

Spring 24 Nursing Student Guidebook Addendum

All offices and rooms were updated to reflect the new locations in the Health Sciences building.

On pages 14-15, under General Information, the locations of the Health Sciences office, Department Co-Chairs, and Assistance Director of the Traditional Program were updated.

The office of the Associate Dean of Health Sciences/Nursing Program Director, Mary Steckler, is located in the Health Sciences/Nursing Office, in the Health Sciences building, HS101. The Assistant Director of the Extended Campus Program (ECP), Stacey Bass, has two offices: SAC SC115-2B and on the second floor of the St. Joseph Hospital Northeast Building. The office of the Assistant Director of the Traditional Program, Louise Jones, is located in the Health Sciences building HS201-5A. The office of Co-Department Chair, Lisa Carriger, is located in the Health Sciences building HS201-5B, and the office of Co-Department Chair, Elenor Papa, is located in the Health Sciences building HS201-4A. The Administrative Secretary, Jessica Avalos, and the Intermediate Office Clerk, Kimberly Velazquez, are located in the Health Sciences building HS101.

On page 33, under Attendance Procedure, the statement has been updated to read:

Regular attendance in the classroom and clinical area is necessary for students to meet program and course objectives. Students are required to meet the objectives of the course in order to receive a passing grade. Absence may make it impossible for a student to meet course objectives. Absences are evaluated by the class or clinical instructor based on competencies and college policy. In a theory class, a student may be dropped when the total hours of absences exceed 10% of the total, scheduled hours of the class (2022-2023 SAC Catalog). In a clinical class, a student may be dropped if absent more than 24 hours per course. Three tardies equal one absence. If a student arrives more than 15 minutes after the pre-clinical conference, the student will not be permitted to attend the clinical day. If a student is going to be late or absent, the student must notify the clinical instructor directly. This must be done prior to the start of the pre-clinical conference. Failure to notify the clinical instructor will result in an Anecdotal Note or Written Warning Notice. Repeat offenses will result in a Written Warning Notice. The instructor defines and evaluates extenuating circumstances on an individual basis.