NAME BADGE ORDER FORM

It is necessary for Graduate Nursing students to wear a picture name badge while having patient contact throughout clinical courses.

The cost per name badge is $7.00. Graduate Nursing students are encouraged to order at least two (2) name badges.

Rochester Students - Please complete this form and submit to the Graduate Programs in Nursing Office. On the day you intend to have your picture taken, come prepared with a picture ID (driver’s license, etc.). (Please see Name Badge Procedure Form [page 2])

Winona Students – Please indicate “Winona Campus” on the form below if you would like to have your picture taken in Winona. (Please see Name Badge Procedures for more information.)

Important: PRINT YOUR NAME and CREDENTIALS EXACTLY as you want it to appear on your picture name badge (first and last names are required).

Name: ____________________________

(print clearly and include credentials)

Number Ordered: ____________________________

Program Focus: ____________________________

Program: Graduate Programs in Nursing

Campus: (Rochester or Winona): ____________________________

Warrior ID: ____________________________

Charges for Name Badges will be applied to your WSU tuition billing statement.

Return the Name Badge Order Form: Graduate Programs in Nursing
Winona State University
859 30th Avenue SE
Rochester, MN 55904

I understand that the charges for the name badge will be billed to my WSU account.

Student Signature: ____________________________

(07/20/15)  Acct. No. 900480-9399
To have your picture taken for a name badges, please following the procedure below.

**WSU - Rochester (UCR Campus):**

Sandy Aaby, UCR Goddard Library, is the contact person in Rochester (507/285-7233).

1. **Students need to have an approved copy of the attached namebadge form to present to the UCR Goddard Library staff.**
   a. Students need to submit a completed name badge form to the Graduate Programs in Nursing Office (EA129).
   b. Students will receive a copy of the approved form. This copy will be taken to the UCR Goddard Library to have a name badge made.
   c. Charge will be billed to student's WSU account.

2. Take name badge form to the UCR Goddard Library (2nd floor).

3. Talk with Sandy Aaby or other available staff to let them know you need a “**Picture Name Badge**” for **WSU Graduate Programs in Nursing**. Provide them with the copy of the approved name badge form.

4. Students will be taken to an area near the main desk to have a picture taken and name badge printed.

5. **Please allow at least 15 minutes to have name badge printed.**

6. Students need to bring a picture id (such as a driver’s licence).

7. Student’s name, credentials and program focus will be taken from the name badge form you provided. Please make sure the form is complete.

**Winona Campus:**

Susan Groth, Campus Card Services, is the contact person in Winona to have your name badge printed. Susan may be reached at 507/457-2480.

1. **Students need to have an approved copy of the completed name badge form to present to staff.** If in Winona, please mail your name badge form to the Graduate Nursing office for processing. **Please indicate on the form that you will have your badge printed in Winona. We will forward your completed form to Campus Card Services. Please be aware that this process may take a few days.**

2. Campus Card Services is located at Maxwell Hall 227. They may be reached via email at campuscard@winona.edu. Website: www.winona.edu/campuscard/

Please let us know if you have any questions (507.285.7473).