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STUDENT HANDBOOK/AUDIO RECORDING ACKNOWLEDGEMENT FORM

The administration of the NWCC Division of Nursing reserves the right to interpret this handbook and to revise it when necessary. I have read, understood and will comply with all policies, rules and regulations of the college and the Division of Nursing as outlined in the current NWCC Bulletin, NWCC Student Guide, Division of Nursing Student Handbook and syllabus for each nursing course. The Northwest Division of Nursing reserves the right to make changes as required in course offerings, curricula, academic policies, progression requirements and other rules and regulations affecting students. These changes will govern current and future enrolled students. Enrollment of all students is subject to these conditions.

I understand that it is necessary for nursing skills to be practiced in the nursing skills laboratory before they can be performed in the clinical setting. I understand that it may be necessary for students to practice these skills utilizing one other in the patient role. I also understand that alternate lab experiences may be arranged should I choose not to participate in this manner and that I must request this from the Lab Coordinator IN WRITING at least (2) days PRIOR to the scheduled lab practice session. I agree to abide by all Division of Nursing and nursing skills laboratory policies and release Northwest Mississippi Community College, the Division of Nursing, and the Lab Coordinator and nursing faculty from all liability related to loss or damage of personal property and any injury incurred in the nursing skills laboratory. I authorize the Division of Nursing’s agent to test my urine, blood or hair specimen for the presence of drugs and alcohol as outlined in the policy of this handbook. I authorize the release of these test results to NWCC and any of its agents. I hold the administration, faculty and staff of NWCC harmless in the use of the test results. I authorize the release of required information, including but not limited to name, clinical requirement information, background checks and immunizations to clinical agencies in order to fulfill contractual obligations for clinical experiences.

The NWCC Division of Nursing must comply with all contracted clinical agency policies, including immunization and health documentation requirements as outlined in this handbook. Nursing students are required to complete a variety of clinical experiences in order to progress and complete the program. Therefore, if a clinical facility denies a student’s participation for any reason (including but not limited to noncompliance with immunizations, health documentation, and background checks) the student will not be allowed to continue in the nursing course in which they are currently enrolled. I understand that these requirements are subject to change based on contracted clinical agency policies, at which time I will be notified by the Division of Nursing. By signing below, I agree to comply with all requirements outlined in this handbook and release NWCC, the Division of Nursing and contracted clinical agencies from any liability.

Student Signature___________________________________
Witness Signature___________________________________
Date__________________
AUDIO- RECORDING AGREEMENT

Students have the right to audio record class lectures for their personal study only. Audio-recordings for this purpose may not be shared with other people without the consent of the instructor. The student will not loan, distribute, post on the web, share any part or the recordings in whole with any other party, classmate, etc. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the individual and without giving proper identity and credit to the presenter.

STUDENT PLEDGE

I HAVE READ AND UNDERSTAND THE AGREEMENT ON AUDIO–RECORDED LECTURES. I PLEDGE TO ABIDE BY THE ABOVE POLICY WITH REGARD TO ANY LECTURES I RECORD WHILE ENROLLED IN THIS CLASS. VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION BY THE COLLEGE.

Student Signature___________________________________

Witness Signature___________________________________

Date____________________________

NURSING DIVISION
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

We sincerely welcome you to the Division of Nursing at Northwest Mississippi Community College. It is our genuine hope that your nursing education is rewarding and satisfying. We are here to assist you as you embark on the path to become registered nurses. Please let us know how we may help you to have a positive learning experience and to succeed at becoming the best nurses you can be.

Sincerely,
The Division of Nursing Faculty, Staff and Director

Division of Nursing Mission & Goals

The mission of the Division of Nursing is to provide quality nursing education to prepare students as entry level nurses to meet the nursing needs of the community. The Division of Nursing functions within the Department of Academic Education to deliver a traditional campus-based curriculum leading to an Associate Degree in Nursing. The Northwest Division of Nursing Associate Degree Program is committed to achieving the following goals: educate student nurses to provide safe patient-centered care that demonstrate excellence in current nursing practice through professionalism, knowledge, caring and competence; provide quality didactic, laboratory, and clinical learning environments that foster success in a diverse student and graduate population; employ a consistent process of policy administration to foster a service/learning relationship with students; advocate for resources, including technology, that enhance nursing education; and comply with standards of regulatory agencies, evaluate through program outcomes and satisfaction, and revise to assure program effectiveness.
The Division of Nursing meets the educational, employment, career, cultural, and special needs of its students and the community through the offering of:

- Partnerships with community and healthcare facilities and universities
- Highly technical simulation and skills laboratories
- Student support through nursing student navigator assistance, student advising, remediation and HURST review
- Professional career preparation through nursing seminar class and Student Nurses Association membership
- Support and recognition of achievement in Alpha Delta Nu nursing honor society and nursing scholarships
- Seamless nursing education advancement opportunities through LPN advanced placement options and LPN IV certification practicum

ACCREDITATION:

The Division of Nursing at NWCC is accredited by the following regulatory agencies:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
Phone: 404-975-5000
www.acenursing.org

Board of Trustees of State Institutions of Higher Learning, State of Mississippi
3825 Ridgewood Road,
Jackson, MS 39211-6453
Phone: 601-432-6486
http://www.mississippi.edu/nursing

Information on accreditation of the college is found in the Northwest Mississippi Community College Bulletin.
<table>
<thead>
<tr>
<th>Competency</th>
<th>Program SLOs</th>
<th>NUR 1117 Foundations</th>
<th>NUR 3118 Adult Health I</th>
<th>NUR 2128 Maternal Child</th>
<th>NUR 2118 Adult Health II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient-centered care</td>
<td>Manage, organize, and evaluate holistic care that recognizes an individual’s preferences, values, and needs. Provide care that recognizes an individual’s preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, age- and culturally-appropriate, safe and effective care.</td>
<td>Recognize individual client preferences, values, and needs while providing compassionate, age- and culturally-appropriate, safe and effective care.</td>
<td>Provide compassionate, culturally-appropriate, safe and effective care while partnering with the adult client to meet healthcare needs.</td>
<td>Create and implement an age- and culturally-appropriate family-centered plan of care focused on safe, effective care and health promotion.</td>
<td>Manage, organize, and evaluate holistic care that recognizes an individual’s preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, age- and culturally-appropriate, safe and effective care.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Evaluate and integrate accountability for the delivery of evidence-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles with a plan for lifelong learning and professional growth.</td>
<td>Recognize the responsibility to function within acceptable behavioral norms appropriate to the discipline of nursing.</td>
<td>Demonstrate professional, legal, and ethical standards of nursing practice and identify the need for lifelong learning and professional growth.</td>
<td>Determine the impact of professional, legal, and ethical standards of nursing practice and higher learning on healthcare outcomes.</td>
<td>Evaluate and integrate accountability for the delivery of evidence-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles with a plan for lifelong learning and professional growth.</td>
</tr>
<tr>
<td>Informatics &amp; technology</td>
<td>Organize and manage information and technology to communicate, manage knowledge, mitigate error, and support decision making.</td>
<td>Identify information and technology skills that are essential for the professional nurse. Utilize information technology to communicate with instructors and peers, enhance knowledge and give medications safely.</td>
<td>Utilize data obtained through technology to communicate effectively with the interdisciplinary healthcare team, manage information and prevent errors.</td>
<td>Interpret data obtained through technology to communicate effectively with the interdisciplinary healthcare team, manage information and prevent errors.</td>
<td>Organize and manage information and technology to communicate, manage knowledge, mitigate error, and support decision making.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communicate effectively with clients, their families and colleagues to implement appropriate health promotion, disease prevention and illness management, utilizing effective teaching/learning strategies.</td>
<td>Recognize the principles of therapeutic communication techniques and teaching/learning strategies when interacting with clients and their families.</td>
<td>Utilize therapeutic communication techniques and teaching/learning strategies when interacting with clients and their families.</td>
<td>Utilize therapeutic communication techniques and teaching/learning strategies when interacting with the maternal and child client and their families based on appropriate developmental level.</td>
<td>Interact effectively with clients, their families and colleagues to implement appropriate health promotion, disease prevention and illness management, utilizing effective teaching/learning strategies.</td>
</tr>
</tbody>
</table>
### Plans of Study

See NWCC Bulletin on the website (www.northwestms.edu)

Traditional-4 semesters

LPN Challenge-3 semesters

LPN to RN Transition-8 week summer course & 2 semesters
All prospective nursing students should note Section 73-15-29 of the Mississippi Nursing Practice Law which states:

“Grounds for denying, revoking, or suspending license penalties for engaging in prohibited conduct.”

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board, or to deny any application for a license, or to fine, place on probation and/or discipline a license, in any manner specified in this chapter upon proof that such person:

   a. has committed fraud or deceit in securing or attempting to secure license;

   b. has been convicted of a felony or a crime by court of plea of nolo contendere to a felony or a crime involving moral turpitude (a certified copy of the judgment of the court of competent jurisdiction of such conviction or pleas shall be prima facie evidence of such conviction). See entire section at www.msonb.m.gov

Individuals, who have been convicted, pleaded guilty or pleaded no contest to certain felony crimes or misdemeanors may be unable to attend clinical training or obtain employment in a licensed health care facility in Mississippi. Applicants convicted of a misdemeanor or felony offense may be denied licensure by the Mississippi State Board of Nursing. Applicants must provide a list of all prior arrests, convictions, and pending charges. Proof of disposition of charges must be provided upon admission to the Division of Nursing. Falsification of information on admission form or failure to disclose disposition of charges are grounds for dismissal from the program. The Division of Nursing may allow a student to attend clinical experiences, however there is no guarantee the Board of Nursing will issue the student a license.

A background check will be conducted prior to the first clinical rotation and is acceptable for 12 months at which time it will be repeated. These 2 background checks are paid by the Division of Nursing. The student will pay for any additional background checks that are needed. If it is determined at any time that a student, as a result of his/her background check, is not eligible to go to a clinical setting utilized by the NWCC Division of Nursing the student will not be allowed to remain in the nursing program.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Code of Conduct Policy

Northwest Mississippi Community College is committed to providing an educational environment that is conducive to learning for all students. A safe environment free of distractions and conducive to learning is dependent on student conduct. The purpose of this Code of Conduct is to address student behavior within the classroom, clinical and laboratory settings.

1. Use of electronics in the classroom must follow the NWCC policy. Students must sign the Permission to Record Form on page 4 of this handbook.
2. All students must respect other people’s rights, opinions, and beliefs even though they may be different from their own. It must be understood by each student that his/her rights end where other student’s rights begin.
3. All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited. (See NWCC Student Guide).
4. Language and attire which is appropriate to the classroom is expected of all students.
5. All work done for a grade must be done independently, except for assigned group projects. Students who copy others work, or those who allow their work to be copied, will receive a zero (0) on that assignment. The Division Director may opt to refer the student to the Ad Hoc Committee for Cheating and Plagiarism (see NWCC Student Guide).
6. Students should arrange to take restroom and water breaks before or after class hours.
7. Students are expected to attend class, arrive on time, come to class prepared, stay through the entire period, and bring all necessary materials.
8. Students are expected to complete reading assignments as listed on the class guide for each lecture PRIOR TO CLASS. Students may also be required to complete written work prior to class at the discretion of the instructor. The instructors reserve the right to dismiss from class any student who has not completed the pre-lecture assignment. This would result in a class “absence” for that class period.
9. The instructors reserve the right to make clinical facility and patient assignments that will enhance every student’s learning.
10. All students are required to have their ID cards on their person at all times. Failure to present the ID card to college officials in authority, identify one’s self to college officials, or giving false information will be grounds for disciplinary action. (NWCC Student Guide).
11. In addition, students are expected to conform to the Code of Student Conduct as described in the Student Guide as well as the Civility Policy in this handbook.

The instructor has the right to remove from the classroom any student whose behavior is disruptive to the learning process. The instructor has the authority to determine which behaviors are disruptive. A student who is removed from a classroom for disruptive behavior must report to the Director of Nursing’s office. The Director may impose a range of penalties including warnings and temporary or permanent removal from the course.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DIVISION OF NURSING  
Civility Policy

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in the NWCC Division of Nursing Associate Degree nursing program. NWCC nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others’ welfare, both inside and outside the classroom.

The American Nurses Association’s Code of Ethics (2001) states that a nurse “practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual.” Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standards of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for faculty and other students.

Students are expected to follow the NWCC Code of Student Conduct outlined in the current NWCC Student Guide. This includes but is not limited to compliance with parking decals and adhering to parking regulations. Nursing students are expected to observe the college and nursing division policies. “Actions which are abusive or disrespectful in nature that are directed toward college officials” will not be tolerated. This includes insults, rudeness, sarcasm, profane language and any other disrespectful act aimed at any faculty or college official. Any student that does not conform to the regulations and policies of the college and nursing division will be subject to the disciplinary action outlined in the NWCC Student Guide and the Division of Nursing Handbook.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the NWCC campus police, disciplinary sanctions by the Dean of Students, critical incident report placed in student file, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. The instructor has the authority to determine which behaviors are disruptive to the learning environment.

Types of disruptive behavior in the learning environment may include, but are not limited to, the following:
- Making distracting noises
- Persistent speaking without being recognized
- Repeated interruption
- Personal insults
- Physical threats
- Sarcasm
- Rudeness
- Taunting
- Profane, disrespectful, or threatening language
Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
Outbursts of anger, yelling, bullying
Throwing objects
Refusal to answer questions
Leaving class early without justification
Leaving and re-entering the classroom once class has begun
Studying or working on an assignment for another class during class time
Sleeping in class
Passing notes
Inattention
Apathy
Talking while others are talking
Use of cell phone or other electronic device not approved for use during class time
Refusal to comply with faculty or staff direction
Persistent and unreasonable demands for time and attention both in and out of class
Unwillingness to cooperate when a solution is being sought
Use of laptop computer during class for reasons other than classroom related activities
   (Facebook, e-mail, surfing the Internet, etc.)
Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
No-Show for scheduled appointment and failure to notify instructor
Coming to class under the influence of alcohol or illicit substances
Refusal to participate in class activities (group work, games, clicker use, etc.)
Challenging faculty knowledge and/or credibility
Arguing

*The above behaviors apply to not only face-to-face contact, but they also refer to email or electronic dialogue.

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program.
This policy addresses unsafe practice, illegal misconduct, professional misconduct and/or academic misconduct. These terms are defined as follows:

**Unsafe Practice:**
- Student behaviors or pattern of behaviors which cause or have the potential to cause harm or result in physical, psychological or financial threat to the client or others.
- Any behavior which requires interventions by instructor or personnel to prevent harm to a client or others.
- Failure to meet the rules and regulations, standards of care and/or critical criteria as defined by the NWCC nursing program and/or the clinical facility being utilized.

**Illegal Misconduct:**
- Any violation of the Nurse Practice Law, Mississippi Code and Tennessee Code as noted by the following:
  - [http://www.state.tn.us/sos/rules/1000/1000-01.20111103.pdf](http://www.state.tn.us/sos/rules/1000/1000-01.20111103.pdf)

**Professional Misconduct/ Academic Misconduct:**
- Behavior that is professionally unsuitable, inappropriate, incompetent, abusive, illegal, or potentially dangerous to clients or others.
- Failure to adequately prepare for a clinical, simulation or other assignment as outlined by course syllabi.
- Failure to notify the instructor of absence on the day of a clinical or simulation experience as outlined in the NWCC Nursing Student Handbook.
- Academic misconduct as stated in the NWCC Student Guide, NWCC Nursing Student Handbook. This includes but is not limited to the Civility Policy and Social Media Policy.

**Procedure for Critical Incident Report:**
- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report will be completed by the instructor.
- The student will be notified that a critical incident has occurred within three school days of the violation.
- Following the violation, a conference will be held with the student which will include the clinical instructor, course coordinator or other faculty member and/or Director of Nursing to determine the appropriate course of action.
- The student and appropriate parties will sign the critical incident report and the report will be placed in the student’s file.
• An accumulation of three (3) critical incidences incurred while in the nursing program will result in dismissal from the program; however, depending on the severity, any single incident may result in dismissal.

• The student is eligible to reapply in 3 years; however, acceptance will be evaluated and determined on an individual basis depending on the severity of the incident. Due process will be followed as outlined in the *NWCC Nursing Student Handbook.*
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Critical Incident Report

Student Name __________________________________________ Date _______________

Course________________________________________ Course Area _______________

Clinical Agency/Location _________________________________ Area _______________

Nursing Faculty Involved________________________________________

Description of Incident:

Witnesses to Incident:

Faculty Response to Incident:

Potential/Actual Consequences to Client or Others:

Plan of Action:

Student Comments:

___________________________________ __________________________
Student

___________________________________ __________________________
Faculty

___________________________________ __________________________
Course Coordinator Director of Division of Nursing

CC: Student’s file, Course Coordinator, Director of Nursing Division
In the clinical area, the faculty member is responsible for exercising professional judgment in determining whether a student is performing clinical duties at a satisfactory level. If the student is performing unsatisfactorily at any point during the clinical, the faculty member submits an “Interim Progress Report” summarizing the situation as it relates to the required clinical outcomes as well as clinical expectations for student improvement. Likewise, the clinical faculty member is also responsible for exercising professional judgment in withdrawing a student from clinical who is impaired, incapable of performing nursing duties, or presenting a threat to the safety of the client.

At the discretion of the clinical instructor, a student can be removed from clinical at any point for not being prepared to safely care for the client, unsafe practices, inappropriate behavior, illness, emotional instability, or suspected substance use/abuse. (See Drug and Alcohol Policy and Critical Incident Policy).
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DIVISION OF NURSING

Nursing Building/Facility Use

The Nursing building is state of the art in technology and was built to give the student the BEST learning experiences available. In order for the building to remain in pristine condition, policies and rules will be enforced. Each student enrolled in the nursing program is held to these standards.

Tobacco Policy
Northwest is tobacco-free on all campuses. The use of tobacco and smoking products will not be permitted on any college-owned property, which includes but is not limited to college-owned or leased buildings, grounds (all outdoor areas), parking areas, recreational and athletic facilities and college-owned vehicles. This policy will apply to faculty, staff, students, and visitors. This includes all tobacco products. See NWCC Student Bulletin for further information. Tobacco products, including smoking is not allowed in any clinical facility or on facility property. Prior to patient care, students will be sent home from clinical with an absence counted if a tobacco odor is detected.

Eating/Drinking in the Building
Food and drinks are not allowed in the classroom or any area that is carpeted. Only bottled water is allowed in the classroom, but it should be capped when not being used. During breaks or after class, students may eat and drink in the student lounge.

Student Lounge Rules
The Division of Nursing has three student lounges. Two lounges are for studying, eating, waiting for check-offs and/or visiting. There is one quiet lounge upstairs for study only.

1. Maintain the volume of all conversations and electronic devices at a respectful level. Failure to comply may result in electronic devices being banned from the lounge areas.
2. Be courteous of other students’ choices in TV channels.
3. Do not sit on the tables or put feet on the furniture.
4. Students are responsible for maintaining a clean lounge area.
5. Microwaves and refrigerators are available for student use in the lounges. Food in the refrigerator should be labeled with name and date it was placed in the refrigerator. After 2 days it will/can be discarded. Students who use these appliances are responsible for keeping them clean.
6. The faculty kitchen is reserved for use by faculty members.
7. Garbage should be placed in the trash cans provided. Do not leave trash on the tables or counter tops.
9. If someone is observed abusing the lounge area, report this behavior to the nursing office.
Quiet Room Rules
1. This is a study area and not a private room to talk.
2. ALL electronic devices should be on silent/mute, unless ear buds or head phones are being used.
3. Be respectful of peers and their study time in the quiet room.

Locker Usage Rules
Students will be provided a locker for books and personal items; however, NWCC reserves the right to open this locker at any time and for any reason. The student must provide their own lock. If NWCC deems it necessary to open the locker, the lock will be cut and the student will be responsible for the cost of another lock. Students will sign a form at the beginning of the school year acknowledging the rules and agreeing to abide by them. Below are the rules of maintaining a locker in the Division of Nursing Building:

1. Lockers are available on a first come basis. Any and all content within this locker is your responsibility.
2. During “clearance times” the locker will be checked for any damage. You will be responsible for any damage and will have to pay for the repair. (ex. Stickers, glued items, permanent markers, broken hinges, etc.)
   a. Fees will be assessed if the locker is not in the same condition at the end of the semester as it was at the beginning of the semester.
   b. Normal wear and tear will be considered in determining any damage done.
3. Sharing of lockers is prohibited; you are only to use the locker assigned to you.
4. There shall not be any fire arms, knives, or any other weapons of any kind stored within the lockers.
5. Open food and liquid stored within the lockers is also prohibited.
6. All locker doors should remain closed at all times.
7. Please write down the combination for your locker and/or store the key in a safe place.
8. Lockers must be free of all contents with locks removed at the end of each semester or the locks will be cut and the contents discarded.
Students enrolled in the Associate Degree Nursing (ADN) Program will utilize the nursing skills laboratory to learn and practice nursing skills that will be performed in the clinical setting. Students typically practice nursing skills with a lab partner (or partners) and at times will be asked to simulate the patient role. ALL students are required to attend all lab practices at the scheduled time, but students do have the right to choose NOT to practice with fellow students in this manner. Alternate lab experiences may be planned for these students and should be requested IN WRITING to the Lab Coordinator at least (2) days PRIOR to the scheduled lab practice session. NOTE: Students are NOT allowed to practice ANY invasive procedures on themselves or on fellow classmates. Lab equipment will be provided for these nursing skills. All practice labs with fellow students should be supervised by the Skills Lab Coordinator and/or Division of Nursing faculty. Students are NOT allowed in the nursing skills laboratory outside of posted lab hours.

Lab Hours: 8:00 a.m. – 3:30 p.m., Monday – Friday
*The DAY BEFORE scheduled skills check-off, the lab will close by 3 p.m. for set-up. Signs will be posted.
*The DAY OF scheduled skills check-off, the lab will NOT be available for skills practice.

- The Lab Coordinator and/or nursing faculty will be available to assist students as needed during posted lab hours. If the Skills Lab Coordinator is absent, the lab will be opened by another nursing faculty or staff member. Please seek assistance from nursing faculty if there is no one available in the nursing lab.
- If for any reason the nursing lab should need to be closed, there will be a note posted on the door as well as an announcement posted on Canvas if possible.
- If the lab is being utilized for simulation, students are not allowed to enter. Please pay attention to posted signs and/or announcements.

Lab Rules:

- All nursing students are required to please wear their NWCC ID badge while in the nursing skills lab.
- The nursing skills lab is a learning center. Students are expected to maintain professional behaviors at all times while in the nursing lab. Disruptive or disrespectful behavior toward others will not be tolerated and may result in dismissal from the nursing lab and/or other disciplinary action as deemed appropriate.
- There is a NO EATING/DRINKING policy in the nursing lab. At no time should students have opened food or drink near the lab equipment, which includes the manikins. Students who violate this policy may be dismissed from the nursing lab.
- Students are expected to correctly use and help maintain the lab equipment. Please seek assistance from course faculty and/or the Skills Lab Coordinator if assistance is needed. Damaged or malfunctioning equipment should be reported to the Skills Lab Coordinator immediately. Misuse of equipment is grounds for dismissal from the nursing lab.
- Students must wear a bouffant cap to cover hair when lying in the nursing lab beds. These are provided by the nursing lab and should be discarded in the regular trash receptacles when finished. Students are also asked to remove shoes before laying in the hospital beds. Socks are suggested.
- Students are asked to keep the noise level to a minimum while in the nursing lab in order to maintain a good learning environment for everyone.
- Students must practice only the skills that are scheduled for that lab day during their scheduled lab times. After lab is dismissed, students may practice other skills as needed. Lab space is available on a first come, first served basis. However, students are asked to utilize practice time wisely and be mindful of the number of students who need to practice.
- Students are asked to limit items brought into the nursing lab to their skills lab packs (supplies) and skills guides and/or a textbook to be used to practice skills. Please leave all other textbooks, backpacks, purses, lap tops, etc. in lockers or another secure location. The nursing faculty is not responsible for items misplaced or lost in the nursing lab. All items left behind will be placed into a “Lost and Found” box in the nursing lab and may be discarded after a period of one week. To prevent injury, items brought into the lab should not interfere with movement within the lab.
- We do NOT routinely reuse needles in the nursing lab, unless directed by the Lab Coordinator or nursing faculty. Students should discard ALL needles in the provided sharps containers at the end of each practice session/check-off. There are multiple sharps containers located throughout the lab for convenience. If a container is full, please use another container and report it to the Lab Coordinator.
- Any injuries which occur in the nursing lab should be reported to the Lab Coordinator and/or nursing faculty immediately so that appropriate action may be taken.
- NO pictures may be taken with the manikins in the lab without prior approval from the Lab Coordinator or nursing faculty.
- Students are expected to keep the nursing lab clean and neat. At the end of each practice session, each student should check the area to ensure that all trash has been discarded and appropriate safety precautions have been observed. See signs posted on each headboard. Beds should be left in the low position, top 2 side rails should be raised, the head of the bed should be at 15-30 degrees (or flat if bed is empty, and the over-bed table should be wiped clean and placed at the foot of the bed.

Audio Visual Viewing:
• Students are required to view skills videos outside of class/lab time. Students will be given instructions on how to access these videos during the first week of class.
• Remember, the viewing of these videos is REQUIRED for each student and is meant to supplement student learning. Students are responsible for the information in these videos PRIOR to coming to scheduled lab practices, or as otherwise instructed by the nursing faculty.
• Note: Please be aware that there may be some minor differences in how the video demonstrates a procedure versus how the nursing faculty demonstrates a procedure and/or how the skill is explained in the nursing textbook. Students will be given specific instructions and guidelines for each nursing course skills requirements.

Skills Lab Coordinator: Monica Williams, MSN, RN
Contact #: 662-562-3289
Email: mwilliams@northwestms.edu
1. Students may be videotaped during simulations. Each student must sign a confidentiality agreement and a videotape and photo release form before participating in simulations.

2. Be punctual. Students must contact the simulation instructor via telephone if he/she will be late or tardy.

3. Be prepared. Students must have necessary equipment: stethoscope, pen light, and prep work completed and ready to turn in.

4. Absences will count toward a clinical absence. Rescheduling will occur at the discretion of the simulation instructor and course faculty.

5. The dress code should be followed as in the clinical setting including the identification badge. (see Dress Code Policy)

6. No cell phones are allowed in clinical simulation. You must store them in your locker.

7. No gum chewing during simulation.

8. The simulation manikins are to be used with respect and treated the same as live clients.

9. No Betadine or ink pens should be used on or near the manikins.

10. Wash hands, wear gloves and use Standard Precautions with all simulation scenarios.

11. The following are minimum expectations in clinical simulation:
   a) Introduce self to patient.
   b) Identify patient appropriately.
   c) Proper hand hygiene.
   d) Demonstrate initial assessment skills.
   e) Active participation in scenarios and debriefing.
   f) Communicate with the patient, family, team and faculty.
   g) Utilize the rights of medication administration.
Grading Policy

1. Each student is responsible for knowing the grading policy of the Division of Nursing. The grading scale for all nursing courses is as follows:

   100-93 = A  
   92-85 = B  
   84-78 = C  
   77-70 = D  
   69-0 = F

2. A clinical/laboratory or theory failure is an automatic course failure. For all nursing courses, a failure is any grade less than a “C” (“D or F”).

3. A single course grade is issued and reported as a letter grade. In the event that a student fails **either** theory or clinical/lab, a failing grade will be recorded for the course.

Refer to the NWCC Bulletin and NWCC Student guide for additional information regarding grades and the appeal process.

Book Policy

All required nursing texts will be electronic (ebook) and include resources needed to complete class, simulation, lab and clinical assignments. This book fee will charged to the student’s account in addition to tuition and the nursing program fee. Purchasing books from other sources will not negate this charge. Students that repeat the course and purchased the ebook (with all required resources, i.e. Coursepoint) in the previous semester will have special considerations and will not be expected to repurchase.

Students with Disabilities

Students who have disabilities that require accommodations must notify a nursing instructor, preferably the course coordinator and register with Mr. Gerald Beard, NWCC Disability Coordinator within 2 weeks of registration. Mr. Beard’s office is located in Tate Hall. Although it is not required, it is suggested that students with health issues such as diabetes or seizure disorders, notify the appropriate nursing faculty in case a medical emergency should occur.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Attendance Policy

Classroom activity:
1. Roll will be taken at the beginning of all classroom sessions. The Division of Nursing will adhere to the absentee policy of Northwest Mississippi Community College. If a student’s absences exceed what is allowed for course (see Course Syllabi), that student will receive a grade of “F”. A student is counted absent from class if he/she misses more than 10 minutes of a class meeting. A tardy will be given if the student is less than 10 minutes late for class. Three tardies constitute an absence. Appeal of the “F” grade may be made following the procedure as outlined in the NWCC College Bulletin.

2. If a sign-in sheet is used for the roll, it is the student’s responsibility to sign their own name. Signing another student’s name to the roll is a violation of the honor code.

3. It is the student’s responsibility to contact the faculty concerning any make-up assignments. If a student is absent, the student is held responsible for obtaining material and instructions that he/she may have missed during the absence.

4. Students with family or other obligations must make prior arrangements for circumstances that may arise (such as childcare) causing absences. Students are prohibited from bringing children in the nursing building or on property occupied by the nursing building, which includes the parking area.

5. It is the student’s responsibility to check their "my NWCC" account for recorded absences. The faculty update absences on a WEEKLY basis; therefore, students should consult with faculty if they are unsure of their total absences or have a question about them.

Clinical/Lab/Simulation Activities:
1. Clinical/lab attendance is mandatory. Each student is allowed absences as outlined in the course syllabus. Students who incur a grade of “F” in the clinical setting for excessive absenteeism may not appeal this grade.

2. A tardy will be given if the student is less than 10 minutes late for lab. Three tardies constitute an absence. Being 30 minutes late to clinical or simulation or leaving more than 30 minutes early from clinical or simulation will result in a clinical absence.

3. It is the student’s responsibility to notify the appropriate faculty clinical instructor if he/she will be absent from the clinical/lab/simulation area. Violation of this is considered a critical incident (See Critical Incident Policy).

4. At the discretion of the clinical/lab/simulation instructor, a student may be sent home from
the clinical/lab area for being unprepared for the clinical/lab activities, unsafe behavior, non-adherence to the dress code or for a reasonable suspicion of chemical impairment. Excessive tardiness will be handled according to the absentee policy.

5. Students are to use good judgment in evaluating own health status and the possible effects of a personal illness or use of medications may have on safe clinical practice. The student with fever or a potentially contagious illness should not participate in the clinical, lab or simulation and will be asked to leave and will incur an absence.

6. If a student is diagnosed with influenza, the student should avoid contact with classmates, faculty and patients during the time they would be able to infect others which is up to 7 days after becoming ill. (CDC Influenza Prevention & Control Recommendations, 2014)
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
DIVISION OF NURSING  
Retention/Withdrawal Policy

1. A grade of "C" or better must be obtained in **ALL** required nursing and non-nursing courses. It is the responsibility of the nursing student to enroll in required courses, designated course pre-requisites, and to make up any coursework in which there are deficiencies. Every student is assigned a faculty advisor who will assist in registration and advising. Student contracts are maintained by faculty advisors. Faculty is available according to posted office hours to advise students.

2. If a student makes a grade below a "C" on any required nursing course, the student fails that course. If this is the student’s first nursing failure, this course must then be repeated satisfactorily before he/she can progress to the next course. The student is guaranteed an opportunity to return to the program with the next available space in the class. If the student chooses to not return in the next class, they MUST return within one calendar year. Failure to do so will result in student having to reapply for admission as a new student. All nursing courses must be taken in sequence.

3. Students who incur a second nursing failure at the freshman level (NUR 1117 or NUR 1318) will not be able to continue in the program (See Progression/Readmission Policy). Sophomore level students who incur a second nursing failure may appeal dismissal from the program through the Progression/Readmission Committee (See Policy) only if the student entered the program prior to Fall, 2016.

4. For students entering the program from Fall 2016 forward:
   a. Failure of two required nursing courses, excluding NUR 1001 and NUR 2222, results in dismissal from the program.
   b. More than 2 nursing course withdrawals, excluding NUR 1001 and NUR 2222 will result in dismissal from the program.
   c. Students dismissed for either occurrence (a. or b.) are eligible to reapply in three years.

5. Failure to meet minimum expectations in the lab, failure of the required pharmacology test, or failure to complete any other requirements prior to going into the clinical area will result in failure of the course.

6. If it becomes necessary for a nursing student to withdraw he/she needs to follow the procedure below:
   a. Talk with the faculty advisor, clinical instructor, or course coordinator prior to
making the final decision. It is suggested that the student discuss their particular situation with Financial Aid and the Business office before withdrawing.

b. Follow the withdrawal procedure according to the NWCC Bulletin.
c. Withdrawals are handled in the Student Development Center in Tate Hall.
d. Complete an Exit Interview Form with the course coordinator, which will be forwarded the Division Director.

7. If the correct procedure is not completed at the time of withdrawal, the student's name is not removed from the class rosters. Consequently, the student will be considered absent and an "F" incurred in each course when the maximum number of absences is recorded.

8. All withdrawals from a nursing course must follow the general college withdrawal guidelines. A student may not enroll in the same nursing course more than twice without approval from the Division Director. Readmission is considered on an individual basis.

9. Students who fail or withdraw from NUR 1316 (summer LPN-RN Transition course) may enter NUR 1117 the following January if they reapply to nursing during the fall application period. Students are not eligible to repeat the LPN Transition course. If the student begins the program in NUR 1117, the previous failure in Transition course is not counted as a nursing failure.

10. A place is reserved the next available semester for that student, unless that student incurs a failing grade that must be handled by the Progression Committee (if eligible).

11. If a student is unsuccessful in the course and is eligible to repeat the course, the student must notify the course coordinator in writing of their intentions regarding returning within one (1) week of final grades being posted to be considered for enrollment in the next semester’s course, space permitting.

12. Because of nursing procedure updates and advances in nursing technology, a nursing student will lose their class status if they sit out longer than one calendar year. This would require the student to begin the application/admission process again.
Documents required by clinical facilities as proof of vaccinations, current health status and current CPR certification must be provided by the student. All required documentation will be uploaded into the Verified Credentials® software program. Students will be given the information for uploading the documents once they enter the NUR 1117 course. Failure to upload acceptable documentation by the deadlines will result in an absence from the clinical area and will lead to failure of the course. It is the student’s responsibility to notify Verified Credentials® technical support team if they are having difficulty with the system and to notify the faculty if the support team does not respond in a timely manner. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health or religious beliefs. Waiver requests must be approved by the Nursing Division Director in the FIRST WEEK of the semester and if necessary, sent to the Employee Health at the clinical agency the student is assigned. The clinical agency has the final decision on the documentation required to request the exemption. The clinical agency also has the final decision on whether the exemption from vaccinations is granted according to their policy based on applicable law. If the student is not allowed in the clinical area, the student will not be allowed to continue in the program.

All documents must include the student’s name.

The following items must be current and accepted in the Verified Credentials® software program.

- Acceptable NWCC Criminal History Record Check letter from the Division Director (annually-background Checks/Fingerprinting is scheduled by the Nursing Division)
- Acceptable Drug Screen (Drug screens are scheduled by the Nursing Division).
  - Must include a completed Urine Preliminary Drug Screen Result Form
  - If non-negative detected in the preliminary drug screen-must have MRO results.
- CPR Certification
  - Health Care Provider or Professional Rescuer level. On-line courses without a return demonstration component are not acceptable.
  - If certifying for the first time, a live class, not on-line, is recommended.
  - Card must be current and signed
- Acceptable physical examination every 2 years.
  - Must be the completed 2-page NWCC form (Student Health Record-on website)
  - Must include exam completion date within the past 6 months.
  - Must include result of “Yes” to “In your opinion is the applicant physically and mentally capable of providing safe client care with regard to the following functions?” question
- Tuberculosis screening
  - 2-step negative PPD skin test OR
- CXR within the past 12 months with an Absence of Tuberculosis Symptoms form completed OR
- Negative blood test result within the past 12 months

- Hepatitis B vaccine series (at least one), waiver, or proof of immunity by positive blood titer
  - Waiver must be the completed NWCC Hepatitis waiver form

- MMR- Measles, Mumps & Rubella
  - Evidence of immunity to rubella, mumps and rubeola.
    - Positive antibody titer for all three diseases OR
    - Proof of 2 immunizations (MMR)

- Varicella (chicken pox).
  - Proof of positive antibody titer OR
  - 2 immunizations

- Evidence of Tdap vaccine within 10 years.

- Seasonal flu vaccine.
  - Must be for the current influenza season.
  - Must be documented on the NWCC influenza form.
  - The clinical agency has the final decision on the procedure that must be followed when the student can not take the vaccine (i.e. donning mask during clinical).

In addition to the information kept on file by Verified Credentials® the student must have completion of TCPS general orientation and site specific orientation as per clinical agency requirement (annual).

The series of (2) MMR and varicella immunizations must be given 30 days apart, therefore it is imperative the student schedule these as soon as possible to meet clinical requirement deadlines.

A student that undergoes a procedure or discloses a condition that could affect patient care or patient safety will be required to have an unrestricted release signed by their health care provider before patient care activities.

Students that are pregnant must have a signed release by the health care provider attending the pregnancy prior to patient care (See Pregnancy Release). Note that pregnancy contraindicates administration of MMR and varicella immunization.

No exceptions are allowed for the requirements above. If a student is pregnant or breastfeeding and is not able to receive the required immunizations, they must withdraw before the first clinical rotation. The student will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this reason is not counted toward the two withdrawals allowed.

Falsification of any documents will result in dismissal from the program. The date on the document must match the date entered into the system.
Social media includes but is not limited to social networking tools such as Facebook, Twitter, YouTube, Instagram, Snapchat, LinkedIn, blogs, podcasts, and Allnurses.com. Social media spans traditional boundaries between professional and personal relationships and thus takes extra vigilance to ensure that one is protecting personal, professional, and college reputations. In the interest of providing an environment conducive to learning and to ensuring the privacy of our students, faculty, staff, and patients, the following policy will be enforced for all students enrolled in Division of Nursing courses:

1. Phone calls and social networking are not allowed in nursing class, lab experiences, simulation, or clinical. If a student needs to research drug information or other information in the clinical setting, he/she MUST get permission from the instructor. Cell phone can be used for this only and then turned OFF. Violation of the above policy will result in removal of the student(s) from the classroom/lab/simulation or clinical area and will result in a classroom/lab/clinical absence for the day of the offense.

2. Social networking which involves the student’s personal business on his or her own time cannot be restricted by the Division of Nursing. However, postings about faculty, discussion of clinical sites, including but not limited to clinical instructors or patients associated with classroom, lab or clinical experiences while enrolled in the NWCC nursing program is a violation and could result in dismissal from the program.

3. Do not post pictures, videotape or post information regarding faculty or other students, without the permission of the faculty or fellow student. At NO TIME should patients be videotaped or photographed without written permission of the patient, facility and nursing Division Director.

4. Do not post any information regarding patients or clinical facilities.

5. A breach of a patient’s privacy in any manner is a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and carries a fine up to $250,000.00 and up to 10 years in prison. This breach will not be tolerated and will result in dismissal from the program.

6. The student is responsible for postings. Nursing students are preparing for a profession which provides services to a public that expects high standards of behavior. Adhere to all school policies, including copyright laws. Think before you post! Do not use personal insults, pornographic images, illegal activity, drug or alcohol use or engage in any conduct that would not be acceptable in the professional workplace.

7. The student is not to make disparaging remarks regarding the instructors, clinical agency or their employees or other students. Threatening, harassing, profane, obscene, or sexually explicit comments will not be tolerated. Do not make offensive comments based on race, gender or sexual orientation. Comments
embarrassing to the college, Nursing Division or the nursing profession are also prohibited.

8. There is no such thing as a “private” social media site. Search engines can reveal posts years after the publication date. Comments and photos can be forwarded or copied. If one feels angry or passionate about a subject, delay posting until calm and clear headed. Seek guidance if unsure about publishing. Future employers are conducting web searches on candidates before extending job offers. By identifying yourself as a NWCC student and hopefully a graduate, you are connected to your college, clinical agencies and the nursing profession. Liking and sharing posts is the same as posting the information. Your professional reputation begins as a student and will follow you into the future.
Possible exposure to a blood borne pathogen includes: injury by a contaminated needle (e.g., non-sterile, used needle), any contaminated sharps injury, exposure to an individual’s blood or body fluids to non-intact skin, eye, nose, or mouth, or through a human bite that breaks the skin. After the exposure the student should perform the following:

- Notify the clinical instructor immediately.
- Immediately wash/irrigate the area thoroughly.
- Inform the agency’s nursing supervisor.
- Complete the agency’s Incident Report.
- Follow any other guidelines of the agency.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 12 weeks and 6 months. It is the student’s responsibility to be compliant with recommendations after post exposure. The decision to have testing or not, however, is the choice of the individual exposed. The student is responsible for all expenses incurred due to needle sticks or other body fluid exposure.

The student must complete the NWCC Division of Nursing Incident Report Form for Needle stick/Body Fluid Exposure Form. The faculty will forward the information to the Division of Nursing Director for follow up. The Division of Nursing will keep this documentation on file for a period of not less than ten years following the date of the exposure.

The clinical instructor must notify the Director of the Division of Nursing when a student has been accidentally exposed. Notification of the incident is critical and necessary in the protection of the involved parties.
Northwest Mississippi Community College
Division of Nursing
Incident Report Form for Needle stick/Body Fluid Exposure

Name: ____________________________________________ ID# ______________
Last    First    MI

Date of Birth _______ □ M □ F Home Phone ______________ Cell Phone ____________

Address: ___________________________________________ _________________________
                          Address     City     State     Zip

Exposure Date: ______________________   Time_________________

Agency (Include Unit and Floor)_____________________________________________________

Supervisor’s Name ________________________ Ext. _________________________

Student/Faculty Account of the Incident (Describe fully the injury and explain in detail what you were doing when the injury occurred. What body part was affected? Have you ever required medical treatment for this part of your body?) (Continue on back if needed)

Type of Exposure:
Needle stick/Body Fluid Exposure: □ Blood    □ Urine    □ Saliva    □ Wound Drainage
Mucous Membrane Exposure: □ Eye    □ Mouth    □ Nose    □ Broken Skin    □ Intact Skin
Hepatitis B Vaccine 3 doses: □ Yes □ No    Declination Form □ Yes □ No
Last Tetanus _________________________

I certify that all information given is true and correct to the best of my knowledge. I understand that any willful or intentional falsification of any information on this report may result in the dismissal from the nursing program.

Student Signature ____________________________________________ Date ______________

Faculty Signature ____________________________________________ Date ______________
Clinical/Uniform
The nursing uniform dress code includes the following:

1. When the student is in uniform, makeup should be at a minimum.

2. Perfume and after-shave should not be worn. All odors, including cigarette smoke, perspiration, and those associated with poor hygiene are potentially offensive to clients and should be avoided.

3. Fingernails must be clean and no more than ¼ inch above the fingertips. Only clear nail polish may be worn in the clinical area. Nails should be in good repair without chipping. No acrylic nails are allowed in the clinical setting.

4. Long hair should be arranged in a style that brings the hair away from the face and secured as to avoid contaminating patient care areas. No extreme hair color or hair styles are allowed. Hair color should be a natural occurring color. No feathers, bows or other ornamentation in the hair. Barrettes, holders, headbands etc. should be the same color as the hair. (This includes both male and female students.) For men, facial hair should be clean shaven and/or neatly trimmed.

5. The student uniform is considered proper attire to be worn during functions related to the Division of Nursing. Judgments regarding appropriateness of uniform, student appearance, or hygiene will be at the discretion of the clinical faculty involved. Because students have a variety of healthcare experiences, each instructor will inform students as to specific policies for their healthcare facility.

6. The student lab coat must be solid white, have long or ¾ length sleeves, be clean and pressed. The NWCC patch must be displayed on the upper portion of the left sleeve of the lab coat. The approved Northwest uniform must be worn in designated clinical areas. The uniform top must completely cover the hips and cannot be tucked into the pants. When the student bends over, the uniform must not “ride up” and expose the midriff or buttocks. Uniform pants should touch tops of shoes but not touch or drag the floor. Dresses must touch the top of the knees. (Knee high hose are not acceptable with dresses.) All uniforms should fit loosely enough to allow for freedom of movement. Students may wear a solid white crewneck T-shirt under the uniform top. This T-shirt should NOT hang out from under the uniform bottom or sleeves (unless long sleeve T-shirt is worn). Underwear must be worn, cover body parts, and be inconspicuous. White crew socks which cover the ankle may be worn with pants only. White hose, run free, must be worn with dresses.
7. Shoes with laces must be white leather and clean. Shoes cannot be canvas or mesh. Athletic shoes are acceptable as long as the insignia and trademark are inconspicuous. (Inconspicuous- light gray is acceptable). Shoes must have solid toes and backs.

8. No jewelry other than wedding band and a watch with a second hand are to be worn with the uniform. Student will be asked to remove all other jewelry. NO bars or studs in the tongue or face will be allowed.

9. NWCC photo ID is to be worn at all times with the uniform.

10. When in uniform, the student may have no visible tattoos. Tattoos not covered by the standard uniform or lab coat must be covered with make-up or flesh colored bandage.

11. Students who are not compliant with the dress code may be sent home from the clinical or lab setting and counted absent for the day.

12. Dress code may be altered according to the clinical facility guidelines and will be disclosed to students at or before clinical orientation.

**Classroom Dress**
In order to prepare students for the work place, all students are expected to dress in a professional manner and be well groomed. The instructor has the final decision on appropriate attire (See Student Guide for more specific guidelines).

**Purchase of Uniforms**
Students will be notified when the uniform company is available for orders in the nursing lab. Arrangement for payment through the NWCC Bookstore will be offered. Shoes, stethoscopes and other equipment used in clinical will be available at that time.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Testing Policy

1. Students will not take make-up unit examinations except for the final exam. The percentage of the exam missed will be added to the percentage allotted to the final exam. Exception: Students in NUR 1001 (Dosage Calculation course) will be given make-up examinations for unit exams.

2. A student who is absent on the day of a scheduled exam must notify one of the faculty in that course by 1:30 pm on the day of the exam, otherwise, a grade of zero (0) will be incurred.

3. If a student is tardy to an exam, the student will be allowed to take the exam, but will not be allowed extra time to complete the exam.

4. The student should bring school ID to the exam. Other items are not allowed in the testing area. Caps and coats are not to be worn during testing. Cellular phones or any electronic device, including but not limited to watches, are not allowed. However, students who need to wear a coat or jacket may be asked to disclose items concealed. Scrap paper, calculators and pencils will be provided by the instructor. These items must be provided to the faculty proctor upon completion of the exam.

5. Any student needing to leave class or use the restroom during an exam will be escorted by an instructor.

All classes will have 60 minutes to complete unit exams and 120 minutes (2 hours) to complete final exams. This information will be included in the exam instructions. Students requesting accommodations for testing must register with the NWCC Disability Coordinator. Maximum time allotted for extra time will be 1 ½ times what is allowed for other students—90 minutes for unit exam and 180 minutes for final exam. Students will be allowed, as per approved disability accommodations, to take the exam in a quiet, non-distracting environment in the Student Development Center. The student should notify an instructor if the environment is not reasonably quiet and non-distracting.

6. The student is responsible for notifying an instructor immediately if the computer timer is noted to be incorrect at any time.

7. During nursing exams, no questions should be asked out loud by students. If a question must be asked, the student will raise his or her hand and the faculty proctor will approach the student. Students may not walk around during exams.

8. The student is responsible for using time wisely during the exam. When allotted time expires, the computer will stop the exam and the student will not be allowed extra time to finish the exam.
9. At the end of each unit exam, the student will be able to view the grade on the exam and review the questions missed with the rationale for the right/wrong answers. Additional review of unit exams is done at the discretion of the course faculty but generally individual exam review is not allowed in the nursing theory courses.

10. After the student has completed the exam, he/she must remain quietly seated at the computer. Students must not leave the score page on Canvas to look at anything else including emails, Canvas®, internet searches etc. Leaving the score page will result in an automatic grade of “0”. Once all students are finished with the exam, then rationales will be available for review for 15 minutes (30 minutes for final exams). There should be no talking or any other communication prior to all students completing the exam and the rationales being available for review.

11. Remediation may be assigned to students scoring < 78% on unit exams. It is expected that all students needing to remediate on a specific assignment do so. The student will meet with an instructor to arrange specific remediation. Remediation should be completed by the deadline given (usually within one week of the assignment). Additionally, the student may be required to meet with the Student Navigator to review amount of time spent in exam preparation, study habits, resources utilized, factors that may have interfered with success and the student’s plan for improvement. Failure to remediate as assigned or to meet with the Student Navigator will be noted in the student’s file.

12. Each nursing course (with the exception of NUR 2222 and any nursing elective) will have a comprehensive final examination.

13. The final exam is mandatory for all nursing courses. If extenuating circumstances cause the student to be absent the day of the final exam, a grade of incomplete (I) will be recorded. Student should follow the procedure listed above about notification of faculty prior to being absent from the final exam. A make-up final exam for the fall semester will be given within 1 week of returning to school the following semester and should be scheduled with the course coordinator. A make-up exam for the spring semester can be scheduled for the summer. The exam will be scheduled by the course coordinator and proctored by the Division Director.

14. To protect student confidentiality, grades are not given out by telephone or email. All exam grades will be reported on Canvas® within 3 class days. Rationales will be provided for all exams including final exams and students will be allowed to view the rationales immediately after all students have completed the exam. Students who have concerns about a certain question on a unit exam may file a Student Test Item Query Form (see Form on next page) in person or via email to the instructor for the course. The form can be found in the Computer Labs or the Student Lounge. The student must follow correct procedure and documentation when filing a concern. All queries about a specific
question and/or test must be filed within 1 hour of a unit OR final exam. Faculty will address the concern and take appropriate action.

15. If written rationales are not given (as the case with paper/pen exams for make-up or if computer testing is not done), instructors will provide verbal or written rationales during a review session for the class. The type of review will be at the course coordinator’s discretion.

16. Remediation is strongly recommended for any student scoring < 78% on unit exams. The student is encouraged to meet with the student navigator and a course instructor to review amount of time spent in exam preparation, learning style, study habits, resources utilized and factors that may have interfered with success. Remediation material is assigned and will vary according to course.

17. Collaborative testing sessions may be offered for 1 (or more) exam per semester in NUR 1117, 1316, 1318, 2128 and 2318. Students may be given extra points if they make 78 or greater on the exam and participate in the collaboration with classmates. The faculty in each course will explain the process and grading system for collaborative testing.
Student Test Item Query Form

Name:______________________________________________

Class:______________________________________________

Test #:______________________________________________

I am questioning the test item:
____________________________________________________
____________________________________________________
____________________________________________________

Rationale: (Explain why you believe the test item is incorrect.)
____________________________________________________
____________________________________________________
____________________________________________________

References: (Cite three resources to validate your protest.)
1.__________________________________________________
   ____________________________________________________
   ____________________________________________________

2.__________________________________________________
   ____________________________________________________
   ____________________________________________________

3.__________________________________________________
   ____________________________________________________
   ____________________________________________________
Progression Policy

Progression Committee (ONLY applies to students admitted prior to Fall, 2016)
The Progression Committee for the Division of Nursing is composed of four (4) nursing faculty (one from each course) and one non-nursing faculty member. The non-nursing faculty member is appointed by the Director of Nursing. This committee meets at the end of each semester and more often if deemed necessary. The purpose of the committee is to recommend whether or not a student be allowed to repeat a course and progress through the program.

Progression Procedure
1. The date and time of the Progression Committee meeting will be posted on Canvas® at least one week before the date of the meeting.

2. Student should complete the Progression/Readmission Application form at least 24 hours before the meeting (if at all possible) and return it to the Administrative Assistant.

3. NUR 1001 and NUR 2222 do not count as nursing failures for the purpose of progression in the program. Failure of NUR 1316 for students who choose to enter NUR 1117 will also not count as a nursing failure for the purpose of progression in the program.

4. If a student receives two failures at the freshman level (NUR 1117 or NUR 1318), he/she is not eligible to proceed in the program of study or appeal to the Progression Committee.

5. Students who incur a second nursing failure at the sophomore level will be eligible to petition the committee in writing for readmission in order to appear before the committee. (See Progression Application in Appendices). The student’s academic performance in nursing and non-nursing courses, clinical performance, and plan for future success are evaluated in making a decision regarding student progression. The student will not be asked to divulge any personal information or circumstances that affected their success in the program but they may offer this information at their own discretion. After weighing all the information, the committee makes a decision and notifies the student in writing. A student can only appear before the Progression Committee one time after denied readmission. After readmission, the student is not allowed to appear before the Progression Committee if another failure is incurred.

6. If the student is readmitted by the Progression Committee, he/she can not incur any further nursing failures in the nursing program. If allowed to progress in the program, the student must return to the program within one (1) calendar year. A student, who does not return within this period, must reapply for admission and start over in NUR 1117.
7. A student who is readmitted by the Progression Committee and incurs a further nursing failure cannot continue in the nursing program and must wait three years before being eligible to reapply as a new applicant.

8. If a student is denied readmission and has been out of the nursing program for three years or longer, he/she is eligible to reapply.

9. The student appearing before the Progression Committee may request that an instructor be asked not to serve on his/her hearing. This request must be made as soon as the student knows they are coming before the committee and at least 24 hours before the meeting.

10. NUR 1001 will be offered as a 5-day intercession course during the Christmas break or summer break only if 2 or more students register for the course. The course is only open to students who passed NUR 1117 and failed NUR 1001. (No student with an Incomplete grade for NUR 1117 will be allowed to take the course). The date/time of the course is scheduled by the instructor teaching the course.

11. Students requesting to enter a nursing course for the third time (not due to 2 failures) must have approval by the Division Director.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

DIVISION OF NURSING

PROGRESSION APPLICATION

This form must be completed and returned to the Administrative Assistant at least 24 hours prior to the posted date of the Progression Committee meeting. Failure to appear at the designated time of the committee meeting will waive the opportunity to appear.

Date: ________________ Name: _______________________________________________

Current Phone Number: _________________________________

Current Address: _________________________________

Name and date of course(s) failed: ________________________________________________________

Total number of failures: List all nursing and non-nursing courses from NWCC or any other nursing school attended:

____________________________________________________________________________________
___________________________________________________________________________________

Cite reasons for this particular failure:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Plan of action for success: (Use back or submit additional papers if needed)

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Request to be notified: _____ By mail _____ Will pick up

Committee Members: ___________________________________________, Chairperson

___________________________________________________________________________________

___________________________________________________________________________________

Date: _______________ Readmit: ______________ Deny: _________________
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Honor Policy

Students enrolled in the nursing program at NWCC are held to the same standards of behavior as other students of the college. Discipline will be dealt with as per the Student Code of Conduct found in the NWCC Student Guide in addition to the policies outlined in this Nursing Student Handbook.
Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be solved by direct communication between the student and the faculty member. In order to facilitate the problem-solving process, the student should take the following steps:

1. Schedule an appointment to speak with the instructor to resolve the problem.
2. If unresolved, make an appointment with the Course Coordinator.
3. If not resolved after meeting with the Course Coordinator, make an appointment with the Division Director.
4. If unresolved in the preceding steps, follow the guidelines outlined in the NWCC Student Guide.
It is the intent of the Division of Nursing and Northwest Mississippi Community College to maintain learning and teaching environments that are drug and alcohol free, in accordance with a drug free workplace and school. It is also the intent of the Division of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory and clinical settings. The overall purpose of the policy is the provision of safe and effective nursing care to clients by students who are drug and alcohol free.

All students will have initial drug screening before the first clinical rotation during class or lab time. The student must follow the directions for obtaining the drug screen on the day assigned or the student will be dismissed from the program. All students are subject to additional drug screens to fulfill contractual agreements with clinical agencies.

In addition, the faculty/administration of the Division of Nursing may require random drug screening or testing for reasonable suspicion of impairment.

Any refusal to test or if the students fails to produce the requested sample by the date/time designated, the student will be treated as if the test was positive.

Possession and/or use of an illegal drug, a controlled drug for which the student does not have a current prescription or use of alcoholic beverages by nursing students is strictly prohibited in the classroom, laboratory, clinical setting or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell illegal drugs (See NWCC Student Guide). Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while on campus, in campus vehicles or in an affiliated clinical facility.

The Mississippi Board of Nursing has defined the following as unprofessional conduct for nursing and violations can result in revoked and suspended license. (Miss. Code Ann. § 73-15-17, 1972).
Practicing the profession while under the influence of alcohol or other mood altering substances is unprofessional conduct and is evidenced by the following:
1) Positive screen for alcohol, an illegal substance or unauthorized medication;
2) Pattern of abuse or habitual abuse of authorized or unauthorized medications;
3) Impairment while on duty while using authorized or unauthorized medications;

Reasonable suspicion may include but is not limited to the following:

a. Observable phenomenon, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug in the classroom, laboratory, and/or in the clinical setting.
b. Conduct, behavior, speech, body odor or appearance that is indicative of the use of alcohol or drugs.

c. Behavior such as absenteeism, tardiness or deterioration of performance.

d. Observation of unsteady gait, pupillary changes, unresponsiveness, bloodshot eyes, tremors, sweating, verbal or physical outbursts or threats to harm self or others.

e. Self-report to others of drug or alcohol use.

f. A report of drug use reported by reliable and credible sources and which has been independently corroborated.

g. Accidents reported as being caused or contributed by the student while in class, laboratory or clinical.

h. Report of student involvement in the use, possession, sale, solicitation or transfer of drugs while in the nursing program or at one of its affiliated clinical agencies.

i. The loss of drugs where the students has had access to those drugs.

Drug screening costs will be paid by the college from the program fees paid by nursing students. If there is a need to send the specimen out for further testing additional costs may be incurred by the student. Chain of custody must be maintained when drug testing is performed.

If drug testing is not negative for illicit drugs or medications at the initial testing site, the MRO (Medical Review Officer) at the testing facility will be consulted. The MRO will call the phone number provided by the student to the testing facility and the student should expect a call from the MRO requesting information about medications. After the MRO makes a determination regarding the results, a determination of disposition will be made by the Division Director. If the student declines to discuss the test result with the MRO or fails to contact the MRO within 3 days of notification, the MRO will report the test as positive. If the specimen is diluted, adulterated, substituted or any other circumstance occurs that is unacceptable to the testing agency, the MRO may report the test as positive.

The student will be dismissed from the nursing program if found to be positive for illegal or unauthorized medication OR for impairment while in the clinical area while using authorized (prescribed) medications. Refusal to comply with requested screening within the time frame directed will also result in dismissal from the nursing program.

If the student is dismissed for a positive drug screen, the student will be eligible to reapply after 3 years. If the student is accepted into the program after three years, there will be random drug screens performed at the student’s expense.
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
Student Organizations

Class Officers

Each class will elect officers at the beginning of the semester to fill office vacancies as needed. The officers are responsible for presiding over class meetings and are the official representatives for the class. The Course Coordinator serves as the class sponsor.

NWCC Student Nurse Organization

Nursing students are encouraged to participate in the NWCC Student Nursing Association (SNA). Members of this organization will also be members of the Mississippi Organization of Associate Degree Nursing Student Association (MOSA). Applications are available from the faculty advisers at the beginning of each semester, as well as copies of the bylaws. Officers for the NWCC chapter are elected each fall and/or as vacancies occur. Faculty advisors are available to answer questions.

Alpha Delta Nu Honor Society

Membership into the Alpha Delta Nu Honor Society for associate degree nursing students is offered to students after the first two semesters if they have maintained a cumulative GPA of 3.0 or above and have earned a grade of B or better in each nursing course with no previous failures. Students must also have demonstrated integrity and professionalism in their conduct on campus and in the clinical areas. The student must participate in an approved class project during the provisional membership period prior to the induction ceremony.
FORMS

Costs of the Nursing Program-Current Copy Available on Website

Student Health Record-Current Copy Available on Website

Other Forms for Student Use-Current Copy Available on Website
FLU VACCINE DOCUMENTATION

DATE OF VACCINATION ________________________________

NAME OF PERSON RECEIVING VACCINE ________________________________

NAME OF FLU VACCINE ________________________________

LOT NUMBER OF VACCINE ________________________________

EXPIRATION DATE OF LOT NUMBER ________________________________

SITE OF INJECTION ________________________________

SIGNATURE OF PERSON GIVING VACCINE ________________________________
Northwest Mississippi Community College
Division of Nursing-Influenza Vaccination Acknowledgement and Exemption Form Request

To consider a request for exemption, this Acknowledgement and Exception Form request along with the required documentation must be submitted within one week of starting the semester. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health or religious beliefs. Waiver requests must be approved by the Nursing Division Director in the FIRST WEEK of the semester and if necessary, sent to the Employee Health at the clinical agency the student is assigned. The clinical agency has the final decision on the documentation required to request the exemption. The clinical agency also has the final decision on whether the exemption from vaccinations is granted according to their policy based on applicable law. If the student is not allowed in the clinical area, the student will not be allowed to continue in the program. I understand that in order to comply with the contractual agreements with clinical agencies it is the policy of NWCC Division of Nursing that all nursing students be immunized against influenza on an annual basis.

I acknowledge that I have read and understand the following facts:
- Influenza vaccination is recommended for me and all other health care personnel to protect our patients, employees and families from influenza, its complications and death.
- I am likely to be exposed to the influenza virus through the community or while participating in clinical experiences in a variety of healthcare settings.
- If I contract influenza, I will shed the virus for 24-48 hours before the symptoms appear. At this time, I can spread the disease to patients, my colleagues and family.
- If I become infected with influenza, even when symptoms are mild or non-existent, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different influenza vaccine is recommended each year.
- I understand that I cannot get influenza from the vaccine. The consequences of my not being vaccinated could have life-threatening consequences to my health and the health of those with patients, my coworkers, my family and my community.
- I understand that if I am granted an exemption, I will be required to follow all policies of the facility I am assigned, which may include wearing a surgical mask at all times while in the facility.

Exemption Request

Despite these facts, I am requesting an exemption to the annual influenza immunization. I request an exemption based on the following:
Medical Contraindication-Indicate Reason and attach supporting documentation:
______________________________________________________________
Religious Belief or Creed-Indicate Reason and attach supporting documentation:

______________________________

Signature

Printed Name ___________________________ Date ____________

Results of Exemption Request/Director Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Director Signature_________________________ Date ____________
TUBERCULIN SKIN TEST DOCUMENTATION

STUDENT NAME __________________________

HEALTH CARE PROVIDER __________________________

TEST #1

Date PPD Placed ___________________________ Right Arm  Left Arm

Administered By: ___________________________

Date PPD Read ___________________________ Induration ___________ MM

Read By: ___________________________

TUBERCULIN SKIN TEST IS: NEGATIVE  POSITIVE

TEST #2

Date PPD Placed ___________________________ Right Arm  Left Arm

Administered By: ___________________________

Date PPD Read ___________________________ Induration ___________ MM

Read By: ___________________________

TUBERCULIN SKIN TEST IS: NEGATIVE  POSITIVE

REFERRED FOR CHEST X-RAY: YES  NO

IF UNABLE TO TAKE PPD SKIN TEST, CURRENT CHEST X-RAY OR AN IGRA (INTERFERON-GAMMA RELEASE ASSAY) BLOOD TEST DOCUMENTATION REQUIRED
ABSENCE OF TUBERCULOSIS SYMPTOMS FORM

1. Have you ever had a history of a positive Mantoux (PPD, TST)? □ YES □ NO
2. Have you ever had a BCG Tuberculosis Vaccination? □ YES □ NO
3. When was your last chest x-ray? Date: ________________
4. Have you had a persistent cough for more than 3 weeks? □ YES □ NO
5. Have you had any blood in your sputum? □ YES □ NO
6. Do you have pain in your chest when you cough? □ YES □ NO
7. Have you recently had a respiratory illness that did not respond to treatment? □ YES □ NO
8. Have you had an unexplained fever in the past 3-6 weeks? □ YES □ NO
9. Have you experienced any unintentional or unexplained weight loss? □ YES □ NO
10. Have you experienced any night sweats? □ YES □ NO
11. Have you experienced unexplained increased lethargy or fatigue? □ YES □ NO
12. Have you experienced and unexplained loss of appetite? □ YES □ NO
13. Have you been in close contact with an individual with known active tuberculosis? □ YES □ NO

Comments (Explain any YES answers above)

________________________________________________________________________

Results:
□ No signs or symptoms of tuberculosis present.
□ Signs and symptoms of tuberculosis present. Follow-up with Primary Care Provider required.

Health Provider's Signature: ________________________________ Date: ________________

Clinic Address: ________________________________ Clinic Name: __________________________

Student Name: ____________________________________________

Exam Date: ________________
Hepatitis B is a viral illness that can cause serious illness and liver disease. The virus causing Hepatitis B is present in many people who are not aware of it. Working in the hospital, a person may come into contact with blood and blood products that can pass on the virus. The disease can cause a severe illness, cirrhosis, potential liver cancer and occasionally death, therefore, it is recommended that you take the vaccine. The vaccine is made by recombinant gene technology and there is no risk of acquiring HIV or any other infection. Minor reactions, such as soreness at the injection site can occur, but serious reactions are rare (less than 1 in 10,000 injections). Those who know they are allergic to baker’s yeast or who have a hypersensitivity reaction to a previous Hepatitis B vaccination should not take the vaccine. Anyone with a moderate or severe illness should wait until they recover to receive the vaccine. It is recommended by the CDC (Centers for Disease Control) an antibody titer be performed after the third dose as well as after 9 years have elapsed since the initial series. Health care facilities often offer the vaccine to their employees at no charge. Please option select A or B:

(A) I do not wish to take the vaccine to prevent me from getting Hepatitis B. I realize that Hepatitis B is a serious illness causing severe liver damage liver damage and potential death. I also realize that the disease, if I acquire it, can potentially be passed on to my family and any unborn children.

__________________________________________                              __________________
SIGNATURE                               DATE
__________________________________________
WITNESS                               DATE

(B) I have started and/or completed the Hepatitis B vaccination series.

__________________________________________
SIGNATURE                               DATE
__________________________________________
WITNESS                               DATE

I understand that during my clinical rotation, I may have contact with patients with a variety of infectious diseases (i.e. Hepatitis B & C and HIV) which they may or may not know about. I hereby release and hold harmless Northwest Mississippi Community College, its affiliates and assigns, from any and all liability, responsibility, damages, or loss, whether known or unknown, existing or potential, which I may ever claim as a result of any contact or consequence which may arise as a result of my association with a patient’s infectious disorder.

__________________________________________
SIGNATURE                               DATE
__________________________________________
WITNESS                               DATE
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
PREGNANCY RELEASE

I hereby relieve Northwest Mississippi Community College and the Division of Nursing Faculty of any responsibility for any injury or untoward complications occurring during my pregnancy, while in the clinical/laboratory/simulation area. I will submit a physician’s release prior to the clinical experience.

_________________________________
Name (Print)

_________________________________
Signature

___________________________
Date

_________________________________
Witness
Student Name______________________________
EDC_________________

The above named student is approved for continuing in the nursing program without restrictions from clinical experiences.

________________________________________
Health Care Provider Signature

________________________________________
________________________________________
Address

________________________________________
Phone #

____________
Date

Additional Comments:____________________________________________________________________
____________________________________________________________________________________

____________________________________________________________________________________
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
DIVISION OF NURSING
FAX # 662-560-1117
POST-PARTUM RELEASE

Student Name_____________________________
Date of Delivery________________________

The above named student is approved for continuing in the nursing program without restrictions from the laboratory and clinical experiences.

________________________________________
Health Care Provider Signature

________________________________________
Address

______________________________
Phone #

______________________________
Date

Additional Comments:_______________________________________________________________________
_________________________________________________________________________________
__________________________________________________________________________________
It is the student's responsibility to ensure that the following requirements are met for graduation:

1. Program course requirements (see *NWCC College Bulletin*)
2. Payment of fees
3. Payment of fines
4. Completed application for graduation
5. Other requirements as outlined in the current *NWCC College Bulletin*

**Final Semester Fees**

<table>
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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Application -Mississippi State Board of Nursing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$75.00</td>
</tr>
<tr>
<td>NCLEX-RN Registration</td>
<td>$200.00</td>
</tr>
<tr>
<td>The student may register up to three months prior to graduation. Fees are paid to Pearson Vue via credit/debit card, certified check, or money order. <a href="http://www.pearsonvue.com/nclex">www.pearsonvue.com/nclex</a></td>
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<tr>
<td>Composite Pictures</td>
<td>$25 and up</td>
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<td>Minimum purchase required to appear on the class composite.</td>
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<tr>
<td>Nursing Pin (optional)</td>
<td>$55.00 and up</td>
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<tr>
<td>Order through NWCC Bookstore</td>
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**Graduation Ceremony**

Nursing students completing the course of study in the spring semester are encouraged by NWCC to participate in the college graduation ceremony. Those completing in the fall semester may participate in the graduation ceremony the following spring if they so desire, but will receive their nursing pins at a ceremony held in their honor in December.
THESE POLICIES ARE REVIEWED ANNUALLY BY THE NURSING FACULTY, AND MAY BE CHANGED WHEN NECESSARY. EACH STUDENT CURRENTLY ENROLLED IN THE NURSING PROGRAM WILL BE GIVEN PROPER ADDENDA TO REFLECT ANY CHANGES WHEN HE/SHE WOULD BE AFFECTED BY SUCH CHANGE. MORE SPECIFIC DATA CONCERNING POLICIES MAY BE REFLECTED IN THE COURSE SYLLABI AND, IN THAT CASE, SUPERCEDE GENERAL POLICIES REFLECTED IN THE HANDBOOK.

Revision:

<table>
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