

**HINDS COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM HANDBOOK
Fall 2021**

COVID-19

Mask Use

Due to the prevalence of the highly transmissible Omicron Variant, masks are encouraged but not required in crowded settings such as the classroom and during activities of close prolonged contact with others. Please mask according to your comfort level while on campus and in classrooms.

Because certain laboratory skills require students to be less than six (6) feet apart, students may be asked to wear an N95 mask when in the skills lab and in very close proximity.

- **If exposed to COVID-19, no quarantine is necessary for fully vaccinated individuals unless symptoms develop.**

COVID-19 guidelines will continue to change based on information Hinds Community College receives from the MSDH and CDC. Room capacities could change at any time and could affect class, lab and clinical experiences. Check Canvas frequently for any updates or changes.

Modification to Meeting Dates and Methods

A: 7/20

Due to sudden changes related to the COVID-19 pandemic, the instructor may change the initial scheduled attendance dates and instructional method of this course to enable course completion within its required time frame. In such a case, the instructor will provide you, the student, with an addendum to the syllabus that will replace this version.

What if I am sick or quarantined?

Once you have completed the Hinds guidelines regarding self-reporting (<https://www.hindscc.edu/covid/campus-plan/student-responsibilities>), your instructor(s) will be informed from the central office reviewing the Self Reporting Form submissions. Your instructor will have the course available for you on Canvas and you will be able to continue your work in the course from a remote location. At that point, your attendance will be marked based on your completion of assigned work until you are cleared to return to campus.

Student Responsibilities

Students will be required to do the following: Complete the “Healthy At Hinds” training in Canvas. This training is placed as the first module in all Canvas shells.

www.hindscc.edu

ATTENDANCE REQUIREMENTS

R: 8/21, 6/19, 1/19, 12/15

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical, and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. Some programs in nursing and allied health, career fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Students are expected to attend all classes and meetings, which constitute a regular component of the courses, ADN faculty feel the excessive absences render a student unable to achieve the didactic, laboratory, and/or clinical objectives of the courses.

Generic Option Absences:

1. An associate degree nursing student enrolled in the generic option is allowed to miss **no more than five (5) absences per semester; this includes classroom, laboratory, and clinical absences.** The breakdown for this is as follows:
 - a. Classroom and/or lab – no more than five (5) absences per semester; (see make-up information under the “Make-Up Work” Section of this handbook).
 - b. Clinical
 - i. Excused absences – One (1) excused absence is allowed and does not have to be made up (see make-up information under the “Make-Up Work” Section of this handbook). This absence will not count against the total number of absences for the course. Any other excused absences will be treated as unexcused as outlined below.
 - ii. Unexcused absences – Two (2) unexcused clinical absences are allowed; unexcused absences must be made up on the scheduled clinical make-up day in order to meet the clinical objectives of the course. Clinical make-up days are scheduled in advance by the clinical instructor after the last day to withdraw. There will be no additional clinical make-up days scheduled, except in case of an instructor emergency; therefore, if a student misses a clinical make-up day, for any reason, he/she cannot progress in the Program, will receive an “F” in the course and may apply for re-admission if eligible.
 - iii. Learning laboratory experiences scheduled in lieu of clinical lab shall be considered under this policy.
 - iv. Simulation clinical/laboratory activities will be REQUIRED to be made up at a time designated by the faculty team. There are no excused absences for simulation clinical/laboratory activities.

Transition to RN Option Absences:

1. A Transition to RN nursing student enrolled in a 16-week or 8-week course is allowed to miss **no more than four (4) absences per semester, this includes classroom, laboratory, and clinical absences.** The breakdown for this is as follows:
 - a. Classroom - no more than four (4) absences; (see make-up information under the “Make-Up Work” Section of this handbook).
 - b. Learning Lab
 - i. One (1) **excused** absence is allowed in the learning lab; however, this absence must be made up on the scheduled learning lab make-up day (see make-up information under the “Make-Up Work” Section of this handbook). There will be not be an additional make-up for missing a scheduled make-up day, regardless of the reason.
 - ii. An unexcused absence in the learning lab cannot be made up; therefore, will result in the dismissal from the Program due to excessive absence.
 - c. Clinical
 - i. Excused absences – One (1) excused absence is allowed and does not have to be made up (see make-up information under the “Make-Up Work” Section of this handbook). This absence will not count against the total number of absences for the course. Any other excused absences will be treated as unexcused as outlined below.
 - ii. Unexcused absences – One (1) unexcused absence is allowed; an unexcused absence must be made up on the scheduled clinical make-up day in order to meet the clinical objectives of the course. A clinical make-up day is scheduled in advance by the clinical instructor after the last day to withdraw. There will be no additional clinical make-up day scheduled, except in case of an instructor emergency; therefore, if a student misses a make-up clinical day, for any reason, he/she cannot progress in the Program, will receive an “F” in the course and may apply for re-admission if eligible.

- iii. Learning laboratory experiences scheduled in lieu of clinical lab shall be considered under this policy.

For more information regarding Make-Up Work, see the “Make-Up Work” Section of this handbook.

CLINICAL (LAB, SIMULATION LAB, AND CLINICAL) PREPARATION

The student is required to report to any lab, simulation lab, and clinical prepared and with necessary paperwork. Failure to be prepared will result in dismissal from lab, simulation lab, or clinical that day. An absence will be recorded for that day; the day will be required to be made up; and if this occurs on a clinical day, the clinical evaluation tool will reflect this undesirable outcome.

CLINICAL SETTING CONDUCT

R: 2/12, 12/94

The student is required to wear a lab coat and Hinds Community College name tag when going to clinical setting for assignments. The student is responsible for adhering to specific clinical agency regulations as far as appropriate time to review clients’ medical records and collect data. Students are not allowed to be in the clinical area from 8 pm to 6 am unless in clinical lab or transition unit. Students are not allowed to take minor children to the clinical setting during assessment time or clinical lab. The student is to wear school uniform during assigned clinical lab period unless otherwise specified. Visiting clients socially in uniform is not condoned. Wearing the uniform in any other situation is prohibited and is cause for disciplinary action.

COMMUNICATION

R: 12/14, 8/13, 12/12

The student is responsible for checking for any messages and/or communication from faculty, staff, and/or administration by electronic mail, Canvas, or designated bulletin boards daily. Communication with students will be provided through one (1) of these communication means. The approved electronic mail address is the student address assigned through hindsc.edu.

CONFIDENTIALITY

Students may come in contact with confidential information both clinical and employee related through written records, documents, ledgers, internal verbal correspondence and communications, computer programs and applications. Confidential information cannot be disclosed to anyone other than those designated and/or appropriate persons at the clinical facility, directly or indirectly, either during or after the clinical experience. Violations or breach of confidentiality may be cause for termination of the student’s clinical rotation at the clinical facility, in addition to possible legal remedies available and disciplinary action by Hinds Community College.

CLINICAL STUDENT SIGNATURE

Students will sign documentation on medical records with first name initial, last name, followed by Hinds NS: J. Doe, Hinds NS. Specific facilities may have other requirements.

COURSE DEFERRAL REQUIREMENTS

R: 8/19, 1/19, 1/16, 8/08

Students who successfully complete a nursing course may defer continuation to the next course based on compliance with the following criteria:

1. Notify Director in writing of intent to defer and projected semester of return. Students requesting deferral may not be guaranteed placement in the semester requested due to space/faculty limitations.
2. Preregister by the specified deadline.
3. Update health requirements, including but not limited to, TB skin test, CPR, and background record check requirements as needed. See NAH Clinical Records Packet.

The maximum time that nursing courses may be deferred is one (1) year or two (2) regular semesters.

Once a student has enrolled in the Nursing Program, the student may not request to transfer between campuses; however, administration may allow transfer opportunities based on Program needs.

COURSE FAILURE

Refer to the Nursing and Allied Health Student Manual.

COURSE TRANSFERABILITY

This course is transferrable to all Institutions of Higher Learning (IHL) within the State of Mississippi. Check with out-of-state IHL’s.

COURSE WITHDRAWAL

Refer to the Nursing and Allied Health Student Manual.

DISABILITY SUPPORT SERVICES STATEMENT

R: 5/21

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus-Academic/Technical Center	601.987.8158	Utica Campus Academic	601.885.7022
Jackson Campus-Nursing/Allied Health Center	601.376.4803	Utica Campus Career-Technical	601.885.7128
Rankin Campus	601.936.5544	Vicksburg-Warren Campus	601.629.6807
Raymond Campus	601.857.3646		

Email: DSS@hindsc.edu
Video Phone 601.526.4918

EMERGENCY GUIDELINES

Emergency procedures for the college are included in the College Catalog, College Student Handbook and Nursing and Allied Health Student Manual. Emergency plans for clinical agencies are included in the orientation to the clinical agency.

EVALUATION

Evaluation Procedure

R: 12/19, 12/12, 7/03

Students will be evaluated in accordance with the HCC Division of Nursing Student Evaluation Procedure found in each course syllabus. It is the responsibility of each student to read and understand the evaluation procedure.

Grades are posted on Canvas for student access; however, grades may change, even after posting, if it is determined that issues with the grading process (keyed incorrectly, questions nullified, more than one (1) answer accepted, etc.,) have occurred.

Canvas does NOT have the ability to calculate students' final grades as outlined in the evaluation procedure below. Therefore, students must calculate their Course Test Average using the information found in the course syllabus, and not rely on Canvas for an accurate reflection of their final course grade. Final course grades are posted in My.Hinds at the completion of the semester.

Grading Scale

90 – 100 = A
80 – 89 = B
78 – 79 = C
70 – 77 = D
0 – 69 = F

HINDS COMMUNITY COLLEGE NOTICE OF NON-DISCRIMINATION STATEMENT

R: 5/21

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: EEOC Compliance: Sherry Franklin, Vice President of Instruction/Career & Technical Education, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindsc.edu. Title IX: DeAndre House, Associate Vice President Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3353 or Email: TitleIX@hindsc.edu.

HINDS COMMUNITY COLLEGE VIDEO SURVEILLANCE

R: 8/21

Hinds Community College utilizes video security as a public safety, emergency response and crime prevention tool on its campuses and locations. Hinds CC is committed to enhancing the quality of life of the campus community by integrating the best practices of technology use for safety and security. A critical component of the comprehensive security plan is the utilization of video security systems.

This policy balances the use of video security to assist in protecting the safety and security of the Hinds CC community with the preservation of individual privacy, freedom of expression and civil liberties. To ensure the protection of individual privacy rights in accordance with the College's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of video security equipment and the handling, viewing, retention, dissemination, and the destruction of video security records. The purpose of this policy is to regulate the use of video security systems used to observe and record areas on campus in a manner consistent with accepted rights of privacy. Although video will be recorded, this policy does not imply or guarantee that the video security system will be monitored in real time.

INSTRUCTOR OFFICES

Students are not allowed in the instructors' offices unless an instructor or secretary is present due to security reasons.

LEARNING LAB GUIDELINES

R: 8/20

The NAHC lab is open and available for use from 7:30 am to 4:00 pm Monday –Thursday and 7:30 am to 3:30 pm on Friday. Alternate times may be considered based off student requests and lab personnel schedules. The Rankin Campus Learning Lab hours are scheduled on the semester calendars and can be scheduled by request. Learning Lab offices are private offices and must be respected as such. Equipment and supplies may be checked out for practice and on community teaching days. Students must sign out and in for material. The supplies utilized from the learning lab are not sterile, and they **should not** be used for invasive procedures.

LEARNING LAB PRACTICE & REFERRAL

When an instructor observes a deficit in performing a skill during the skills evaluations period in the Learning Lab, she/he may require mandatory practice in the Learning Lab. Mandatory practices and referrals in the Learning Lab are to be arranged by the student in advance by appointment only. If not able to keep your appointment, call the person you have an appointment with to cancel. The instructor will indicate the date by which the practice must be completed. A referral to the Learning Lab can be made when an instructor observes any area of weakness in planning or performing safe care. Instructor referrals are considered mandated referrals. Mandated referrals are required! Self-referrals are initiated by the student when the student feels additional lab practice is needed in order to feel more confident in performing skills. Referral can also be made to assist students with improving study skills, time management, etc. Referrals to the Learning Lab must be arranged by the student, by advance appointment only.

Failure to comply with a Learning Lab Referral by a specified date will result in the student being excluded from Clinical Lab until the required activities have been completed. A lab absence will be recorded for each clinical day missed.

LEARNING TO LEARN CAMP

R: 8/21

Students who need to meet readmission by exception requirements should contact their Program Director/Chairperson regarding information about the Learning to Learn Camp. The Learning to Learn Camp is currently held once a year in May. (Please Note: This is usually the week after final exams which may result in a short notification for students). Final details for camp dates and times will be provided at a later date. See the Nursing/Allied Health Student Manual for more information about Learning to Learn Camp.
https://cdn2.hubspot.net/hubfs/196949/Documents/NAHC/NAH_Student_Manual.pdf

MAKE-UP WORK

Classroom:

R: 8/20, 1/19, 1/03

The student is responsible for all content missed due to absence and must initiate negotiations if assistance is desired. The student is responsible for contacting the appropriate faculty member to make up all missed assignments on the first day the student returns to class. If the student is out due to COVID-19, the student is responsible for completing the Health at Hinds survey.

Tests:

R: 1/19, 11/09, 5/06

To be eligible for a make-up test, students must have a valid excuse for the absence; work conflicts and personal plans are not valid excuses. Students are expected to notify either the Director or faculty of the absence **prior** to the test time and are required to present a written explanation for the absence to the Director. **Upon review of the written explanation and verifying documentation, the Director and/or Dean will determine if the student is eligible to make-up the test.** Make-up tests will be given at the end of the semester, prior to the final exam, and will be a like number of items. Students will be assigned a grade of zero (0) until the make-up test has been completed. Habitual absenteeism from tests is grounds for refusal by the teaching team, the Director, and/or Dean of Nursing to

give a makeup test, which would result in a grade of 0% for that test. Students excused for official college business must notify either the Director or faculty prior to the test date to make arrangements for a make-up test. Otherwise, the make-up test procedure as stated above will apply. Students who are absent from a final exam without approval of the Director will receive a course grade of “F.”

If a student is tardy on a test day, the student will be allowed to take the test. If a student is more than fifteen (15) minutes late on a test day, an absence will be recorded, and the student will not be allowed to take the test. A make-up test will be given according to the Make-Up Work Procedure.

ExamSoft® testing platform is used for all unit tests and final exams. See ExamSoft® Testing Guidelines, Appendix A.

Learning Laboratory, Simulation, and Clinical:

R: 1/19, 12/12, 2/02

The faculty of the Division of Associate Degree Nursing unanimously agree that participation in the clinical laboratory/learning laboratory/simulation laboratory is an essential learning experience for all students, and that absence from this experience both lessens student learning and impairs the ability of the teacher to realistically critique student performance. The faculty also believe that avoidable absence from clinical lab reflects a lack of responsibility or reliability and should thus be evaluated. Learning laboratory experiences scheduled in lieu of clinical lab shall be considered under this policy.

Therefore, any student who is absent from or tardy to a clinical or learning lab for any reason will be required to explain the reason for the absence to the clinical faculty member and the Director. Each case will be decided on its own merits, but job conflicts, business or pleasure trips, and demands of other course work are not valid reasons. A tardy or clinical absence report will be given to the Director.

To receive an excused absence for clinical, one (1) of the following situations must exist:

- Personal illness verified by a physician’s visit and documentation of visit.
- Death in the student’s immediate family, verified by a copy of the obituary.
- Court appearances with appropriate documentation.
- An absence deemed by a Chairperson/Director to be a valid unavoidable absence that is approved after consultation with the other nursing Chairpersons/Directors.
- Official school activity with written verification.

One (1) excused clinical absence will be allowed without a required make-up experience. The student must present appropriate documentation to the Director within 48 hours or two (2) class days of absence in order for the absence to be excused. A NO CALL/NO SHOW for a clinical absence cannot be deemed as an excused absence.

The student is responsible for notifying the appropriate clinical faculty and clinical agency as designated by the faculty member of any absence prior to the scheduled time of arrival. Failure to do so will constitute a lack of accountability and will result in an unexcused absence. The student is responsible for informing the faculty of the name of the clinical individual notified.

Laboratory, simulation, and clinical activities will be **REQUIRED** to be made up at a time designated by the faculty team. There are no excused absences for simulation clinical activities. However, the hours to be made up may be made up in a different clinical setting (hospital, long term care facility, etc.). The student is responsible for contacting the appropriate faculty member to make up the lab the first day the student returns to class (generic students only).

See “Attendance Requirements” for clinical make-up for additional information.

MENTAL WELL BEING

A: 6/20

As a college student, you may sometimes experience problems with mental health that interfere with academic experiences and negatively impact daily life. If you or someone you know experiences mental health challenges at Hinds CC, please contact the Advising and Counseling Office or designated counselor on your respective campus. For more information, click on the link at <https://www.hindscc.edu/student-services/mental-health-services>.

Services provided by the counseling centers are free and confidential. Usually, no appointment is necessary. Remember that getting help is a smart and courageous thing to do for yourself, for those you care about, and for those who care about you.

- Jackson Campus – Academic/Technical Center – 601.668.3933
- Raymond Campus and fully online eLearning – 601.857.3219
- Jackson Campus – Nursing/Allied Health Center – 601.376.4807
- Utica Campus – 601.906.3271
- Rankin Campus – 601.936.1879
- Utica Campus Career-Technical – 601.885.7128
- Vicksburg-Warren Campus – 601.829.6807
- After Hours – 601.488.9805

NAHC MAP DIRECTORY

<https://cdn2.hubspot.net/hubfs/196949/Documents/Campus%20Maps/NAHC-map.pdf>

NAHC STUDENT MANUAL

R: 8/16, 5/15, 8/08

The Hinds Community College Nursing and Allied Health Student Manual can be accessed at the following web link: https://cdn2.hubspot.net/hubfs/196949/Documents/NAHC/NAH_Student_Manual.pdf. The online manual contains the information/policies/guidelines that are applicable for all students at Hinds Community College, NAHC. After thoroughly reading this manual you will sign a statement in the signature packet that you have read and understood the student manual.

NURSING AND ALLIED HEALTH CIVILITY STATEMENT

Faculty and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. In order to achieve positive outcomes, faculty and students are expected to be professional at all times, take responsibility for teaching and learning, and to encourage an environment which is free of distractions or disruptions. Inappropriate behavior will be addressed in accordance with College policies, procedures, and guidelines.

RELEASE OF INFORMATION

Clinical agencies may request the student's social security number and phone number as needed for agency requirements.

REQUIRED MATERIALS AND TEXTS

R: 8/13, 5/06

Lab: Required student uniform, shoes, lab coat, name tag, bandage scissors, watch with seconds designation, black ballpoint pens, stethoscope and blood pressure cuff.

Texts: Textbook lists are located in each course syllabus.

RETURN TO SCHOOL CLEARANCE

A student who is hospitalized must present a return to work certificate from their physician to the Director, before returning to classroom/clinical areas. Other circumstances that may affect a student's or client's safety will also require a return to work certificate. Examples: communicable disease, pregnancy, accidents. The Director will request such certificate when deemed appropriate.

SOCIAL MEDIA POLICY

A: 8/21

Refer to the Nursing and Allied Health Manual.

STUDENT DUE PROCESS

A: 8/08

Refer to college student handbook

https://cdn2.hubspot.net/hubfs/196949/Documents/NAHC/NAH_Student_Manual.pdf

STUDENT SUPERVISION

R: 5/07

Students must be supervised when performing skills as designated by agency policy or Course Guidelines for Student Supervision.

TEACHING STRATEGIES

R: 6/99

Units of nursing content are taught by nursing faculty who utilize a variety of strategies such as lecture, guest speakers, group discussion, small group work, study guides, and creative learning activities. A wide variety of audiovisual aids and computer assisted instructions are available and used in the classroom, learning lab, library, and computer lab.

TEST GRADE REPORTING

R: 12/17, 8/13, 5/06

To protect student confidentiality, grades are **NOT** given out by telephone or e-mail. Test grades will be reported on the Course Canvas web site within three (3) class days.

Grades are posted on Canvas for student access; however, grades may change, even after posting, if it is determined that issues with the grading process (keyed incorrectly, questions nullified, more than one (1) answer accepted, etc.,) have occurred.

Canvas does NOT have the ability to calculate students' final grades as outlined in the evaluation procedure described in each course syllabi. Therefore, students must calculate their Course Test Average using the information in the course syllabi, and not rely on Canvas for an accurate reflection of their final course grade. Final course grades are posted in My.Hinds at the completion of the semester.

TEST REVIEW

R: 8/19, 1/19, 4/04

All students receive an individual test review at the end of each test administered on ExamSoft®, at which time students are allowed to review test items answered incorrectly. The Individual Test Item Form will be completed during the ExamSoft® test review and must be submitted to faculty before leaving the testing environment. A concept remediation session will be held at a time designated by the faculty team. Students making less than a 78 are required to attend; however, all students are encouraged to attend the concept remediation. Any student that requests further review must schedule an appointment with their faculty advisor to review individual strengths and weaknesses within ten (10) school days from the date of the exam. **No test items will be reviewed at that time.** A test item review form is available for students who are requesting further review of a test item and must be completed within ten (10) school days from the date of the exam.

TEST SECURITY

R: 11/09, 5/06

Refer to the Nursing and Allied Health Student Manual.

TESTING GUIDELINES – EXAMSOFT®

R: 1/18

ADN Program Student Guidelines for ExamSoft® Testing is located in Appendix A.

TESTING GUIDELINES – COMPREHENSIVE EXAM

R: 1/19, 5/15, 1/15, 12/14, 8/14, 5/13

A comprehensive exam grade will be assigned for each course. All students are required to take the comprehensive final exam. Students who have an excused absence from the comprehensive (final) exam will be allowed to take a make-up exam. Students who are absent from a comprehensive (final) exam without the approval of the Director will receive a course grade of "F".

TEST ITEM REVIEW GUIDELINES AND REQUEST FOR TEST ITEM REVIEW FORM

The guidelines for students requesting a test item review and test item review form are attached as Appendix C.

TECHNOLOGY INFORMATION

Get your grades and more on the Hinds website www.hindscc.edu

1. **Students can use My.Hinds to view the following real time information:**
 - Final Course Grades
 - Grade Point Average
 - Transcript (Unofficial)
 - Transcript Request Status
 - Class Schedule
 - Search for Classes
 - Program Evaluation (courses in major shop for new major)

- Financial Aid
- My Documents
- Test Summary
- Online Registration
- Online Fee Payment
- Account Summary

Log-in with: User Name is first letter of your last name + full Hinds ID number

Example: John Smith, 1234567; \$1234567

Password: By default your HindsNet password is your first and last initial (capitalized) + 6-digit birthday + \$

Example: John Smith, Birthdate: Jan. 1, 1970; JS010170\$

2. **Activate My.Hinds email-official HCC communication**

- Admissions, Financial Aid, Counseling, Housing
- Attendance/Absences-Notice of Absence Warnings
- Instructor and College Officials
- Refunds to your Hinds Debit Card/Checking
- Various Activities, Departments & Services

Log-in Link: www.hindscc.edu/online/

Log-in with: First name, a period, last name, last five (5) digits of HCC ID number followed by go.hindscc.edu

Example: Suzy.Jones30335@hindscc.edu **DO NOT** follow the example given on the screen!

Password: SJ061783\$ [your initials in capital letters, your birthday, a \$ sign for June 17, 1983] mmddy (no dashes, no slashes).

3. **UP YOUR HINDS EMAIL ACCOUNT**

R: 8/20

My.Hinds [Bridge:http://my.hindscc.edu/](http://my.hindscc.edu/)

It is important to check your official Hinds email address **at least daily**, as the college and your instructors will often times send you important messages and assignments only to this email address.

4. **CANVAS LOG-IN INFORMATION**

Accessing Your Courses

Go to: <https://hindscc.instructure.com/login>

Username

Your HindsNet username will be the first initial of your last name, followed by your full Hinds ID number.

Password

Your initial password is your first and last initials (capitalized) + six-digit date of birth + the \$ sign.

For Example:

John Smith (Hinds ID number 1234567), who was born on January 1, 1970, would use the following login information:

Username: \$1234567 Password: JS010170\$

Once logged in to your Canvas site, go to Courses near the top of the screen to access your courses.

5. **TUTORING**

NetTutor is a free 24/7 live virtual tutor. You can find Net Tutor located in the menu buttons on the left navigation menu in each of your courses.

You can also access On Campus tutoring on any of the Hinds Community College campuses. For more information, use the link below:

<https://www.hindscc.edu/student-services>

Help Desk 601.857.3344

Canvas Technical Assistance 1.855.305.2755

UNIFORM/PROFESSIONAL DRESS GUIDELINES

R: 5/16

ADN Uniform/Professional Dress Guidelines is located in Appendix B.

**HINDS COMMUNITY COLLEGE
ADN PROGRAM STUDENT GUIDELINES FOR EXAMSOFT® TESTING**

GENERAL GUIDELINES:

1. Each student must have a working and functional computer that complies with Associate Degree Nursing Program and ExamSoft® requirements. The student should have an external mouse with their computer during testing.
2. Students are expected to report for exams at least fifteen (15) minutes prior to the start time of the exam. This is to allow ample time to ensure computers are functional and the site is easily accessed. For example, if test start time is 9:00 am, students should be in testing room at 8:45 am, and powering up computer, etc. No student will be allowed in testing area AFTER 9:00 am
3. Once the exam has begun, no student will be allowed to enter the room. If the faculty has not been previously notified regarding an absence, the student will receive a zero (0).
4. All exams will be closed for download by 11:59 pm, the night prior to the examination date and time.
5. Once a student enters the testing environment, students are NOT allowed to access any information on the computer other than the ExamSoft®/Examplify icon/exam. Any student who is caught accessing any program, notes, documents, ebooks, web browser, or anything other than ExamSoft®, before, during or after the exam, will be considered as cheating and will be given a zero (0) on all tests given that day and receive a student conduct referral.

COMPUTER ISSUES THAT RESULT IN FAILURE TO DOWNLOAD OR CONTINUE THE EXAM:

1. If a student has a computer issue, faculty must be notified no later than one (1) hour prior to the start of the exam. This will allow ample time for problem solving.
2. If a student experiences computer issues once the exam starts, the faculty must be notified immediately.
 - a. Students with repeated computer issues, excluding failure to download, such as battery failure, failure to turn off Anti-Virus software, “freezing” of computer, etc., will not be allowed extra time to complete exam. Only questions answered in ExamSoft® will be scored.

CONSEQUENCES FOR FAILURE TO DOWNLOAD THE EXAM:

1. If a student fails to download the exam according to policy (by 11:59 pm the night prior to the exam), regardless of the reason, the student will receive a written warning to be filed in the appropriate Director's office.
 - a. **First Offense** – The written warning is considered the FIRST OFFENSE for the entire program of study, regardless of when the First Offense occurs in the Program. If a student fails to download a test by the deadline, the student will be given a second download by the Director after the written warning is completed with no penalty.
 - b. **Second Offense** – If the student fails to download the exam after the First Offense (that is, if the student fails to download the exam a second time at any point during the Program), the student will be given a second download by the Director and ten (10) points will be deducted from the score the student receives on the exam.
 - c. **Third Offense** – If the student fails to download the exam after the Second Offense, (that is, the student fails to download the exam a third time at any point during the Program), the student will be given a second download by the Director and fifteen (15) points will be deducted from the score the student receives on the exam.
 - d. **Fourth and Future offense** – If the student fails to download the exam after the Third Offense, (that is, the student fails to download the exam four (4) or more times at any point during the Program), the student will be given a second download by the Director and 20 points will be deducted from the score the student receives on the exam.

AFTER THE EXAM:

1. Once the exam is finished, the student will upload the exam and will close the laptop.
2. All scratch paper will be collected.

3. No student is permitted to leave the room until all students are completed testing.
 - a. In the event of a computer issue, the maximum time for uploading is 24 hours.
 - b. In the rare event that more than 24 hours is needed to upload, the ExamSoft® administrator may extend the deadline to upload until the computer issue is resolved.

TEST RESULTS AND REVIEWS:

R: 1/22, 8/21, 8/20

1. All test reviews will be done immediately after the test.
2. No partial credit will be given for multiple option questions.
3. All students receive an individual test review at the end of each test administered on ExamSoft®, at which time students can review test items answered incorrectly. (For more information see Test Review section mentioned earlier in Handbook).
4. Faculty will distribute the code for students to view rationales for missed questions at the beginning of the “review time” as determined by the course faculty.
5. This test review is an individual test review. No questions will be discussed at this time. **No discussions, questions, other verbal communication, inappropriate non-verbal communication or unprofessional behaviors are allowed during this test review or following the test review. Any discussion, questions, unprofessional behaviors, etc., by students during the test review will result in the loss of post-test review for that particular exam and could result in disciplinary action. Any discussions, questions, unprofessional behaviors, etc., by students after the test review will result in disciplinary action.**
6. The Individual Test Item Form will be completed during the ExamSoft® test review and must be submitted to faculty before leaving the testing environment.
7. Students will continue to have the opportunity to meet with individual instructors for further review regarding any questions or concerns as outlined in the Test Review section of the Program Handbook.

MATH TEST GUIDELINES:

1. Rounding rules apply to all math test items.
2. Calculator functions will be enabled with ExamSoft® for math questions. Students are required to use the ExamSoft® calculator.
3. When answering all math calculations, the student must **ONLY** enter the number in the answer blank. Any letters such as mg, ml, drops, etc., will be scored as incorrect. *This is what is required on NCLEX-RN testing.* For example, if the answer is 10 ml, the student should only put “**10**” in the answer blank. If ml is also added, the answer will be scored as incorrect.
4. Any scratch paper used will be provided by faculty. Scratch paper will be given out at the start of the test and will be collected immediately after testing.
5. Students are **NOT** required to show their work.
6. All other ExamSoft® guidelines apply.
7. Backwards navigation will be allowed on math calculations test only; it will not be allowed on unit tests or final exams.

MISCELLANEOUS:

1. No backwards navigation is allowed on ExamSoft® exams administered except for math tests.
2. Any scratch paper used will be provided by faculty. All scratch paper will be collected by the faculty immediately after testing. **Students may not re-write test questions, either in part or in entirety, on any scratch paper, desk, skin, etc. This is considered academic dishonesty and will be treated as such.**
3. Students are only allowed to bring pencil/pen and laptop with external mouse into an exam or an exam review session. Backpacks, purses, books, smart watches, fit bits, or other “smart” devices, any billed or brimmed caps/hats, sunglasses, or food and drinks, etc. are not allowed in the classroom or review area.
4. Any student possessing any Bluetooth capable device (cell phone, smart watch or tablet) in the room during testing will receive a grade of zero (0) for the test and will receive a student conduct referral.
5. Students are NOT permitted to take any notes during the test (individual or team) or during test reviews.
6. Neither ExamSoft® nor the HCC ADN Program assume any responsibility for interruptions whether isolated or widespread.
7. Exams will not be delayed or suspended due to computer problems.
8. For all questions, you can assume that you have a healthcare provider prescription to provide the nursing care in the options presented to you.
9. The time allowed for completion of each test will be communicated in orientation sessions and will be included in test directions. ExamSoft® tests begin timing students when students begin the test. If student is still testing when time runs out, tests in ExamSoft® will shut off and upload automatically. ExamSoft® has a clock feature to allow students to monitor their remaining time on a test.
10. Students may not ask questions during the test period **unless they are related to having computer issues.**

Exemplify Computer Requirements – Revised SPRING 2022
Windows Minimum System Requirements

Windows Requirements for Exemplify Version 2.8:

- Operating System: 32-bit and 64-bit versions of Windows 10 and Windows 11.
- **Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.**
 - *If you are using a Microsoft Surface device, [please read this article](#) for important instructions on Windows 10 “S mode” versus the standard Windows 10. S mode is **not** compatible with Exemplify.*
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows 10 certified for use are 20H2, 21H1, 21H2, and Windows 11 21H2.
- The English (United States) Language Pack must be installed.
- ExamSoft® does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: Non-ARM based processor supported by your operating system
- RAM: 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space
- For on-site support, and in order to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys, may be required.
- Internet connection for download, registration, exam download, upload and some exam features.
- Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.

MAC Requirements for Exemplify Version 2.8:

- Catalina, Big Sur, and Monterey
- For a better experience, we recommend that you take your exam on the same OS version that you have completed a recent successful mock exam.
- Only genuine versions of Mac operating systems are supported.
- CPU: Intel or M1 processor. Devices using Apple’s M1 and Apple Rosetta 2 are supported. [To learn more, click here.](#)
- RAM: 4GB or higher
- Hard Drive: 4GB or higher available space
- For on-site support, and in order to back-up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including device passwords may be required.
- Server version of Mac OS X is not supported.
- Exemplify is not compatible with virtual operating systems such as Microsoft’s Virtual Machine, Parallels, VMWare, VMware Fusion or any other virtual environments.
- Internet connection for download, registration, exam download and upload.
- Administrator-level account permissions ([Instructions](#)).
- Exemplify is not compatible within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.

PLEASE NOTE:

Hinds Community College’s contract with ExamSoft® DOES NOT support the use of iPads for the administration of exams through the ExamSoft® platform.

Computer specs may change periodically; this is determined by ExamSoft®; HCC is not responsible for any computer upgrades, etc. due to the change in the specifications.

**HINDS COMMUNITY COLLEGE
DIVISION OF NURSING
ASSOCIATE DEGREE NURSING
UNIFORM/PROFESSIONAL DRESS GUIDELINES**

STUDENT UNIFORM

The **official student uniform** is to be worn for ALL class, learning lab, simulation lab, clinical including going to clinical to pick up clinical assignments), and community activities, and consists of the following:

1. Pewter scrubs (selected styles only) with appropriate patch and striping.
2. Gray, white, or black closed-toe shoes of impervious material (no mesh). No shoe may have an open heel.
3. White scrub jacket (selected style only) with appropriate patch and monogram first initial, last name.

General Uniform Guidelines:

***Guidelines 1 – 11 apply to ALL areas: classroom, learning lab, simulation lab, clinical and community settings. Guideline 12 is for classroom only.**

1. Students are required to wear the official student uniform ordered from the approved ADN uniform company.
2. The HCC picture ID badge must be worn in the upper corner of the uniform or lab coat at all times. If a badge reel is worn, it must be the HCC approved badge reel.
3. Uniforms must be clean and ironed.
4. If a uniform skirt is worn, it must be no shorter than the middle of the knee and worn with white hose (no socks or knee highs).
5. Students can wear a short or long sleeve black t-shirt under uniform. If a short-sleeved t-shirt is worn, the sleeves are not to extend beyond the sleeve of the uniform.
6. Program emblems must be centered approximately ½ inch below the shoulder seam on the left sleeve of the uniform top and lab coat. (Approved uniform company adds patch)
7. Sleeve of scrub top must be appropriately striped with maroon striping. (Approved uniform company adds striping)
8. The lab coat is to be worn to & from a clinical agency and removed upon arrival to a client care area. The lab coat is to have the appropriate Program emblem patch on the left sleeve.
9. The lab coat may be worn over the uniform for comfort, if permitted by the agency; however, the lab coat may NOT be worn while giving direct client care.
10. Students must wear lab coat over uniform when leaving campus, clinical, or while in any public place.
11. While in uniform in a learning lab, simulation lab, or clinical experience, smoking and gum chewing is **NOT** permitted, regardless of agency policy.
12. For classroom **only**, students may wear shoe of choice.

***Guidelines 13 – 20 apply to learning lab, simulation lab, clinical and community settings (NOT CLASSROOM).**

13. Approved shoes, as described in STUDENT UNIFORM section above, must be worn with clean white, gray, or black socks or white hose. Shoes and shoelaces, if present, must always be clean.
14. Hair must be well groomed, out of the face, and secured in a manner that prevents contact with clients. Hair must be a natural hair color. Simple white or neutral hair accessories may be worn. Beards must be neatly trimmed.
15. Fingernails should be trimmed short and kept natural (no nail polish, artificial nails, acrylic overlays, etc.).
16. No odors such as perfume, cologne, aftershave, cigarette smoke, or body odor are permitted while in uniform.
17. Makeup may be worn only in moderation. Permanent eyelash extensions are permissible; however artificial eyelashes are not permitted. Eyelash extensions are permanent to the extent that, when properly applied, they will stay on until eyelashes shed.
18. The only jewelry that may be worn while in uniform is a smooth wedding band, a watch with a second hand (no Bluetooth capability), and one (1) small stud earring per ear lobe if ears are pierced.
19. If functioning as a standardized patient (e.g. skills evaluation), the student may wear a sports bra/tank top and shorts. The uniform must be worn in and out of the lab setting.
20. Tattoos have to be covered.

THE FOLLOWING ARE APPLICABLE TO CLASSROOM, LAB, CLINICAL & COMMUNITY SETTINGS:

1. Clarification/interpretation of the professional dress guidelines will be at the discretion of the instructor for all settings.
2. Noncompliance will result in the student being sent home from class, learning lab, simulation lab, clinical, and community settings. A makeup lab will be required if sent home from learning lab, simulation lab, clinical, or community activities. Students will be given the option to comply, if possible, prior to being sent home.
3. Cell phones and personal pagers are NOT to be used in the class, learning lab, simulation lab, clinical or community settings. Personal pagers/cellular telephones may be stored with personal belongings in designated areas, as designated by the instructor. Cell phone use may be allowed in the classroom for activities at the instructor's discretion.
4. Agency guidelines for professional appearance and attire will be followed.

Guidelines for Students Requesting Test Item Review & Test Item Review Form

Purpose: The purpose of the request for test item(s) review is to have a process that allow students an opportunity to address test items of concern.

Process

- Students requesting a review of test item(s) must schedule an appointment with the designated faculty within ten (10) school days from the date of the test.
- The Request for Test Item Review form must be completed at the scheduled appointment while faculty is present.
- Each item in question must be substantiated with appropriate rationale and resource(s).
- A decision about the item(s) in question will be made by the faculty team within seven (7) school days.
- Testing guidelines for reviewing tests within ten (10) school days from the date of the test will be adhered to.

Request for Test Item Review Form

Test name and number _____

Student name _____ Faculty teaching content _____

Test Question # _____ OR Test Question Topic _____
Rationale & Resource(s):

Test Question # _____ OR Test Question Topic _____
Rationale & Resource(s):

Test Question # _____ OR Test Question Topic _____
Rationale & Resource(s):

**Associate Degree Nursing Program
Generic Option
Textbook List**

Electronic Textbooks and Resources

The ADN Program has adopted the use of eBooks and electronic resources. eBooks and electronic resources are charged to the student's account upon registration for the Course as "Electronic On-Line Resources". **Students may not "opt" out of these.** Students registering for a course in which they have previously been enrolled and paid for these eBooks/electronic resources will not have to pay for these resources again.

NUR 1119 Concepts of Professional Nursing I

- **Required eBooks and Electronic Resources:** Required textbooks must be purchased through Barnes and Noble. Information will be provided for this.
 - CoursePoint for Nursing Concepts – includes 5-6 eBooks which will be used throughout the Program, as well as a variety of other electronic resources, such as drug guides, lab and diagnostic information, PrepU, etc.
 - CoursePoint for Clinical Nursing Skills – includes a variety of supplementary skills information, videos, etc., to accompany the Skills eBook provided in CoursePoint for Nursing Concepts.
 - V-Sim Fundamentals
 - V-Sim Pharmacology
 - ATI Testing and Remediation
 - EHR Tutor
- **Required Textbooks (not eBooks)**
 - Gray-Morris, Deborah, *Calculate with Confidence*, 7th edition, Mosby/Elsevier.
 - Nugent, *Test Success Test-Taking Technique for Beginning Nursing Students*, 9th edition, Davis.
 - Giddens, *Concepts for Nursing Practice*, 3rd edition.
- **Optional Textbooks**
 - Deglin, *Nurses Med Deck*, 17th edition or latest edition, Davis.

In addition to the above resources, the following ADN Courses utilize:

NUR 1229 - Professional Nursing Concepts II

- **Required eBooks and Electronic Resources**
 - V-Sim Med Surg
 - ATI Testing and Remediation
 - EHR Tutor

NUR 2139 –Professional Nursing Concepts III

- **Required eBooks and Electronic Resources**
 - V-Sim Maternal/Peds
 - ATI Testing and Remediation

NUR 2249 –Professional Nursing Concepts IV

- **Required eBooks and Electronic Resources**
 - Elevate
 - ATI Testing and Remediation

Students wanting to purchase hard copies of the eBooks provided in CoursePoint for Nursing Concepts may do so; however, classroom instruction will utilize eBooks. Hard copy textbooks will not be provided by the bookstore, but may be purchased online. The following is a list of eBooks utilized in CoursePoint for Nursing Concepts:

Hinkle & Cheever: Brunner & Suddarth's *Textbook of Medical-Surgical Nursing*, 14th edition
Karch, *Focus on Nursing Pharmacology*, 7th edition
Ricci, Kyle & Carman, *Maternity and Pediatric Nursing*, 4th edition
Videbeck, *Psychiatric–Mental Health Nursing*, 7th edition
Taylor, Lillis & Lynn: *Taylor: Fundamentals of Nursing*, 9th edition
Carol Mattson Porth, *Porth: Essentials of Pathophysiology*, 5th edition (for reference only)
Marquis & Hudson: *Leadership Roles and Management Functions in Nursing*, 9th edition

Remember that if you choose to purchase hard copies of the textbooks, you still may not “opt” out of the eBooks and electronic resources that are charged to you upon registration for the course.

**** Beginning Fall 2021, Hinds has partnered with Barnes and Noble to provide hard copy books through the Maroon Book Bundle. Nursing students should opt-out of the Maroon Book Bundle online and plan to purchase required hard copy books from the Bookstore. To change your status and opt out of the Maroon Book Bundle program, please visit the Maroon Book Bundle Landing Page at <https://www.hindscc.edu/maroon-book-bundle>.**

**EOLR Fees & Textbook Costs
Generic Option**

Electronic On-Line Resources; charged upon registration of course	Required	
NUR 1119		
CoursePoint for Nursing Concepts, six (6) books		\$879.99
V-Sim Fundamentals		\$79.16
V-Sim Pharmacology		\$79.16
CoursePoint for Clinical Nursing Skills		\$123.75
NUR 1229		
V-Sim for Med Surg		\$79.16
NUR 2139		
V-Sim for Maternal/Peds *EOLR fee charged at registration		\$79.16
DocuCare, six (6) months		\$53.99
NUR 2249		
DocuCare, six (6) months		\$53.99
Elevate		\$79.00
eBook Marquis and Huston, <i>Leadership Roles and Management Functions in Nursing</i> , 9 th edition		\$95.00
Print Copy Textbooks: May be purchased in bookstore or online		
NUR 1119		
Gray-Morris, Deborah, <i>Calculate with Confidence</i>, 7th edition, Mosby/Elsevier.	Required	\$100.25
Nugent, <i>Test Success Test-Taking Technique for Beginning Nursing Students</i>, 9th edition, Davis.	Required	\$46.15
Giddens, Jean Foret, <i>Concepts for Nursing Practice</i>, 3rd edition, Elsevier.	Required	\$119.00
Deglin, <i>Nurses Med Deck</i> , 17 th edition or latest edition, Davis.	optional	\$49.25

**Associate Degree Nursing Program
Transition to RN Option
Textbook List**

Electronic Textbooks and Resources

The Transition to RN Program has adopted the use of eBooks and electronic resources. eBooks and electronic resources are charged to the student's account upon registration for the Course as "Electronic On-Line Resources". **Students may not "opt" out of these.** Students registering for a course in which they have previously been enrolled and paid for these eBooks/electronic resources will not have to pay for these resources again.

NUR 2114 Introduction to Transition to Professional Nursing Concepts

- **Required eBooks and Electronic Resources:** Required textbooks must be purchased through Barnes and Noble. Information will be provided on this.
 - CoursePoint for Nursing Concepts – includes 5-6 eBooks which will be used throughout the Program, as well as a variety of other electronic resources, such as drug guides, lab and diagnostic information, PrepU, etc.
 - CoursePoint for Clinical Nursing Skills – includes a variety of supplementary skills information, videos, etc., to accompany the Skills eBook provided in CoursePoint for Nursing Concepts.
 - V-Sim Fundamentals
 - V-Sim Pharmacology
 - ATI Testing and Remediation
 - EHR Tutor
- **Required Textbooks (not eBooks)**
 - Gray-Morris, Deborah, *Calculate with Confidence*, 7th edition, Mosby/Elsevier.
 - Nugent, *Test Success Test-Taking Technique for Beginning Nursing Students*, 9th edition, Davis.
- **Optional Textbooks**
 - Deglin, *Nurses Med Deck*, 17th edition, Davis.

In addition to the above resources, the following Transition to RN Courses utilize:

NUR 2228 – Transition to Professional Nursing Concepts I & II

- **Required eBooks and Electronic Resources**
 - V-Sim Med Surg
 - ATI Testing and Remediation
 - EHR Tutor

NUR 2248 – Transition to Professional Nursing Concepts III & IV

- **Required eBooks and Electronic Resources**
 - V-Sim Maternal/Peds
 - PassPoint
 - ATI Testing and Remediation

NUR 2254 – Transition to Professional Nursing Concepts V

- Marquis and Huston: *Leadership Roles and Management Functions in Nursing*, 9th edition.
- ATI Testing and Remediation

**Students wanting to purchase hard copies of the eBooks provided in CoursePoint for Nursing Concepts may do so; however, classroom instruction will utilize eBooks. Lippincott offers a discounted black and white hard copy of the textbooks. They must be purchased through Lippincott's website, the Point, to receive the discounted rate. The following is a list of eBooks utilized in CoursePoint for Nursing Concepts:

Hinkle & Cheever: Brunner & Suddarth's *Textbook of Medical-Surgical Nursing*, 14th edition
Karch, *Focus on Nursing Pharmacology*, 7th edition
Ricci, Kyle & Carman, *Maternity and Pediatric Nursing*, 4th edition
Videbeck, *Psychiatric–Mental Health Nursing*, 7th edition
Taylor, Lillis & Lynn: *Taylor: Fundamentals of Nursing*, 9th edition
Carol Mattson Porth, *Porth: Essentials of Pathophysiology*, 5th edition (for reference only)
Marquis and Huston: *Leadership Roles and Management Functions in Nursing*, 9th edition

Remember that if you choose to purchase hard copies of the textbooks, you still may not “opt” out of the eBooks and electronic resources that are charged to you upon registration for the course.

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**EOLR Fees & Textbook Costs
Transition to RN**

NUR 2114	Required	
CoursePoint for Nursing Concepts, six (6) books		\$879.99
V-Sim Fundamentals		\$79.16
V-Sim Pharmacology		\$79.16
CoursePoint for Clinical Nursing Skills		\$123.75
NUR 2228		
V-Sim Med-Surg		\$79.16
NUR 2248		
V-Sim Maternal Peds		\$79.16
PassPoint		\$82.49
NUR 2254		
eBook Marquis and Huston, <i>Leadership Roles and Management Functions in Nursing</i> , 9 th edition		\$95.00
Print Copy Textbooks: May purchase in bookstore or online		
NUR 2114		
Gray-Morris, Deborah, <i>Calculate with Confidence</i>, 7th edition, Mosby/Elsevier.	Required	\$100.25
Nugent, <i>Test Success Test-Taking Technique for Beginning Nursing Students</i>, 9th edition, Davis.	Required	\$46.15
Giddens, Jean Foret, <i>Concepts for Nursing Practice</i>, 3rd edition, Elsevier.	Required	\$119.00
Deglin, <i>Nurses Med Deck</i> , 17 th edition (or latest edition, check with bookstore), Davis.	optional	\$49.25