

1. Go to www.UCIHealth.org/Events.
2. Search for and select the class you would like to sign up for.
3. Note that for **all OB-related** workshops require students to identify themselves as “Student” and to sign up using the “Nursing Student Registration form”:

Nursing students: Our patient health education workshops are **for our patients**. If want to attend this workshop, please register through this [Nursing Student Registration form](#).

Nursing students will be required to review, sign and upload two documents:

- (1) Student Code of Conduct and Observation Guidelines and
- (2) Student Workshop Instructions and Verification Steps.

There is a limited capacity for nursing student attendees, and acceptance into the workshop is first-come, first-serve. If you've been accepted into the workshop, you'll be contacted by the Patient Education Department with more information.

4. Read the entire page's description, “Student Workshop Instructions and Verification Steps”, and “Student Code of Conduct & Observation Guidelines” so that you are aware of your student responsibilities.
5. You will need to thoroughly read, sign and date the “Student Workshop Instructions and Verification Steps”, and “Student Code of Conduct & Observation Guidelines” to upload with your student registration.
6. Scroll below the description and instructions of the course to select the “Student Registration” link of the times and dates you want to sign up for.
7. You will then be brought to the registration page where you input your information. This is where you will identify yourself as a student and provide the intake information.
8. You will want to save your workshop date and time on your calendar. The related handouts and Zoom link will be emailed to you before the start of the class.
9. ***As these workshops are geared to serve patients preparing for parenthood.*** Please be ***mindful*** of workshop time. If you have comments or questions to remark to the workshop instructor, please ***respectfully*** email them to the workshop manager directly after the workshop is completed.

NOTE: *It is your responsibility to input the correct email address, information, and identify yourself as a student, otherwise we will not be able send you the handouts nor Zoom link. Both action items will impact your ability to attend for your verification of hours. ****Students are NOT PERMITTED to share Zoom login. If you need to get into a workshop class that is closed, please contact the Patient Education Coordinator with your inquiry and contact information at: ttvo4@hs.uci.edu.****

Additionally, verification of hours will only be provided **after** the workshop is completed and the instructor has submitted the attendance roster to the Patient Education Coordinator.


How to Obtain Verification of Hours (West Coast University):

1. Register for the workshop through the www.UCIHealth.org/Events website.
2. During registration, identify yourself as a student in the “Last Name” section as referenced above.
3. When attending the class, make sure to:
 - a. Identify yourself with the instructor
 - b. Turn on your camera for the entire duration of the workshop
 - c. Display your First and Last name with “student” in your display
4. After the workshop is complete, you will need to *fill in your verification form* with the appropriate student and academic information as highlighted below and submit as a PDF:

Course: NURS 316L

COMMUNITY EXPERIENCE PROJECT DOCUMENTATION FORM

COURSE: NURS DATE: NUMBER OF HOURS: FACULTY NAME:

Student Name <i>Please Print</i>	Location of Community Experience	Date	Hours	Signature of Student	Agency Representative
Jane Doe	UCI Health – NAME OF WORKSHOP HERE	2/10/22	2		

STUDENT SIGNATURE: _____ DATE: _____

FACULTY SIGNATURE: _____ DATE: _____

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Please submit this original attached to the Course Roster for the Date listed above.

5. Once the workshop is completed, the instructor of the workshop will send her/his attendance roster to the Patient Education Coordinator. From here, the Patient Education Coordinator will cross reference the instructor’s attendance roster with your registration before s/he will be able to email your verification form to you *as you submit your PDF form to the Patient Education Coordinator, Tiffany Vo at ttvo4@uci.edu*. This may take up to 3-5 business days.

NOTE: *After completing all the steps above, you may contact the Patient Education Coordinator via email with your follow up questions. Please include the correct name and date of the workshop you are inquiring about. Include your contact number in case the Patient Education Coordinator may need to call you for more information.

I _____ (print full name), confirm that I have thoroughly read and agree to the student responsibilities for workshop registration instructions and verification steps. I am solely responsible for correct student observer registration and verification of hours and attendance.

FULL NAME (signed)

DATE (MM/DD/YYYY)