ATTENDANCE REQUIREMENTS   R: 1/24, 5/23, 1/22, 8/21, 5/17, 12/15, 12/12

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 must be stated in the departmental regulations for that program of study***. The primary method by which the College communicate with its students concerning attendance is the student's College-issued email account. All students are responsible for activating their College email account and checking it frequently.

1. **Course Type/Attendance Method**
   a. On-Campus Courses: Attendance is recorded at the beginning of each class meeting.
   b. Online Courses: Attendance is recorded weekly or bi-weekly (depending on term length) and requires completion of online content-related assignments.
   c. Hybrid Courses: Attendance is recorded at the beginning of each on-campus class meeting and through the completion of online content-related assignments for the online component of the course.

2. **Absences and Tardies**
   a. Absences: absence or official absence
      1) Absence: Student is not present at the time of the class meeting or failed to complete required online content-related assignments. Make-up work is allowed at the discretion of the instructor. Students will be marked absent for missed class meetings prior to enrollment in the course.
      2) Official Absence: Student is not present due to participation in activities sponsored by the college. Student will be provided with an Official Absence Notice by the proper College official and must provide the instructor with the Verification of Official Absence form or letter. Make-up work from the Official Absence is allowed prior to a date determined by the course instructor.
   b. Tardies: A tardy is recorded when a student is not present at the beginning of the class. Students who miss more than fifteen (15) minutes of a class will be marked absent. A student who leaves the classroom without the instructor's permission will be marked absent. In online courses, tardies are determined by the instructor. Three (3) tardies equal one (1) absence. Instructors will record an absence at meeting time when the 3rd tardy occurs.
   c. A student who is more than fifteen (15) minutes late to a lab, simulation lab, or clinical will be considered absent. The instructor may allow the student to remain in the lab, simulation lab, or clinical setting if the student has arrived in enough time that the learning objectives for the experience can be satisfied. A student who is allowed to remain in lab, simulation lab, or clinical will be rated by the instructor according to his/her performance for the day, even though the student has been marked absent. The student will only be required to make up the actual time missed.

      Twelve (12) hour clinical will be REQUIRED to be made up one (1) hour for each hour missed at the time designated by the faculty team. There are no excused absences from twelve (12) hour clinical.

3. **Notice of Absence**
   A Notice of Absence (NOA) is sent to a student who has been marked absent for 5% or more of the total class meetings in the course for Nursing and Allied Health Programs. The NOA is sent to the student's College issued email account via the online attendance system. The student is required to contact the instructor immediately upon receipt of the Notice of Absence to discuss the student's attendance and options regarding the course.

4. **Excessive Absence**
   Nursing and Allied Health Programs/Courses allowable number of absences are more stringent than other courses offered at Hinds Community College. The number of allowed absences will be specifically outlined in the course syllabus and/or the Program Handbook and will be reviewed with students. Students missing more than the number of allowable absences in a Nursing and Allied Health Course/Program will have to exit the Program. The instructor will record a student's grade as W for the course. "W" is defined as withdrawal.

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.

Traditional Option Absences:
1. An associate degree nursing student enrolled in the traditional 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 and/or lab - no more than four (4) absences; (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 – 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: 11/24, 2/12, 12/94
The student is required to wear the school uniform and Hinds Community College name tag when going to the 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. 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 hindscc.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: 5/23, 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, QuantiFERON TB 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: 1/24, 8/22, 7/22, 5/21
Refer to the Hinds Standardized Syllabus.

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: 11/24, 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 may not accurately reflect 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

ADA STATEMENT/NON-DISCRIMINATION STATEMENT   R: 1/24, 5/23, 8/22, 7/22, 8/21
Refer to the Hinds Standardized Syllabus.

HINDS COMMUNITY COLLEGE VIDEO SURVEILLANCE   R: 1/24, 8/21
Refer to the Hinds Standardized Syllabus.

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: 1/24, 8/20
The NAHC lab is open and available for use from 8:00 am to 4:00 pm Monday – Thursday and 8:00 am to 11:30 am 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   R: 5/23
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 the student is not able to keep the appointment, they must call the individual with which they have the 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.

MAKE-UP WORK
Classroom: R: 8/23, 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.

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.

See "Attendance Requirements" for clinical make-up for additional information.

MENTAL WELL BEING   R: 1/23, 6/20, 824

Refer to the Hinds Standardized Syllabus.

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: 11/24, 8/13, 5/06

Lab: Required student uniform, shoes, 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   R: 1/25, 8/08

Refer to college student handbook
https://hub.hindscc.edu/hubfs/Documents/HCC_Student_Handbook.pdf?__hstc=45201853.91bf45fe31bb184031edd c65f274be2b.1691608483655.1736776845533.1736779097744.216&__hssc=45201853.3.1736779097744&__hsfp =2812288574

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: 11/24, 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: 11/24, 12/23, 5/23, 5/22, 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 Student Analysis Form will be completed during the ExamSoft® test review and must be submitted to faculty before leaving the testing environment. Students scoring less than 78 on a unit exam are required to schedule a meeting with their faculty advisor to review individual strengths and weaknesses within ten (10) school days from the date of the test or the school day prior to the next unit exam, whichever comes first.

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".

TECHNOLOGY INFORMATION   R: 11/24

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
   - 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; S1234567
   Password: By default your HindsNet password is your first and last initial (capitalized) + 6-digit birthday + $$
   Example: John Smith, Birthdate: Jan. 1, 1970; JS0101970$$

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 - click on My.Hinds.
   Log-in with: User Name is first letter of your last name + full Hinds ID number
   Example: John Smith, 1234567; S1234567 – **DO NOT** follow the example given on the screen!
   Password: By default your HindsNet password is your first and last initial (capitalized) + 6-digit birthday + $$
   Example: John Smith, Birthdate: Jan. 1, 1970; JS0101970$$
   Access E-mail: Under MY OFFICE 365 click on Outlook.

3. **SET UP YOUR HINDS EMAIL ACCOUNT** R: 5/23, 8/20
   My.Hinds Bridge: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 twice.

   For Example:
   John Smith (Hinds ID number 1234567), who was born on January 1, 1970, would use the following login information:
   Username: S1234567 Password: JS0101970$$
   Once logged in to your Canvas site, go to Courses near the top of the screen to access your courses.

5. **TUTORING** R: 12/23
   Brainfuse Online Tutoring is a free 24/7 live virtual tutor. You can find Brainfuse Online 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: 1/24, 1/22, 8/21, 8/20
   1. All test reviews will be done immediately after the test.
   2. 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 Student Analysis 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 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**.

Examplify Computer Requirements – Revised Spring 2025
<u>**Minimum System Requirements**</u>

Windows Requirements for Examplify Version 3.3.2 and 3.4.2:
- Operating System: 64-bit versions of Windows 10 and Windows 11.
- **Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 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 and 11 "S mode" versus the standard Windows 10 and 11. S mode is **not** compatible with Examplify.*
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows certified for use are Windows 10 22H2, Windows 11 23H2, and Windows 11 24H2.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- 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.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) 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%.
- **Administrator-level** account permissions.

MAC Requirements for Examplify Version 3.3.2 and 3.4.2:
- Operating System: macOS Ventura, Sonoma or Sequoia
- Only genuine versions of Mac operating systems are supported.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have completed a recent successful mock exam.
- CPU: Intel or M series processor.
- 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.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Internet connection for download, registration, exam download and upload.
- **Administrator-level** account permissions.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.

PLEASE NOTE:
Hinds Community College's contract with ExamSoft® <u>DOES NOT</u> support the use of IPads or Chromebooks 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. Steel scrubs (selected styles only) with appropriate monogram.
2. Black skirt (selected styles only).
3. Gray, white, or black closed-toe shoes of impervious material (no mesh). No shoe may have an open heel.
4. White scrub jacket (selected style only) with appropriate monogram is optional.

General Uniform Guidelines:
*Guidelines apply to ALL areas: classroom, learning lab, simulation lab, clinical, and community s**ettings.**
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 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 nude or black 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. Students can wear a Program approved t-shirt (select style only) with uniform pants/skirt in the classroom.
7. Students can wear a solid black, white, or gray sweatshirt or jacket, or a Hinds sweatshirt can be worn over the scrub top in the classroom.
8. A jacket may be worn over the uniform for comfort, if permitted by the agency; however, the jacket may NOT be worn while giving direct client care.
9. While in uniform in a learning lab, simulation lab, or clinical experience, smoking (including vaping) and gum chewing is **NOT** permitted, regardless of agency policy.
10. Approved shoes, as described in STUDENT UNIFORM section above, must be worn with clean white, gray, or black socks or nude or black hose. Shoes and shoelaces, if present, must always be clean.
11. Hair must be well groomed. Hair must be a natural hair color. Simple white or neutral hair accessories may be worn. Scrubs caps are not permitted. Beards must be neatly trimmed.
12. Fingernails should be trimmed short and kept natural (no nail polish, artificial nails, acrylic overlays, etc.).
13. No odors such as perfume, cologne, aftershave, cigarette smoke, or body odor are permitted while in uniform.
14. Makeup may be worn only in moderation. Eyelash extensions or artificial eyelashes are not permitted.
15. 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.
16. 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.
17. Tattoos must be covered in lab, clinical, simulation, and community settings.
18. Hair must be out of the face and secured in a manner that prevents contact with clients in lab, clinical, simulation, and community setting.

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 are NOT to be used in the class, learning lab, simulation lab, clinical or community settings. Cell phones 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.

HINDS COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

ATI ASSESSMENT AND REVIEW POLICY

The ATI review program offers the following to students:
- A comprehensive, assessment-driven review program designed to enhance student NCLEX®
  success.
- Multiple assessment and remediation activities. These include assessment indicators for
  academic success, critical thinking ability, and learning styles. Additionally, online tutorials,
  online Practice Assessments, and Proctored Assessments are provided and span major
  content areas in nursing. These ATI tools, in combination with the nursing program content,
  assist students to prepare effectively, helping to increase their confidence and familiarity with
  nursing content.
- ATI Orientation resources, such as the ATI Plan, which may be accessed from the "My ATI"
  tab. It is highly recommended that you spend time navigating through these orientation
  materials.

REVIEW MODULES/eBOOKS
ATI provides Review Modules in eBook formats (and hard copies) that include written and video
materials in key content areas. Students are encouraged to use these modules to supplement
course work and reading. Instructors may assign chapter reading either during a given course
and/or as part of active learning/remediation following assessments.

TUTORIALS TO SUPPORT ASSESSMENT AND REMEDIATION PROCESS
ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse,
how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic 2.0** is
an excellent way to learn the basics of how nurses think and make decisions. **Learning System
3.0** offers practice quizzes in specific nursing content areas that allow students to apply valuable
learning tools from Nurse Logic. ATI is committed to increasing student confidence by
providing students with experience answering NCLEX-style questions in a variety of quizzing
formats. With Learning System 3.0, students can assess their knowledge through pre-set quizzes,
build a customized quiz that focuses on specific categories, or test their category-specific
comprehension in an adaptive quizzing environment.

ASSESSMENTS
The Content Mastery Series Assessments (CMS) provide essential data regarding a student's
mastery of concepts in relation to specific nursing content areas, including a series of Targeted
Medical Surgical Assessments that address individual body systems to provide formative
evaluation of content prior to the final medical surgical course. There are Practice Assessments
available for students as well as standardized Proctored Assessments that may be scheduled
during courses. These assessments will help students identify what they know, in addition to
areas requiring remediation (called Topics to Review).

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION
ATI Focused Review 2.0 facilitates the post CMS Assessment remediation experience for
students. This personalized learning experience uses a student's performance on the CMS
Proctored Assessments to drive focused student learning. Once the student has completed a CMS

Assessment, Focused Review 2.0 automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review 2.0 provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. If the student has completed a CMS Proctored Assessment, Focused Review 2.0 provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation.

Students will be required to take Practice Assessments A and B when assigned. Assignment due dates for the Assessments will be outlined on the semester calendar. This will include when the Practice Assessments open, close, and when remediation requirements are due. Completion of all Practice Assessments with all remediation, the Proctored Assessment with remediation and Retake of the Proctored Assessment with remediation, if applicable, is required for progression to the next semester. If a student fails to take the proctored or practice assessment on the date assigned on the course calendar, no points will be awarded (unless the absence is excused per HCC ADN Testing Policy).

Content Mastery Series (CMS) Method of Evaluation

Practice Assessments	
Complete Practice Assessment Version A *Remediation:* **See Grading Rubric Below** *Handwritten **Active Learning Templates** (**ALTs**) may be required.* *Post-study quiz may be required.*	**Complete Practice Assessment Version B** *Remediation:* **See Grading Rubric Below** *Handwritten **Active Learning Templates** (**ALTs**) may be required.* *Post-study quiz may be required.*

<u>**Remediation is required for both Practice Assessments (A & B).**</u>

- **Points earned are contingent upon the completion of all remediation requirements <u>AND</u> the highest level achieved on the Proctored Assessment(s).**
- Remediation for the Practice Assessments must be completed by **the due date on the semester calendar**. Remediation for Proctored Assessment(s) must be completed by **the scheduled due date on the semester calendar**.

Failure to complete remediation on either Practice Assessment or Proctored Assessment will result in an automatic loss of all points, regardless of the level achieved on the Proctored Assessment.

Proctored Assessments
1-4 points

Proctored Assessment	Proctored Assessment Retake
Remediation: **See Grading Rubric Below** *Handwritten **Active Learning Templates** (ALTs) may be required.* *Post-study quiz may be required.*	**Remediation:** **See Grading Rubric Below** *Handwritten **Active Learning Templates** (ALTs) may be required.* *Post-study quiz may be required.*

Remediation and Retake of Proctored Assessment are required for students who score a Level 2 or below.

- **Points earned are contingent upon the completion of remediation AND the level achieved on the Proctored Assessment or Retake of the Proctored Assessment.**
- Remediation for the Retake of the Proctored Assessment must be completed by the due date on the semester calendar to have points awarded.

Failure to complete remediation on either Assessment or Retake will result in an automatic loss of all points, regardless of the level achieved on the Proctored Assessment.

Content Mastery Series Grading Rubric			
Level 3 = 4 points	**Level 2 = 3 points**	**Level 1 = 2 points**	**Below Level 1 = 1 point**
• Minimum 1-hour Focused Review • For each topic missed, complete an Active Learning Template if required as part of the remediation process.	• Minimum 2-hour Focused Review • For each topic missed, complete an Active Learning Template if required as part of the remediation process.	• Minimum 3-hour Focused Review • For each topic missed, complete an Active Learning Template if required as part of the remediation process.	• Minimum 4-hour Focused Review • For each topic missed, complete an Active Learning Template if required as part of the remediation process.

Individual student performance profile on the Proctored Assessment will be used in awarding points to the student's comprehensive final exam grade. Students who retake the Proctored Assessment will be awarded points based on the higher score earned of the Proctored Assessments. If a student fails to complete any remediation assignments by the designated due date, no points will be awarded. If a student fails to take the proctored or practice assessment on the date assigned on the course calendar, no points will be awarded (unless the absence is excused per HCC ADN Testing Policy).

RN Content Mastery Series®
Proficiency Levels

**Please use your score on your Individual Performance Profile to determine
your Proficiency Level and Remediation requirements on your Practice Assessment
as outlined below:**

RN CMS Practice Assessment	Below Level 1	Level 1	Level 2	Level 3
Adult Medical Surgical	Below 56.7%	56.7%	68.9%	82.2%
Community Health	Below 58.0%	58.0%	74.0%	84.0%
Fundamentals	Below 50.0%	50.0%	65.0%	81.7%
Leadership	Below 60.0%	60.0%	76.7%	90.0%
Maternal Newborn	Below 55.0%	55.0%	66.7%	81.7%
Mental Health	Below 56.7%	56.7%	66.7%	85.0%
Nursing Care of Children	Below 51.7%	51.7%	65.0%	78.3%
Nutrition	Below 48.3%	48.3%	66.7%	83.3%
Pharmacology	Below 53.3%	53.3%	71.7%	86.7%

RN CONTENT MASTERY SERIES PROFICIENCY LEVEL DEFINITIONS

LEVEL 1 Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

LEVEL 2 Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

LEVEL 3 Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Assessment assignments:

NUR 1119/NUR 2119 – Fundamentals
NUR 1229 – Nutrition
NUR 2139/NUR 2215 – Adult Medical Surgical
NUR 2249/NUR 2229 – Pharmacology and Leadership

Initial all and sign below:

_____ I have received a copy of and have read and understand the *Hinds Community College Associate Degree Nursing Program* ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all the review modules, tutorials, and online resources available from ATI, as designated by *Hinds Community College Associate Degree Nursing Program*.

_____ Individual student performance profile on Proctored Assessment or Proctored Assessment Retake will be used in awarding points to the student's comprehensive final exam grade. If a student fails to complete any remediation assignments by the designated due date, no points will be awarded. If a student fails to take the proctored or practice assessment on the date assigned on the course calendar, no points will be awarded (unless the absence is excused per HCC ADN Testing Policy).

_____ I understand that completion of all Practice Assessments, all remediation, the Proctored Assessment with remediation and Retake of the Proctored Assessment, if applicable, is required for progression to the next class.

_____

Student printed name

_____

Student signature   **Date**

R: 12/23, 5/23, 4/22, 12/21

<div align="center">

Associate Degree Nursing Program
Textbook List

</div>

Electronic Textbooks and Resources
The HCC 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. Dosage Calc 360° (online component) is not included in the eBook bundle and must be purchased separately by the student.

NUR 1119 Concepts of Professional Nursing I/ NUR 2119 Foundations of Nursing Concepts
- **Required eBooks and Electronic Resources**:
  - 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, 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 Resources
  - Dosage Calc 360° (online component)

- **Required Textbooks (not eBooks). May be purchased in bookstore or online.**
  - Giddens, *Concepts for Nursing Practice*, 4th edition, Elsevier.
  - Nugent, *Test Success Test-Taking Technique for Beginning Nursing Students*, 10th 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

NUR 2139 – Professional Nursing Concepts III/NUR 2215 Intermediate Nursing Concepts
- **Required eBooks and Electronic Resources**
  - V-Sim Maternal/Peds

NUR 2249 – Professional Nursing Concepts IV/NUR 2229 Advanced Nursing Concepts
- **Required eBooks and Electronic Resources**
    Elevate

**Students wanting to purchase hard copies of the eBooks provided in CoursePoint for Nursing Concepts may do so; <u>however, classroom instruction will utilize eBooks</u>. There will be limited hard copy textbooks available in the bookstore and may also be purchased online. The following is a list of eBooks utilized in CoursePoint for Nursing Concepts:

    Hinkle, Cheever, & Overbaugh: Brunner & Suddarth's *Textbook of Medical-Surgical Nursing*, 15th edition

    Karch, *Focus on Nursing Pharmacology*, 9th edition

    Ricci, Kyle & Carman, *Maternity and Pediatric Nursing*, 4th edition

    Videbeck, *Psychiatric–Mental Health Nursing*, 9th edition

    Taylor, Lillis & Lynn: *Taylor: Fundamentals of Nursing*, 10th edition

    Carol Mattson Porth, *Porth: Essentials of Pathophysiology*, 5th edition (for reference only)

    Marquis & Hudson: *Leadership Roles and Management Functions in Nursing*, 11th edition

Low cost print options are available through Lippincott. If you would like to purchase a low-cost print option, please call the Customer Service number, 1-800-638-3030. They will confirm that you have already purchased the eBooks, and then you will be able to pay with a credit card.

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.

Course Materials:
1. **Personal Laptop that support ExamSoft testing program are required by all students**
2. **ExamSoft® testing program to be downloaded to all personal laptops**
3. **Program uniforms/supplies list is provided to students at beginning of program at orientation/call-in.**

EOLR Fees & Textbook Costs
Traditional Option and Transition to RN Option

Electronic On-Line Resources; charged upon registration of course	Required	
NUR 1119/NUR 2115		
CoursePoint for Nursing Concepts, six (6) books		$1,049.99
V-Sim Fundamentals		$129.95
V-Sim Pharmacology		$129.95
CoursePoint for Clinical Nursing Skills		$160.00
Dosage Calc 360° - Access Card Only, 3rd Edition		$108.51
NUR 1229		
V-Sim for Med Surg		$129.95
NUR 2139/NUR 2239		
V-Sim for Maternal/Peds *EOLR fee charged at registration		$129.95
NUR 2249/NUR 2319		
Elevate		$79.00
eBook Marquis and Huston, *Leadership Roles and Management Functions in Nursing,* 10th edition		$133.00
Print Copy Textbooks: May be purchased in bookstore or online		
NUR 1119		
Nugent, *Test Success Test-Taking Technique for Beginning Nursing Students*, 10th edition, Davis.	**Required**	**$60.51**
Giddens, Jean Foret, *Concepts for Nursing Practice*, 4th edition, Elsevier.	**Required**	**$146.27**