

On-Boarding of WFU Undergraduate Students for a Research Experience

1. Student will receive permission from their undergraduate department and advisor to participate in a research experience that is directly related to their course of study.
2. Student will have a faculty sponsor on the Bowman Gray Campus.
3. Student will contact the Admission Coordinator, Beth Whitsett (bwhitset@wakehealth.edu), in the Biomedical Science Graduate Office to complete requirements for on-boarding.
 - a. Student will provide permissions from academic advisor
 - b. Student is seen in Employee Health for nurse evaluation – student is required to supply immunization record to Employee Health from undergraduate university
 - c. Student will sign the confidentiality agreement form
 - d. Student will sign the e-mail and internet usage agreement form
 - e. Student will sign the honor code policy
4. Student data is processed via HR PeopleSoft to assign a POI #
5. Student medcenter ID and e-mail is created via automated process – access will be limited to the duration of the research experience
6. Student gets badge and parking access – access will be limited to the duration of the research experience
7. Student will complete a hazard assessment with faculty sponsor
8. The hazard assessment is returned to the Graduate School office. The Grad School will submit the form to Environmental Health and Safety (EHS) for processing.
9. EHS assigns appropriate on-line training per the hazard assessment evaluation

Exit procedures for undergraduate students

1. Student returns badge to the Graduate School Office.
2. Badge is returned to the Medical Center ID office and access is terminated for building and parking.
3. POI is inactivated in HR PeopleSoft.
4. Email account is disabled.