



Nursing Student Handbook

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SECTION I: INTRODUCTION

WELCOME

Welcome to the rewarding and challenging career of nursing! The Associate of Applied Science Degree Nursing Program at Las Vegas College (LVC) is designed to provide students with the learning resources to acquire the knowledge base and to develop the necessary skills and preparedness to graduate, take the NCLEX-RN® examination and become licensed as a Registered Nurse (RN). Our curriculum requires that students assume the responsibility for their learning, decision-making and demonstration of independent thinking. Critical thinking and problem-solving skills are of utmost importance to becoming an effective and safe practicing nurse.

The nursing program faculty and staff have set the standards for students to begin their life-long learning in nursing. Las Vegas College Associate of Applied Science Degree Nursing Program is a program that meets the curriculum guidelines of the Nevada Board of Nursing. Program policies, procedures and requirements have been established to represent the standards for nursing education and safe clinical practice.

This Nursing Student Handbook addresses:

- Program policies, procedures and requirements of the Las Vegas College Associate of Applied Science Degree Nursing program.
- Guidance for maintaining good standing in the program.

This student handbook is reflective of the policies of the nursing program and additions may be added as needed. LVC reserves the right to make changes at any time. Students will be notified of handbook changes as they arise. The Nursing Handbook is a companion publication to the Student Catalog as it relates to Nursing students and covering other topics related specifically to the Nursing program. However, in the event of a conflict between a policy in the LVC Student Catalog and this Nursing Student Handbook, the LVC Student Catalog will supersede this Handbook.

OVERVIEW OF NURSING PROGRAM

Las Vegas College offers an Associate of Applied Science program to prepare the student to be eligible to take the NCLEX-RN examination. Upon successful completion of the NCLEX-RN® examination the student can work as a registered nurse.

This is an eight-quarter program which includes both general education and nursing courses, all leading towards an associate degree. The program is designed to deliver content through both classroom settings (theory), laboratory and simulation practice, and a variety of clinical settings, to ensure students become proficient in the delivery of safe and competent client care.

NURSING

Associate of Applied Science Degree

24 Months – 108 Credits

765 Theory Contact Hours, 585 Clinical Contract Hours, 240 Lab Contact Hurs = 1590 Hours

The Associate of Applied Science Degree, Nursing program is designed to prepare nursing students for an entry level position as a registered nurse. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the principles and legal issues surrounding licensure, leadership and management. A graduate of the associate degree nursing program will be prepared to assume the entry level role of a professional caregiver in a global society. The graduate will be able to deliver culturally proficient care while meeting the physical, psychosocial, cultural and spiritual needs of clients.

Upon completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level nursing positions in a variety of health care settings.

Course Sequence

	Course	Major/Core General Ed Courses	Theory Contact Hours	Clinical/Lab Contact Hours	Total	Quarter
Quarter I						
BSC 1085	Anatomy & Physiology I (1 st 6 weeks)	General Ed	40	0	40	4
BSC 2085L	Anatomy and Physiology I Laboratory (1 st 6 weeks)	General Ed	0	0/40	40	2
BSC 1086	Anatomy & Physiology II (2 nd 6 weeks)	General Ed	40	0	40	4
BSC 2086L	Anatomy and Physiology II Laboratory (1 st 6 th 6 weeks)	General Ed	0	0/40	40	2
MAT 1033	College Algebra	General Ed	40	0	40	4
	Total Hours		120	0/80	200	16
Quarter II						
SLS 1115	Strategies for Nursing Success	General Ed	30	0	30	3
NUR 1020	Fundamentals of Nursing I	Major Core	20	0/20	40	3
ENC 1101	Composition I	General Ed	40	0	40	4
MCB 2000	Microbiology and Infection Control	General Ed	40	0	40	4
MCB 1000L	Microbiology Laboratory	General Ed	0	0/40	40	2
	Total Hours		130	0/60	190	16
Quarter III						
NUR 1145	Pharmacology of Nursing I	Major Core	15	0	15	1.5
NUR 1027	Fundamentals of Nursing II	Major Cor	20	0	20	2
NUR 1027L	Fundamentals of Nursing II Clinical	Major Core	0	45/20	65	2.5

PSY 2012	General Psychology	General Ed	40	0	40	4
ENC 1102	Composition II	General Ed	40	0	40	4
	Total Hours		115	45/20	180	14
Quarter IV						
NUR 1150	Pharmacology of Nursing II	Major Core	20	0	20	2
NUR 1220	Nursing Care of Adult Client I	Major Core	40	0	40	4
MIR 1211L	Nursing Care of Adult I Clinical	Major Core	0	90/20	110	4
SUG 2001	Principles of Sociology	General Ed	40	0	40	4
	Total Hours		100	90/20	210	14
Quarter V						
NUR 2212	Nursing Care of Adult II	Major Core	40	0	40	4
NUR 2213L	Nursing Care of Adult II Clinical	Major Core	0	90/20	110	4
DEP 2000	Developmental Psych	General Ed	40	0	40	4
	Total Hours		80	90/20	190	12
Quarter VI						
NUR 1440	Maternal Child Nursing	Major Core	40	0	40	4
NUR 1441L	Maternal Child Clinical	Major Core	0	90/20	110	4
NUR 2611	Contemp. Nsg in Comm Settings	Major Core	30	0	30	3
NUR 2615L	Contemp. Nsg in Comm Settings Clinical	Major Core	0	60/0	60	2
	Total Hours		70	150/20	240	13
Quarter VII						
NUR 2513	Mental Health Nursing	Major Core	30	0	30	3
NUR 2515L	Mental Health Nursing Clinical	Major Core	0	60/0	60	2
NUR 2350	Nursing Care Adult III	Major Core	30	0	30	3
NUR 2245L	Nursing Care Adult III Clinical	Major Core	0	90/20	110	4
	Total Hours		60	150/20	230	12
Quarter VIII						
NUR 2881	Nursing Leadership and Management	Major Core	30	0	30	3
NUR 2890L	Nursing Leadership and Management Clinical	Major Core	0	60/0	60	2
NUR 2965	NCLEX Review	Major Core	20	0	20	2
PSI 201	US and NV Constitution	General Ed	40	0	40	4
	Total Hours		90	60/0	150	11
	Total Program Hours		765	585/420	1590	108

SECTION II: VISION, MISSION AND PHILOSOPHY

LAS VEGAS COLLEGE VISION

To provide excellent educational opportunities that are responsive to the needs of the community and to help students better their lives and the lives of others.

LAS VEGAS COLLEGE MISSION

Las Vegas College values its diverse student population and is committed to providing professional, career-oriented higher education. These opportunities allow students to reach their personal and professional goals. Through educational rigor, faculty and staff who are dedicated to student achievement, Las Vegas College prepares graduates for successful careers, lifelong learning, and to provide service to Las Vegas and surrounding areas.

LAS VEGAS COLLEGE NURSING PROGRAM MISSION STATEMENT

- The Nursing Faculty are dedicated to preparing outstanding professional nurses committed to excellence and innovation in the delivery and management of evidence-based health care through creative, collaborative and culturally focused educational programs.
- The Nursing Faculty's educational effort is directed to providing high-quality student-centered programs of instruction which prepare nursing students to meet basic health care needs while maintaining full regulatory compliance with the Nevada State Board of Nursing and various accreditation agencies.
- This Nursing Faculty seeks to develop and transmit knowledge regarding nursing practice and health, illness and healing through dynamic programs of nursing education and practice.

PHILOSOPHY AND PURPOSE

The philosophy and purpose of the LVC Nursing Program is based on the belief that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum client health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, socio-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and the individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, gender/orientation, or socioeconomic status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological

advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

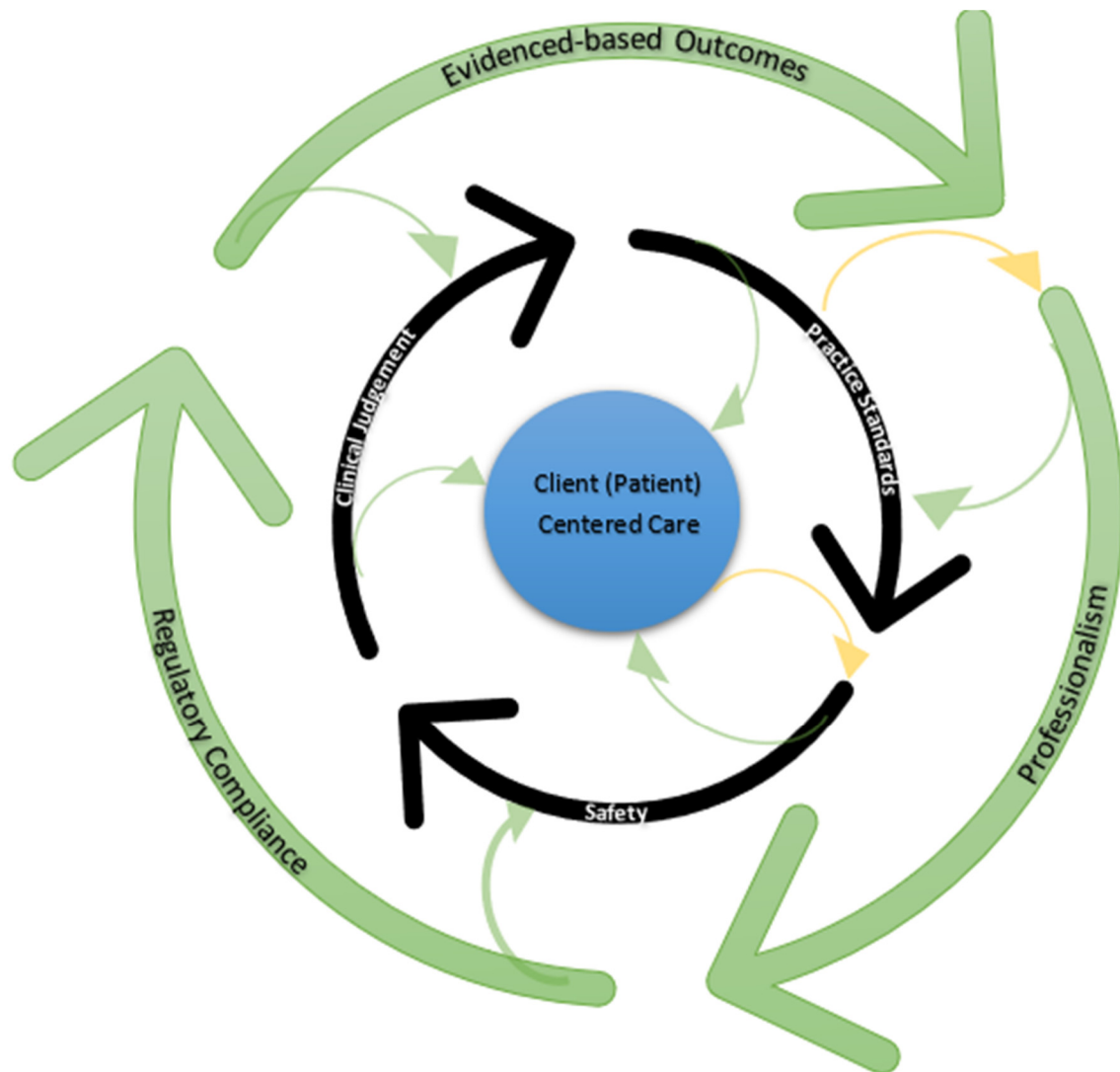
Nursing is both art and science. Nurses provide care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team and encourage individuals to participate in their care. The foundation of nursing practice is the Nursing Process and Clinical Judgment Measurement Model, which the nurse uses to provide care and assist individuals and families to attain mutually agreed upon goals.

The Associate Degree Nurse provides care within their scope of practice utilizing nursing process and clinical judgement for recognizing, analyzing, prioritizing, taking action and evaluating outcomes of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The Associate Degree Nurse is also expected to develop the necessary manager/leadership skills for collaboration with members of the health care team, including the client, family, and caregiver.

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CONCEPTUAL FRAMEWORK AND CORE VALUES



CONCEPTUAL FRAMEWORK DESCRIPTION

Evidence-based Outcomes

Evidence-based outcomes in client care focus on using the best available research, clinical expertise, and client preferences to guide healthcare decisions. This approach helps students deliver treatments that are proven to be effective, reduces unnecessary variation in care, and improves overall client safety. By consistently applying evidence-based practices, healthcare teams can achieve measurable improvements. Ultimately, evidence-based outcomes ensure that client care is grounded in reliable data and leads to more predictable, high-quality results. Utilizing the nursing process, critical thinking, clinical judgment, communication, teamwork, principles of human development, knowledge of human development, collaboration, delegation and ethical decision-making are tools in achieving positive outcomes.

Regulatory Compliance

The LVC nursing program is committed to maintaining full regulatory compliance with all applicable local, state, and national standards governing nursing education. The school ensures alignment with requirements set by

relevant regulatory and accrediting bodies by regularly reviewing and updating its curriculum, policies, and procedures. Guidance incorporated into course curriculum and outcomes includes, but is not limited to, understanding and applying, Nevada State Board of Nursing (NSBN), Accreditation Commission for Education in Nursing (ACEN), Accrediting Commission of Career Schools and Colleges (ACCSC) regulations, and LVC institutional policies, as well as compliance with legal and regulatory requirements in all clinical and academic settings.

Practice Standards

Nursing students are expected to adhere to established standards of practice that guide safe, ethical, and competent client care. Throughout their education, students are held accountable for demonstrating and maintaining client confidentiality, and practicing within the scope appropriate to their level of training and supervision and the specific client care environment. Practice standards may include but are not limited to: General practice standards such as Quality and Safety Education for Nurses (QSEN), American Nurses Association Code of Ethics (ANA), or specific association/organization standards such as Center for Disease Control and Prevention (CDC), World Health Organization (WHO), Academy of Medical Surgical Nurses (AMSN), and Emergency Nurse Association (ENA). By consistently upholding these standards, nursing students can develop the knowledge, skills, and professional behaviors necessary to transition successfully into licensed nursing roles and provide high-quality care.

Professionalism

Nurses are expected to adhere to professional standards that promote a high level of integrity, honesty and ethical decision-making. This includes maintaining appropriate dress code and appearance, and conducting themselves in a manner that fosters client and clinical partners confidence. Students are also responsible for following the established chain of command to ensure clear communication, accountability, and timely resolution of concerns. Integrity and ethical principles guide all aspects of care, including respect for client, peer and school leadership. Students are expected to maintain confidentiality in all healthcare settings. In addition, students must comply with organizational (school and clinical environments) policies and procedures, as well as applicable laws and regulations, to ensure consistency, safety, and quality in client care. By upholding these standards, nursing students contribute to a culture of professionalism, trust, and excellence in healthcare delivery.

Safety

Nursing students are expected to prioritize client safety above all else in every aspect of their education and clinical practice. This commitment includes adhering to established safety protocols, accurately performing skills, and seeking guidance whenever uncertainty arises. Students are responsible for recognizing potential risks, preventing errors, and promptly reporting concerns to their instructors or supervising nurses. By practicing vigilance, critical thinking, and accountability, nursing students help create a safe care environment for clients. This focus on safety not only protects those in their care but also fosters the development of a respectful and caring attitude while advocating for their clients and incorporating sound clinical judgment essential for future nursing practice.

Clinical Judgement

Nursing students are expected to develop and demonstrate strong clinical judgment by applying a structured decision-making process in client care. This process includes the key criteria of recognizing cues, analyzing cues, prioritizing hypotheses, generating solutions, taking action, and evaluating outcomes. By systematically gathering and interpreting client information, students learn to identify actual and potential health problems, determine priorities, and implement appropriate interventions. Ongoing evaluation of client responses allows

students to reflect on the effectiveness of their actions and make necessary adjustments. Adherence to these clinical judgment criteria supports safe, evidence-based care and prepares students to make sound clinical decisions in complex healthcare environments.

Client-Centered Care

Client-centered care in the nursing program is an approach to healthcare that places the client—not just their illness—at the center of all decisions and actions. It's a core concept in modern nursing education and practice. Significant relationships are part of the client-centered care principles in seeing and treating the client holistically. The client is encouraged to participate in the planning of their care by receiving appropriate information and education to make an informed decision. Las Vegas College teaches client-centered care, through the curriculum, following key principles:

- Respect and dignity by listening to and honoring what matters to the client (culture, beliefs, lifestyle).
- Communication and education when using clear, compassionate communication so clients understand their condition and treatment options.
- Participation in care when encouraging clients to ask questions and help decide their care plan.
- Holistic approach which can address not just physical health, but also emotional, social, and sometimes spiritual needs.
- Collaboration, coordination and continuity while ensuring smooth transitions between healthcare providers, departments, or transfers to other healthcare systems and discharge to home.

CORE VALUES

Las Vegas College nursing program is guided by a set of core values that emphasize evidence-based outcomes, regulatory compliance practice standards, professionalism, safety, clinical judgement and client-centered care. The associates degree nursing students are expected to achieve clearly defined program learning outcomes that prepare them for safe, competent, and compassionate professional practice. Through a combination of classroom instruction, simulation, and clinical experiences, students can develop essential knowledge, skills, and attitudes aligned with standards of modern nursing care. By the end of the program, graduates have been taught to deliver high-quality care, adapt to diverse healthcare settings, and engage in lifelong learning to support continued professional growth.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the LVC Nursing Program, the successful graduate will have been trained to:

1. Apply the nursing process in managing the care for clients, groups and families in a variety of healthcare settings.
2. Incorporate critical thinking and clinical judgement when managing care for clients, groups and families in a variety of healthcare settings.
3. Apply effective communication skills to establish and maintain therapeutic and professional relationships in managing care for clients, groups and families in a variety of healthcare settings.

4. Integrate principles of human development when providing nursing care for clients, groups and families across the life span.
5. Incorporate knowledge of cultural diversity and socioeconomic factors in the management of nursing care for clients, groups and families in a variety of healthcare settings.
6. Practice safely within the role of the Associate Degree Nurse as a:
 - Provider of care by integrating bio-psychosocial and scientific principles when providing technically competent care for clients, groups and families in a variety of healthcare settings.
 - Manager/Leader of care by collaborating as a member of the healthcare team to manage the care of clients, groups and families in a variety of healthcare settings and delegate activities to manage the care of clients, groups and families in a variety of healthcare settings.
 - Member of the discipline of nursing by practicing within the ethical and legal framework of the profession of nursing and formulating a plan for continuing professional development.

SECTION III: ACADEMIC POLICIES

GENERAL ACADEMIC & PROGRESSION POLICIES

Program Course Sequence:

1. Nursing Courses must be taken in the required sequence as outlined in the curriculum.
2. Students are required to successfully complete all prerequisite and co-requisite courses before progressing to the next quarter of the program.

Grading (See Student Catalog for Additional Grading Policy Information):

1. **Passing Standards:** Nursing Theory courses require a "B" (80%+) to pass. The "L" courses (clinical and skills lab) require a "Pass" rating.
2. **Exam Minimum:** Students must average 80%+ across all exams including ATI proctored assessments/exams before other coursework is included. The final, fully calculated course grade must also be 80%+ to pass.
3. **Course Components & Failure:** All components (theory, lab, and clinical) must be passed concurrently. Failing one component results in a failing grade for all three.

EXAM ADMINISTRATION

1. ALL exams will be taken on campus in a monitored setting. (No exceptions)
2. Students arriving more than five minutes after the class start time will be denied taking any exam.
3. Dosage calculation questions may be on all exams in every course.
4. Headphone/earbud usage will not be allowed during exams unless the school has documentation of approved ADA accommodations requiring such use on file.
5. All personal items will be moved to a different location in the room. Nothing is allowed on the desk with the exception of items needed for dosage calculation. Smart watches/glasses must be removed. For dosage calculations only canvas or school supplied calculators can be used.
6. Accessing an exam outside the designated room or without faculty permission will result in a score of zero and potential further disciplinary action.

GRADING

Rounding/Extra Credit/Point Mining/Retakes

1. Grade rounding is not allowed when calculating final course grades. (The grade earned is the grade that will be recorded.)
2. No extra credit allowed.
3. No point mining (Requests for additional exam points by disputing test questions without a valid academic rationale ("point mining") are not permitted. This policy applies following every examination and is strictly enforced at the end of the quarter).
4. No exam retakes (retaking an exam already completed)

Missed Exam Makeup

1. The student may make up one exam per course per quarter
2. The makeup exam must be taken in person, on campus in a proctored setting. (Exams taken in an off-campus setting will receive a zero.)

3. It is the student's responsibility to contact their course instructor within two business days to request the makeup exam.
4. The missed exam must be taken within 5 business days of the original exam date. (Exams not taken within the time frame will receive zero points.)
5. There will be an automatic 10% deduction prior to grading the make-up exam.
6. If a makeup exam is authorized, it is faculty prerogative to give the exam in an alternate format such as on a paper, essay etc.

Final Course Grade Calculation

The following metrics must be successfully achieved to pass.

1. A score of 80% or greater in the exam section.
2. A score of 80% overall course grade which includes exams and assignments combined.
3. A passing grade for the lab/clinical component.

Canvas Exams: View Log Review

1. The Lock Down Browser must be used for all electronic test taking activities.
2. After each exam taken in Canvas, the individual students View Log will be reviewed, and one (1) point will be deducted for each time a student "Stopped viewing the Canvas quiz-taking page".

Post Exam Review

1. Following an exam a general review of concepts may be provided at the instructor's discretion.
2. Students will not be allowed to review exact exam/quiz questions/answers. Students have three (3) working days to discuss individual exam/quiz grades with the course instructor. After three (3) days, the posted grade will stand. Any request for "point mining" at the end of the quarter will be denied.

NURL Courses

All Nursing Theory, skills laboratory, simulation, and clinical portions of each course must be passed in order to pass the specialty nurse course. If a student fails either the theory, skills laboratory, simulation, or clinical component of a course they fail all four components. For courses that have an associated clinical course (an NURL course), failing either the didactic and/or clinical course will count as one fail.

Med Math Exam (Dosage Calculation)

For those courses that have a med math exam scheduled, the exam will be proctored on campus. Students who fail the exam will not be allowed to pass medications in the clinical setting until a med math exam has been successfully passed. Students who have not performed safe administration of medication will not meet the clinical objectives, therefore will not pass the clinical course.

Failed Course:

Students who wish to continue in the program may follow the written Appeals Policies outlined in the Las Vegas College Student Catalog. Completing an appeals request does not guarantee a seat in the following quarter or continuation in the program. See *Las Vegas Student Catalog* for additional details.

ASSIGNMENTS

Assignments are due on the date published in the course syllabus and/or Canvas. Homework assignments that are required to be turned in but not graded are counted as either present or absent on the due date.

Assignments that receive individual grades will receive 10% off per day that they are late. Assignments turned in after 3 days from the due date will not be accepted and will count as a zero "0" for the grade on that assignment, unless otherwise noted in course syllabus. Note: NUR2965 NCLEX Review course assignments must be submitted by the due date/time, no exceptions, and are not eligible for reduced credit if late.

It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or Nursing Department Chair to provide extra credit assignments for the purpose of passing a course.

Tutoring

Students who are having difficulty with theory, lab or clinical concepts may request tutoring for clarification and additional information. The purpose of tutoring is to help the student strengthen a particular knowledge deficit. It is not intended to teach content that was missed due to absence. Peer tutoring may be also available.

Academic Advising

To support student achievement and maintain the standards of the Nursing program, academic advising by the Nursing Program Chair and/or nursing faculty is provided on an ongoing basis. It remains the student's responsibility to ensure all courses (general education and core nursing) are completed by the end of the 8th quarter to be eligible to graduate.

Academic Probation

At the end of any evaluation period, when the student falls below the required academic progress standards for the College, the student shall receive a written warning and be placed on academic probation. Please refer to the LVC Student Catalog for information related to Standards of Satisfactory Academic Progress (SAP).

ACADEMIC DISHONESTY WITHIN THE NURSING DEPARTMENT

All students in the LVC Nursing Department are expected to maintain the highest standards of academic and professional conduct. Students are required to maintain complete honesty and integrity in the classroom, laboratory, simulation or clinical setting. Any student who engages in academic dishonesty or unethical conduct in a clinical or client care setting will be subject to disciplinary action. Any student participating in any form of academic dishonesty or otherwise in violation of the Student Code of Conduct will be scheduled to see the Nursing Department Dean/Chair. Any student found to have engaged in any academic dishonest and/or unethical behavior will be subject to disciplinary action, which may include: (1) a grade of zero or an "F" for the specific assignment, examination, or activity (or a failing evaluation for laboratory or clinical components); (2) failure of the course; and/or (3) suspension or dismissal from the nursing program.

In addition to the rules and regulations contained in this handbook, students are expected to adhere to the

policies of LVC, and the rules, regulations and policies of any other institution or facility where they may be assigned for clinical or other activities. Nursing students are expected to adhere to all expectations in the LVC Student Catalog as well as those described in this Nursing Student Handbook.

The Nursing Department expects students to complete their own work to achieve mastery of the knowledge and skills essential for safe, competent nursing practice. Academic dishonesty is contrary to these expectations and is considered a serious breach of professional and ethical standards.

Academic dishonesty includes, but is not limited to, cheating on scholastic work, plagiarism and collusion. Cheating on scholastic work includes, but is not limited to:

1. Copying from another student's test paper or other scholastic work.
2. Using, during a exam, materials or equipment not authorized by the person administering the test.
3. Collaborating, without authority, with another student during an examination or in the preparation of scholastic work.
4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an exam.
5. Soliciting, bribing or coercing an instructor to alter the score or grade achieved on a test or other scholastic work.
6. Substituting for another student or permitting another student to substitute for one-self, to take a test or prepare other academic work or laboratory assignments/experiments.
7. Soliciting, bribing or coercing another person to obtain an un-administered test/examination or information about an un-administered test/examination.
8. Using thoughts, words, or expressions of other's works, including web-based information, as one's own (plagiarism).
9. Accessing an exam online without faculty approval.
10. Artificial Intelligence (AI)

AI Acceptable use: AI is generally permitted for brainstorming, outlining, summarizing, or editing text. Faculty may encourage using AI to simulate client scenarios, enhance study materials, or assist with research literature reviews. If AI tools are used to assist in coursework, it must be appropriately cited following APA (American Psychological Association) Style guidelines.

AI Prohibited Use: Students are strictly forbidden from using AI to complete exams, write entire papers, or create clinical documentation (e.g., care plans, case studies, charting notes). The school reserves the right to use anti-plagiarism software, such as Turnitin or Respondus, to confirm students' authorized use of AI in compliance with this policy.

SECTION IV: COURSE POLICIES

HEALTH REQUIREMENTS

1. Health requirements, Essential Skills and Functional Ability Standards (see Appendix A of this Handbook), annual HIPAA and OSHA training and CPR certification must be maintained and current.
2. All nursing students must comply with state and federal laws, as well as the rules and regulations at clinical sites, including but not limited to criminal background checks and drug testing.
3. These health requirement policies supersede all College policies in decisions related to progression and retention in the nursing program.

CAMPUS TECHNOLOGY REQUIREMENTS FOR ALL PROGRAMS

SCREEN SIZE

The system is best viewed at a minimum resolution of 1024x768. For the best experience, a laptop or desktop display is recommended.

OPERATING SYSTEMS

- Windows 11 (or a version of Windows currently supported by Microsoft)
- macOS 13 (Ventura) and newer
- ChromeOS (a currently supported version)

MOBILE OPERATING SYSTEM NATIVE APP SUPPORT

Mobile apps used by the School, including the Canvas Student app, support the two most recent major versions of iOS and Android. Students using a mobile device should keep their operating system and apps updated to the most current version available for their device.

COMPUTER SPEED AND PROCESSOR

- Use a computer 5 years old or newer when possible
- 8GB of RAM
- Dual-core 2GHz or faster processor (Intel, AMD, or Apple silicon)

Webcam and Microphone

Students will need access to a webcam and microphone. If the student's computer or other electronic device does not come equipped with a built-in webcam and/or microphone, any external webcam and/or camera that is compatible with their device will be compatible with the school's online learning systems.

INTERNET SPEED

- Minimum of 5 Mbps download and 1 Mbps upload; a broadband connection of 10 Mbps or faster is recommended for video conferencing and online exams

INTERNET BROWSER

The system supports the current and first previous major releases of the following browsers:

- **Chrome** (current and first previous major release)
- **Firefox** (current and first previous major release; Extended Support Releases are not supported)
- **Edge** (current and first previous major release) (*Windows and Mac*)

- **Respondus Lockdown Browser** (supporting the latest system requirements)
- **Safari** (current and first previous major release) (*Mac only*)

Students should always use the most current version of your preferred browser. The browser will notify the student if there is a new version available. If the student sees a banner stating that the browser does not meet the minimum requirements after updating, logging out of the system and clearing your browser cache and cookies may correct the problem.

REQUIRED COMPONENTS

No browser plug-ins are required to use the system. JavaScript and cookies must be enabled in your browser. Pop-up blockers may need to be disabled or configured to allow the School's online learning systems.

Audio and video recording, screen sharing, and web conferencing are handled directly in the browser. The browser may ask for access to the camera, microphone, or screen; the student should grant this permission when prompted for course activities.

Required Software and Platform Access

All students must be able to access and use the following platforms as part of their program of study:

- Canvas, the School's learning management system, used for accessing courses, submitting assignments, taking assessments, and communicating with instructors
- eBooks and digital course materials delivered through the School's online learning platforms
- Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Teams
- The School-issued student email account, used for all official School communications

MOBILE DEVICES

The system interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience. For the best user experience, please download the Canvas Student mobile app.

Not all features are supported on mobile devices, and some activities (such as proctored exams and assignments requiring specialized software) must be completed on a computer. The system offers limited support for native mobile browsers on tablet devices.

MOBILE BROWSERS

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited system support)
- Chrome

Android

- Chrome (default browser with limited system support)
- Firefox

ATTENDANCE AND CLASSROOM TARDINESS

- Students are expected to be seated and ready by the scheduled start time.
- Arrivals between **1–15 minutes late** are recorded as *tardy*.
- More than **15 minutes late** counts as an absence unless prior arrangements are made with the instructor.

- Chronic tardiness (more than **2 instances in a quarter**) will trigger a Student Conduct Incident report. Three Student Conduct Incident Reports specific to tardiness may result in Program Chair /Dean disciplinary action.
- Failure to comply with the attendance policy may result in disciplinary action, up to and including suspension or dismissal from the program.
- If a student is unable to attend class due to unavoidable circumstances, the student is expected to notify the instructor directly before the scheduled class time. Notification through another individual is not acceptable.
- Students who miss a class session are responsible for obtaining course materials, assignments, announcements, and other information covered during their absence.
- Students who arrive after class has begun should wait until the scheduled break to enter the classroom in order to minimize disruption to the learning environment.

SECTION V: CLINICAL, SIMULATION, AND SKILLS LAB POLICIES

CLINICAL CERTIFICATIONS AND REQUIREMENTS

All students must maintain current immunization records and comply with all facility-specific requirements as a condition of enrollment in clinical courses. Required documentation must be uploaded by the student to the designated document management system no later than the last day of the second quarter. Students are responsible for ensuring that all required records remain current and are maintained throughout the nursing program. Failure to keep required documentation current may result in the student being ineligible to attend clinical experiences.

Students who are unable to participate in clinical experiences due to expired or missing documentation may be prevented from progressing in nursing courses with clinical requirements, which may delay progression to the next quarter and affect timely program completion.

The following requirement must be completed by the end of the second quarter.

Prior to clinical the following items need to be completed and uploaded into the designated document management system:

1. Initial: 2 step TB skin test or QuantiFERON.
2. Annual: TB skin test or QuantiFERON.
3. Chest x-rays are acceptable only if there is written documentation of a positive PPD test. All chest X-rays must include an annual questionnaire.
4. CPR Basic Life Support (American Heart Association only)
5. MMR 2 doses or positive titer
6. Varicella 2 doses or positive titer
7. Hep B series or positive titer or declination
8. Tdap (within the last ten years)
9. Annual Flu vaccination or declination
10. Physical examination clearance by a licensed provider (dated within six months prior to the compliance deadline)
11. Health Insurance or declination
12. Background Check (every six months)
13. Drug Screen (every six months)

CLINICAL AND SIMULATION ORIENTATION

Clinical orientation procedures (including lab and simulation) vary per facility. Attendance is mandatory and may include, but is not limited to, computer orientation and facility policies and procedures.

ATTENDANCE POLICY

The faculty recognizes laboratory, clinical, and practicum experiences (hereafter referred to as “clinical”) as essential components of nursing education. Clinical attendance provides students with opportunities to integrate theoretical knowledge, simulation experiences, and laboratory skills into the delivery of safe, competent client care across a variety of healthcare settings.

Clinical Tardiness Policy

Laboratory and simulation locations are to be treated as a clinical site.

Tardiness is defined as not being present and prepared to begin clinical at the designated start time. In the event circumstances prevent a student from arriving on time to the clinical experience, the student is expected to do the following:

1. Notify the Clinical/Lab Instructor at least thirty minutes prior to the scheduled arrival time. This communication must be directly from the student to the Instructor.
2. Upon arrival to the clinical/lab setting, report immediately to the Instructor. The Instructor will determine whether the student is able to participate in the clinical/lab experience of the day or if they will receive an absence for the day.
3. For each tardy, the student will receive a Student Conduct Incident Report Form. Two clinical Student Conduct Incidents will result in clinical failure which will result in failure of the course regardless of the theory grade.

Clinical/Laboratory Absence Policy

Clinical/Lab absences will not be scheduled for make-up opportunities unless granted by the Nursing Department Chair/Dean. Regular attendance and participation in all clinical and laboratory experiences are required to successfully meet course objectives and demonstrate competency in nursing practice. Any student failing to meet the minimum number of hours required per course will not meet the credit requirements of the course resulting in course failure.

In the event an instructor must send a student off of the unit, including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, use of any tobacco product while in uniform and/or in business casual for any clinical experience, or for compliance issues, the absence will be counted as a clinical absence for that day.

If a student is required to appear in court due to a subpoena, is selected for jury duty, experiences a bereavement-related absence, or is required to fulfill military service obligations, the student must meet with the Nursing Program Chair/Dean to review the circumstances on an individual basis. Students requesting consideration for these circumstances must provide appropriate documentation, such as a subpoena, court documentation, jury duty notice, or military orders, as applicable. The Nursing Program Chair/Dean will review the situation and determine appropriate actions related to course attendance and progression requirements.

Students may request consideration of an extenuating circumstance regarding the absence. Extenuating circumstance considerations will be evaluated and approved on a case-by-case basis by the Nursing Program Chair/Dean. Make-up opportunities are not guaranteed regardless of the circumstance of the absence.

Circumstances that may affect the safety of others or the student's safety, such as pregnancy, communicable disease, or injury, will require medical clearance from a healthcare provider. It is the student's responsibility to communicate such circumstances to the Nursing Program Chair/Dean.

Failure to follow the established procedures for reporting tardiness or absences may result in an unsatisfactory clinical evaluation, completion of a Student Conduct Incident Report, and may impact the student's ability to successfully complete the course.

Process for Clinical Absence

Students who miss any clinical experience for reasons that are not deemed extenuating must meet with the Clinical Coordinator or Nursing Program Chair/Dean who will determine if a make-up opportunity will be granted. If a make-up opportunity is not granted or is unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

Required documentation for extenuating circumstance consideration (examples):

1. Serious Illness or Injury: Emergency department, urgent care, or hospital discharge paperwork relevant to the acute illness
2. Death of immediate family member: Evidence of death
3. Jury Duty: Jury summons
4. Military Deployment: Deployment orders
5. Legal/Court Dates: Court documents with dates listed

Documentation to support extenuating circumstances must be submitted within 48-hours to the Clinical Coordinator and Nursing Program Chair or Dean.

No Call/No Show Policy for Clinical, Laboratory, and Simulation Experiences

A **No Call/No Show** is defined as a student failing to attend a scheduled clinical, laboratory, or simulation experience and failing to notify the assigned faculty member or follow established reporting procedures prior to the scheduled start time.

A No Call/No Show is considered a serious professional conduct concern and may result in disciplinary action, including, but not limited to, an unsatisfactory clinical evaluation or completion of a Student Conduct Incident Report, and may result in failure of the course. Students who experience extenuating circumstances that prevent them from notifying faculty prior to the scheduled experience must contact the faculty member and/or Nursing Program Chair/Dean as soon as possible and provide appropriate documentation for review. Consideration of extenuating circumstances will be determined on an individual basis.

Repeated failures to follow attendance and reporting expectations may impact the student's ability to progress in the nursing program.

Smoking/Tobacco Use Policy

No student shall engage in the use of tobacco while on campus, classroom, lab, simulation, or clinical facility. This includes chewable tobacco products, snuff, and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco, or any other smoke or vapor producing products such as e-cigarettes. Violating the Smoking/Tobacco Use Policy may result in the student's removal from class, lab, simulation in addition to a Student Conduct Incident write-up resulting in an absence.

Smoking on the LVC campus is permitted only in designated areas located behind the school building and away from entrances and exits. Students, faculty, staff, and visitors are required to dispose of all smoking-related waste in the designated receptacles provided. Smoking is prohibited in all other areas of campus, including near building entrances, to maintain a safe and healthy environment for the campus community.

NEAR MISS AND INCIDENT REPORTS

In nursing, a near miss is an event that could have caused client harm but was prevented before injury occurred. Near misses provide valuable insight into system weaknesses and serve as early warning signs for potential safety risks. Identifying and addressing these events allows healthcare teams to improve processes and prevent future errors.

Any near miss must be documented using the Clinical Near Miss Incident Report Form and immediately reported to the Lead Instructor and Nursing Program Chair/Dean. The completed documentation will be reviewed by the Lead Instructor and forwarded to the Nursing Program Chair/Dean for evaluation of potential training needs, contributing factors, and appropriate student corrective actions.

CLINICAL GRADING POLICY

Clinical experience will be evaluated through faculty observation, verbal communication with the student, written work, and clinical site staff reports using the Clinical Evaluation Form. Evaluation will be based on achievement of course and program objectives using the Clinical Evaluation Form. All areas are to be rated.

A rating of Pass represents satisfactory performance and a rating of Fail represents unsatisfactory performance. The student must achieve a rating of Pass in each area by the completion of the course in order to achieve a passing grade for the course. A rating of Fail in any of the clinical areas at the end of the course will constitute a failure for the entire course.

A student who receives an unsatisfactory evaluation during the course will be required to sign a completed a Student Conduct Incident Report form.

Clinical performance will be evaluated using the Clinical Evaluation Form based on faculty observation, student communication, written assignments, and feedback from clinical site personnel. The evaluation will measure achievement of course and program objectives, with each clinical area rated as Pass or Fail.

Faculty will conduct evaluation conferences with students at the end of each clinical day, at the conclusion of each course, and as needed throughout the clinical experience. A final evaluation conference is required during the last week of each clinical rotation. Students may request additional conferences by contacting clinical faculty. Students receiving an unsatisfactory clinical evaluation will be required to meet with the Nursing Program Chair/Dean to establish a student success plan.

Clinical Warning (Student Conduct Incident Report)

The purpose of the Student Conduct Incident Report is to establish an action plan to address, correct, and improve unsatisfactory clinical performance or behavior.

When an unsatisfactory behavior occurs in the clinical setting, the following process will be followed:

1. The clinical instructor will counsel the student regarding the identified concern and document the behavior on the appropriate evaluation tool and Student Conduct Incident Report.
2. The clinical instructor will submit the completed form to the Lead Faculty and Nursing Program Chair/Dean for review and consultation as needed.
3. Multiple Student Conduct Incident Reports throughout the course and/or program for unsatisfactory performance or behavior in the clinical setting may result in permanent dismissal from the program.

Exposure Incident

LVC is committed to maintaining a safe learning environment for students. Due to the nature of nursing education and clinical practice, exposure incidents involving potentially infectious bodily fluids cannot be completely eliminated. Students must follow the procedures outlined in the Exposure Control Plan in Appendix C of this Nursing Handbook in the event of an exposure.

Infectious Disease

Nursing students provide care to clients with both known and unknown infectious conditions, which presents potential risks to students and clients. These risks can be minimized through adherence to infection prevention practices, including standard precautions, medical/surgical asepsis, healthcare facility policies, and recommended personal health and immunization practices.

Students with a medical condition that may affect their ability to safely participate in client care or who have concerns regarding exposure to infectious diseases should consult their healthcare provider and the Nursing Program Chair/Dean to discuss responsibilities, requirements, and appropriate precautions.

Influenza Vaccination Requirement

An annual influenza vaccine is required by clinical sites during the influenza season (October–March), which may vary per facility. Students with a documented history of an adverse reaction to the influenza vaccine must complete an influenza waiver. If the assigned clinical site does not accept a signed waiver, securing an alternative clinical site is not guaranteed.

Standards of Clinical Conduct and Student Accountability

Nursing students are expected to uphold the same professional, ethical, and safety standards required of licensed nurses and to adhere to applicable standards of nursing practice. The clinical instructor has the authority and responsibility to evaluate student performance and to take immediate corrective action when necessary to ensure professional conduct, clinical competence, and client safety.

Students who violate clinical agency policies or regulations may be denied access to the clinical site. Any student involved in an incident that causes, or has the potential to cause, serious harm to a client, staff member, visitor, or another student may be subject to immediate dismissal from the nursing program.

In addition to the LVC Student Catalog, students must comply with this Nursing Student Handbook, course syllabi, clinical agency policies, the Nurse Practice Act, and professional nursing standards.

CLINICAL SITE

Clinical sites are selected to provide learning experiences that support course and program objectives. Students are required to attend clinical experiences at the assigned facilities, dates, and times. Clinical group assignments are final; requests to switch clinical groups will not be permitted.

Clinical Expectations

1. Arrive prepared for all clinical experiences.
2. Practice within the scope of the nursing student role.
3. Maintain confidentiality and client privacy in accordance with HIPAA.
4. Report significant client information, errors, and safety concerns promptly.
5. Demonstrate professionalism, integrity, accountability, and respect toward clients, families, faculty, staff, and peers.
6. Communicate appropriately with instructors and clinical personnel.

7. Accept responsibility for learning, respond to feedback, and contribute to a positive learning environment.
8. Adhere to clinical agency policies and procedures.

Critical Clinical Behaviors

Failure to consistently demonstrate any **one** of the following behaviors will result in an unsatisfactory clinical grade and failure of the course.

The nursing student will:

1. Demonstrate preparation for clinical practice.
2. Safely calculate and administer medications as required.
3. Immediately report errors or near-miss events.
4. Maintain medical and surgical asepsis.
5. Perform clinical skills at the expected level of competency.
6. Communicate accurate and timely clinical information.
7. Recognize and respond appropriately to safety hazards.
8. Respect the rights, dignity, privacy, and individuality of persons receiving care.
9. Establish therapeutic relationships with clients.
10. Make ethical and legal nursing decisions.
11. Demonstrate accountability and apply the nursing process appropriate to their level of preparation.
12. Modify performance in response to feedback.
13. Demonstrate professional behaviors consistent with the American Nurses Association (ANA) Code of Ethics.

UNSATISFACTORY CLINICAL BEHAVIOR

Unsatisfactory clinical behavior is any conduct that compromises safe, ethical, professional, or competent nursing practice and may result in an unsatisfactory clinical evaluation, disciplinary action, or course failure. Examples include but are not limited to excessive tardiness or absences; unprofessional or disrespectful communication; violation of the ANA Code of Ethics or professional standards; inadequate preparation for clinical assignments; failure to follow medication administration procedures; unsafe or incompetent clinical performance; breach of client confidentiality; and failure to maintain client safety.

SKILLS LAB ACTIVITIES

The Skills Laboratory provides students with opportunities to develop and practice clinical skills in a safe learning environment before performing them in client care settings. Practice activities may include peer participation and activities using mannikins; however, performing any invasive skill such as administering injections or performing blood glucose testing on other students or faculty is not allowed.

To pass Skills Lab, students are required to complete and pass all Skills Lab assignments and formal skill check-offs.

SIMULATION ACTIVITIES

Simulation activities are an integral component of the nursing curriculum and are designed to provide students with opportunities to apply knowledge, clinical reasoning, communication, and psychomotor skills in a safe, controlled learning environment. Students are expected to actively participate in all assigned simulation experiences, including pre-briefing, simulation scenarios, and debriefing sessions. Simulation activities are treated as clinical learning experiences; therefore, students must arrive prepared, demonstrate professional conduct, maintain confidentiality regarding simulation scenarios, and engage respectfully with peers, faculty, and standardized patients.

Performance during simulation is evaluated based on course objectives and professional standards and is intended to promote safe, competent, and evidence-based nursing practice. Students are expected to follow the Simulation Lab Guidelines.

No photography or video recording is permitted in the simulation center under any circumstances while simulation is actively in session.

SECTION VI: STUDENT DRESS CODE

DRESS CODE POLICY

The purpose of this policy is to establish uniform guidelines that promote a safe, professional, and comfortable learning environment.

Scrubs

1. The dress code applies to theory classes, skills laboratory, simulation, and community clinical experiences.
2. Students must wear official Las Vegas College-issued embroidered scrub tops.
3. Students may wear solid white, black, or pewter gray three-quarter or long-sleeve shirts under their scrub tops. Shirts must allow for movement and provide appropriate coverage.
4. Nothing may be worn over the scrubs, including jackets, sweaters, hoodies, sweatshirts, cardigans, lab coats, or warm-up jackets.
5. Scrubs must be clean, wrinkle-free, properly fitted, and allow for safe movement. Alterations that expose skin or compromise professionalism are not permitted.
6. Students may purchase scrub pants only if they exactly match the approved color. Pants must be properly hemmed, not drag on the floor, and cuffed bottoms are not permitted.
7. No additional uniform exceptions will be permitted. Scrubs will be ordered during Quarter 1.
8. LVC nursing scrubs may only be worn on campus or at clinical sites and should not be worn in social settings.

Shoes

Students must wear white athletic shoes made of vinyl or leather with closed toes and closed heels. Canvas, fabric, or mesh shoes are not permitted. Shoes may have no more than 5% of another color.

Socks

Students must wear crew-length or athletic socks that cover the ankle. No-show socks are not permitted. Socks must be solid white, natural, or black without prints. Support hosiery is permitted.

Identification

Student ID badges must be worn on the upper left chest at all times while on campus and in clinical facilities. Students arriving to clinical without their ID badge may be dismissed from the clinical experience, receive an absence, and be required to make up missed hours if availability permits.

Grooming Standards

Students must maintain a professional appearance and personal hygiene consistent with healthcare standards.

1. Hair: Hair must be clean, neat, professional, and secured away from the face and collar. Only natural hair colors are permitted. Hair accessories must be plain and limited to approved colors (white,

black, or pewter gray). Decorative accessories, scarves, wraps, bows, or non-approved head coverings are not permitted.

2. Nails: Nails must be short and clean. Nail polish, artificial nails, and nail enhancements are not permitted in clinical settings.
3. Make-up and Fragrances: Make-up should be minimal and professional. Perfume, cologne, scented lotions, and aftershave are not permitted due to potential allergies and client sensitivities.
4. Facial Hair: Male students must maintain a clean-shaven appearance or keep beards, mustaches, and goatees neatly trimmed and professional.
5. Personal Hygiene: Students are responsible for maintaining appropriate personal hygiene. Offensive body odor is not acceptable.

Jewelry Standards

1. One pair of small stud earrings may be worn in the lower earlobes only. Dangling earrings, hoops, and visible facial or body piercings are not permitted.
2. Earlobe gauges must be solid skin tone and plain. Clear gauges are not permitted. If removed, the area must be covered with a bandage.
3. A wedding or engagement ring may be worn unless restricted by clinical area requirements (e.g., operating room, delivery room, newborn nursery). Large or excessive rings are not permitted due to safety concerns.
4. A watch with a second hand is required in clinical and laboratory settings.
5. Necklaces and other jewelry are not permitted.

Tattoos, Wounds, and Body Piercings

1. Visible tattoos, wounds, or body piercings must be covered with a discreet skin-tone bandage or a long-sleeve shirt extending to the wrist.

Other Dress Code Requirements

1. Hats, caps, and non-uniform accessories or clothing are not permitted.
2. Chewing gum is not permitted.
3. Events not requiring the nursing uniform require business professional attire. Clothing must be modest and professional; prohibited items include see-through clothing, sleeveless tops, tank tops, T-shirts, shorts, mini dresses, sweatpants, jeans, jogging suits, and high heels exceeding 2.5 inches.
4. Failure to comply with dress code standards may result in disciplinary action. Students may be dismissed from class, skills lab, simulation, or clinical experiences if appearance is inappropriate, distracting, or inconsistent with professional expectations.
5. Continued noncompliance may result in course failure or dismissal if clinical placement is affected.
6. The nursing dress code does not apply to online general education courses

SECTION VII: STUDENT CONDUCT AND OTHER POLICIES

LVC's policies and requirements regarding student conduct, including the Code of Student Conduct, disciplinary and grievance procedures, and drug and alcohol policies, are outlined in the LVC Student Catalog. This Nursing Student Handbook does not replace the Student Catalog; rather, it highlights and provides additional guidance on specific policies and expectations most relevant to nursing students.

STUDENT CONDUCT AND PROFESSIONAL BEHAVIOR

LVC is committed to maintaining an educational environment that supports learning and is free from disruptive behavior in both classroom and clinical settings. Instructors have the authority to establish expectations for student interactions, including the appropriate time and manner for questions and discussions, and may implement reasonable rules of conduct and professionalism.

This policy does not restrict respectful expression, discussion, or differing viewpoints; rather, it promotes a culture of professionalism and mutual respect. Incivility, disruptive behavior, or disrespectful interactions will not be tolerated and may result in disciplinary action, including dismissal from the Nursing program.

Disruptive Behavior

Disruptive behavior is disrespectful, negatively impacts the learning environment, and will not be tolerated in the classroom, laboratory, simulation, or clinical settings.

Examples of disruptive behavior include, but are not limited to:

1. Arriving late or leaving early without authorization.
2. Engaging in private conversations during instructional activities.
3. Using cell phones for calls, texting, or photography (cell phones must be turned off or stored as directed).
4. Using computers or internet access for non-academic purposes.
5. Sleeping during class, lab, simulation, or clinical experiences.
6. Using profanity, bullying language, or engaging in disrespectful behavior.

Students who engage in disruptive behavior may be directed to leave the classroom, lab, simulation, or clinical area and may be subject to further disciplinary action.

Tardiness and frequent movement in and out of the classroom or laboratory disrupt the learning environment. Once attendance is taken, students not present will be considered tardy or absent. Students are expected to remain engaged and present throughout scheduled learning activities.

Ethical and professional behavior is required of all nursing students. The following behaviors are prohibited on campus, in the classroom, laboratory, simulation, or clinical settings:

1. Being under the influence of alcohol or drugs (for-cause drug screening may be conducted at any time).
2. Use of profanity or inappropriate language.
3. Fighting, threats, intimidation, or acts of aggression.
4. Disrespectful behavior toward faculty, staff, clinical personnel, clients, or peers.
5. Falsification of clinical records or documentation.
6. Failure to report errors or safety concerns in the clinical setting, such as near misses.

Violations may result in disciplinary action in accordance with LVC policies and procedures.

Professional Licensure and Certification Requirements

Nursing students enrolled in clinical courses who hold a Nursing Assistant certification, Practical/Vocational Nursing license, or other healthcare credential must maintain current, unrestricted status with the appropriate regulatory board.

Students receiving disciplinary action related to any certification or license must notify the Nursing Program Chair/Dean within five days of the occurrence. The Nursing Program may restrict clinical participation and client care activities until the credential is reinstated, unrestricted, or all disciplinary requirements have been satisfied.

Students with healthcare certifications or licenses must provide a current copy of documentation to the Clinical Coordinator annually.

SOCIAL NETWORKING AND SOCIAL MEDIA

In accordance with HIPAA regulations, students must not share any client information, clinical experiences, or images related to clients or clinical situations on social media platforms, including but not limited to Facebook, X (Twitter), YouTube, or other online platforms.

Students are expected to follow professional social media practices consistent with guidance from the American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN). Students must:

1. Never post or share individually identifiable client information.
2. Maintain professional boundaries in all online interactions.
3. Recognize that online content may be viewed by clients, peers, faculty, employers, and healthcare organizations.
4. Use privacy settings appropriately and separate personal and professional online activities.
5. Report online content created by others that may compromise client privacy, safety, or professional standards.
6. Follow and support institutional policies regarding professional online conduct.

Tips to Maintain Professionalism on Social Media

1. Maintain the same standards of professionalism online as in all professional settings.
2. Do not share client information, clinical experiences, or images obtained through the nurse-client relationship.
3. Maintain appropriate professional boundaries when using electronic and social media.
4. Do not post negative or disparaging comments about clients, employers, coworkers, or clinical sites, even if individuals are not identified.
5. Never take or share client photos or videos using personal devices, including cell phones.
6. Report any suspected breach of confidentiality or privacy immediately.

FOOD AND BEVERAGE

No food or drink is allowed in the computer room, simulation lab, skills lab, simulation lab, or classrooms.

PROFESSIONAL BOUNDARIES

Nursing students must understand and maintain professional boundaries with faculty, staff, peers, and clients. Students who are unsure of appropriate professional behavior or responses should consult their instructor or the Nursing Program Chair/Dean.

Students should address faculty, staff, and clients using appropriate professional titles or surnames (e.g., Dr., Mr., Mrs., Ms., Professor) unless otherwise directed.

DRUG AND ALCOHOL ABUSE POLICY

(Please refer to the DRUG-FREE SCHOOLS/DRUG-FREE WORKPLACE ANNUAL DISCLOSURE section of the Las Vegas College Student Catalog for additional information regarding the school's drug and alcohol abuse policies.).

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions up to and including termination of their enrollment at the School.

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Individuals are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of marijuana and synthetic marijuana, regardless of the legality of either

substance. A state's legalization of marijuana and/or the possession of a legitimate medical marijuana card are not accepted as exceptions to this policy. Under federal law marijuana remains classified as a Schedule I drug and its possession and use by any individual, regardless of age, are prohibited. As a Title IV institution, the School will follow all applicable federal laws and regulations. Note: Officially sponsored off-campus activities include field trips and student-sponsored social activities if they are considered sponsored by the School.

Criminal Background and Drug Screening

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC. A student who does not pass a drug test may be allowed to re-test after 30 days have passed from the original test date, upon the written recommendation of the Campus Director and the written approval of the President. The decision to allow a re-test is made at sole election and discretion of the Campus Director and the President.

In accordance with their applicable procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites

may, at times, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.

STUDENT HEALTH

Students are responsible for notifying the Nursing Program Chair of any change in health status that may affect their ability to meet program requirements, Essential Skills and Functional Ability Standards, or clinical objectives, including pregnancy.

A healthcare provider's clearance may be required before returning to clinical activities. Students who are unable to meet clinical requirements due to health-related concerns may need to withdraw from the program. LVC does not provide student health services.

TRANSPORTATION REQUIREMENTS

Students are responsible for providing their own reliable transportation to and from all clinical experiences. Clinical assignments may require travel to various healthcare facilities, including locations outside the immediate area. Failure to arrange transportation does not excuse a student from attending required clinical experiences.

EMPLOYMENT AND ACADEMIC RESPONSIBILITIES

Students are responsible for balancing employment commitments with academic and clinical responsibilities. Students must be alert and prepared for all classroom, laboratory, and clinical experiences. Employment immediately before class or clinical is discouraged due to fatigue, which may compromise the safety of the student, clients, and others. Sleeping during class, laboratory, simulation, or clinical experiences is prohibited.

STUDENT EMAIL COMMUNICATION

All LVC students are provided with an LVC email account. Students are responsible for maintaining their @student.lvcollege.edu email account and checking it regularly, at minimum daily, for important communications from faculty and the College. Official communications will only be sent to the student's LVC email account and not to personal email addresses.

SECTION VIII: STUDENT ORGANIZATIONS AND ACTIVITIES

STUDENT INPUT

Students are encouraged to provide input on decisions including admission standards, curriculum, student services and the teaching/learning process. The following list includes examples of ways that students can become involved in governance:

- Participate in end of quarter, end of program and alumni surveys.
- Provide honest and fair feedback to faculty when asked to complete faculty and course evaluations at the end of the quarter.
- Speak with faculty who may forward concerns to appropriate program personnel/groups.

PINNING CEREMONY

The Las Vegas College (LVC) Nursing Pin is awarded to graduates of the nursing program as a symbol of their dedication, accomplishment, and successful completion of the program. The pinning distribution process is established and administered by the Program Chair and/or Dean of Nursing.

SECTION IX: RN LICENSURE INFORMATION

REGISTERED NURSE LICENSURE

Successful completion of the Las Vegas College Associate of Applied Science in Nursing Program, qualifies graduates to apply for licensure by examination through the Nevada State Board of Nursing and to register for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Graduation from the program does not guarantee eligibility for licensure, authorization to test, or issuance of a registered nurse (RN) license.

APPLICATION

- During Quarter 8 of the program, the school will provide graduating students with application instructions for the NCLEX-RN® exam.
- The student will complete the application with his/her information in the presence of the Director of Career Services or designee so payment can be made with the application.
- Graduates are responsible for submitting a complete application for licensure by examination to the Nevada State Board of Nursing, including all required documentation, fees, and supporting materials. Incomplete applications may delay the review process and issuance of an Authorization to Test (ATT).
- The Nevada Board of Nursing reviews applications according to its established policies and procedures. Applicants may be required to provide additional documentation or information before eligibility for licensure by examination is determined. Providing false, incomplete, or misleading information on a licensure application may result in delays, denial of eligibility, or disciplinary action by the Nevada Board of Nursing.
- After the Nevada Board of Nursing determines that all licensure requirements have been met and the candidate has completed registration with the NCLEX-RN® testing vendor, an Authorization to Test (ATT) will be issued. The ATT permits the candidate to schedule and take the NCLEX-RN examination at an authorized testing center.
- The College will submit official program completion documentation to the Nevada State Board of Nursing after all graduation requirements have been satisfied. Graduates are responsible for monitoring the status of their licensure application and responding promptly to any requests from the Nevada Board of Nursing or the NCLEX testing vendor.

REIMBURSEMENT OF LICENSURE AND NCLEX EXAMINATION FEES

There are several fees associated with preparing for and obtaining a nursing license. Current estimated costs include fingerprinting (\$60.00), the Nevada State Board of Nursing application fee (\$100.00), and the NCLEX-RN examination fee through Pearson VUE (\$200.00). These fees are established by external agencies and are subject to change without notice.

Las Vegas College (LVC) may pay for or reimburse eligible students for these expenses upon successful completion of the NCLEX Readiness Authorization process. Eligibility for reimbursement is contingent upon meeting all requirements, including achievement of an acceptable score on the ATI Comprehensive Predictor examination. Las Vegas College reserves the right to not pay for any of these fees. While LVC may elect to pay for or reimburse eligible students for certain licensure-related expenses, the College is under no obligation to do so and reserves the right to discontinue or modify this benefit at any time.

Section X: Appendices

Appendix A

Essential Skills and Functional Ability Standards

Nursing students must be able to meet the physical, mental, and emotional demands of the program. Clinical experiences require activities such as lifting and assisting clients, prolonged standing, walking, and bending. Students with chronic health conditions must be able to manage their condition and safely perform direct client care responsibilities. Because clinical practice involves situations that may be stressful and directly impact client outcomes, students must demonstrate sound judgment, professionalism, and appropriate behavior under pressure. Applicants should carefully consider these requirements before enrolling in the program.

Essential Skill and Functional Ability	Standard	Examples of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance and strength to provide client care.	Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as a treatment room, operating suite, etc.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills are sufficient to handle small equipment such as insulin syringe, administer medications by all routes, and perform tracheotomy suctioning, insert urinary catheter, etc.
Perceptual Sensory Ability	Sensory and perceptual ability to assess and monitor clients	- Sensory abilities sufficient to hear alarms, accusatory sounds, cry for help, etc. - Visual acuity to read calibrations on 1mL syringe, assess color (cyanosis, pallor, etc.) - Tactile ability to feel pulses, temperature, palpate veins, etc. - Olfactory ability to detect smoke or noxious odor, etc.
Behavioral Interpersonal Emotional	- Ability to relate to clients, family and other health care providers with honesty, integrity and nondiscrimination. - Capacity for development of mature, sensitive and effective therapeutic relationships. - Ability to work	- Establish rapport with others. - Work with a team. - Emotional skills sufficient to remain calm in an emergency. - Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities assigned. - Adapt rapidly to environmental changes and multiple task demands. - Maintain behavioral decorum in stressful

Essential Skill and Functional Ability	Standard	Examples of Required Activities
	constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	situations.
Safe Environment for Clients, Families and Co-Workers	- Ability to accurately identify clients. - Ability to effectively communicate with others. - Ability to administer medications safely and accurately. - Ability to operate equipment safely. - Ability to recognize and Communication	- Prioritizes tasks to ensure client safety and standard of care. - Maintains adequate concentration and attention in the clinical environment. - Seeks assistance when clinical situation requires a higher level of expertise. - Responds to monitor alarms, emergency signals, call lights and orders in a rapid and effective manner. - Take the necessary precautions when dealing with body fluids, etc.
Communication	- Ability to communicate in English with accuracy, clarity and efficiency with clients, families and other member of the health care team (including spoken and ono verbal expressions, affect and body language). - Required communication abilities including speech, hearing, reading, writing, language skills and computer literacy.	- Gives verbal directions to and follows verbal direction from other members of the healthcare team and participated in discussions on client care. - Elicits and records information about health care issues and responses from clients and their family members. - Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. - Establishes and maintains effective working relationships with clients, families and health care team.
Cognitive Conceptual Quantitative Abilities	Ability to read and understand written comments in English and solve problems involving calculation and reasoning.	- Calculate appropriate medication dosage given specific client parameters. - Collect data, prioritize needs and anticipate outcomes.

Essential Skill and Functional Ability	Standard	Examples of Required Activities
	▪ Ability to comprehend spatial relationships ▪ Ability to gather data, develop a plan of action, establish priorities and evaluate treatment plan. ▪ Ability to react effectively in an emergency situation. ▪ Ability to understand and apply the Clinical Judgment Measurement Model principles.	▪ Analyze data to develop a plan of care. ▪ Comprehend spatial relationships in order to administer injections, start intravenous lines and assess wound of varying depths. ▪ Recognize an emergency situation and respond effectively to safeguard the client, family and co-workers. ▪ Transfer knowledge from one situation to another. ▪ Accurately process information on medication containers, physician orders, monitor equipment calibration, printed documents, flow sheets, policy and procedure manuals, etc. ▪ In the clinical setting; will be able to recognize cues, analyze cues, prioritize hypotheses, generate solutions, take action, evaluate outcomes.
Punctuality Work Habits	▪ Ability to adhere to the nursing policies, procedures and requirements. ▪ Ability to complete classroom, lab and clinical assignments on time. ▪ Ability to adhere to classroom, lab and clinical schedules.	▪ Attend class, lab and clinical punctually. ▪ Able to drive to a number of different clinical sites and different times during the day. ▪ Read, understands and adheres to all policies, procedures and requirements. ▪ Contact nursing faculty members in advance for any absence or late arrival. ▪ Understand and completes assignments by due date and time.

Appendix B

American Nurses Association (ANA) Code of Ethics Summary

The current **2025 Code of Ethics for Nurses** is the ANA's definitive standard for ethical nursing practice and includes 10 provisions that guide nurses in patient care, professional responsibilities, health equity, and global health. ([codeofethics.ana.org](https://www.nurses.org/codeofethics))

The following is a brief summary of each provision:

Provision 1:

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. (see ANA website for subsections: 1.1, 1.2, 1.3, 1.4)

Provision 2:

A nurse's primary commitment is to the recipients(s) of nursing care, whether an individual, family, group, community, or population. (see ANA website for subsections: 2.1, 2.2, 2.3, 2.4)

Provision 3:

The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipients(s) of nursing care. (see ANA website for subsections: 3.1, 3.2, 3.3, 3.4, 3.5)

Provision 4:

Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care. (see ANA website for subsections: 4.1, 4.2, 4.3, 4.4)

Provision 5:

The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence. (see ANA website for subsections: 5.1, 5.2, 5.3, 5.4, 5.5)

Provision 6:

Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses. (see ANA website for subsections: 6.1, 6.2, 6.3)

Provision 7:

Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health and social concerns. (see ANA website for subsections: 7.1, 7.2, 7.3, 7.4, 7.5)

Provision 8:

Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends. (see ANA website for subsections: 8.1, 8.2, 8.3)

Provision 9:

Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing. (see ANA website for subsections: 9.1, 9.2, 9.3, 9.4, 9.5)

Provision 10:

Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing. (see ANA website for subsections: 10.1, 10.2, 10.3, 10.4, 10.5)

Appendix C

Bloodborne Pathogens Exposure Control Plan for Nursing Students

Purpose

Las Vegas College (LVC) is committed to providing a safe learning environment for all nursing students. This Exposure Control Plan is designed to reduce the risk of exposure to bloodborne pathogens during laboratory, simulation, and clinical experiences in accordance with Occupational Safety and Health Administration (OSHA) standards.

Policy

Nursing students may encounter blood and other potentially infectious materials while participating in clinical, laboratory, or simulation activities. All students are required to follow standard precautions, infection control practices, and the guidelines outlined in this policy to minimize the risk of exposure.

Bloodborne pathogens are microorganisms found in human blood that can cause disease.

Examples include:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV)

Students are responsible for adhering to all safety procedures and infection prevention practices while enrolled in the nursing program.

Exposure Risk Activities

Nursing students may be exposed to blood or other potentially infectious materials while performing activities such as:

- Administering injections
- Performing blood glucose testing
- Assisting with blood specimen collection
- Providing wound care
- Handling contaminated equipment or supplies
- Participating in simulation or clinical experiences involving sharps or body fluids

Standard (Universal) Precautions

All blood and body fluids should be treated as potentially infectious. Students must:

- Use appropriate personal protective equipment (PPE).
- Practice proper hand hygiene before and after client contact.
- Follow safe handling and disposal procedures for sharps.
- Avoid direct contact with blood and body fluids whenever possible.

- Report all exposure incidents immediately.

Students should never assume that a client is free from infectious disease based on age, appearance, or medical history.

Work Practice Controls

Hand Hygiene

Students must wash their hands:

- Before and after client contact
- After removing gloves
- After contact with blood or body fluids
- After contact with contaminated equipment or surfaces

If soap and water are unavailable, an approved alcohol-based hand sanitizer may be used until handwashing facilities become available.

Sharps Safety

Students must:

- Never recap needles using a two-handed technique.
- Immediately dispose of used needles and sharps in approved sharps containers.
- Never bend, break, or manipulate contaminated needles.

Exposure to Eyes, Mouth, or Skin

If blood or body fluids come into contact with the eyes, mouth, nose, or non-intact skin, students should immediately flush the affected area with water and notify their clinical instructor.

Food and Personal Items

Students may not eat, drink, apply cosmetics, handle contact lenses, or store food in areas where exposure to blood or body fluids may occur.

Personal Protective Equipment (PPE)

Students must wear appropriate PPE whenever exposure to blood or body fluids is anticipated.

PPE may include:

- Gloves
- Masks
- Face shields
- Protective eyewear
- Isolation gowns

Students must:

- Inspect PPE before use.

- Replace damaged or contaminated PPE immediately.
- Remove and properly dispose of PPE before leaving the client care area.
- Never take contaminated PPE home.

Housekeeping and Waste Disposal

Students must:

- Clean and disinfect equipment and work surfaces according to facility policy.
- Use mechanical devices (forceps, tongs, brush and dustpan) to pick up broken contaminated glass.
- Dispose of contaminated waste in designated biohazard containers.
- Dispose of sharps immediately in approved sharps containers.

Hepatitis B Vaccination

Documentation of Hepatitis B vaccination or verified immunity is required for all nursing students before the start of clinical experiences. Compliance with this requirement is mandatory to meet clinical agency standards and ensure the safety of clients, students, and healthcare personnel.

Students must provide documentation of:

- Completion of the Hepatitis B vaccination series, or
- A positive Hepatitis B antibody titer

Students are responsible for maintaining compliance with all clinical agency immunization requirements.

Exposure Incident Procedure

An exposure incident includes:

- Needle-stick injuries
- Cuts from contaminated sharps
- Blood or body fluid contact with eyes, mouth, nose, non-intact skin, or mucous membranes

If an exposure occurs, the student must:

1. Immediately perform first aid measures.
 - Wash needlestick or skin exposure sites with soap and water.
 - Flush eyes, nose, or mouth with water.
2. Notify the clinical instructor immediately.
3. Follow the clinical agency's exposure protocol.
4. Complete all required incident reports before leaving the clinical site.
5. Obtain medical evaluation and follow-up as directed.

Prompt reporting is essential to ensure timely medical evaluation and treatment.

Post-Exposure Evaluation and Follow-Up

Students who experience an exposure incident may be referred for medical evaluation. Follow-up may include:

- Documentation of the exposure
- Testing of the source individual when permitted
- Student testing and counseling
- Post-exposure prophylaxis when medically indicated
- Follow-up medical evaluation

Students are responsible for any costs associated with medical evaluation unless otherwise specified by program or clinical agency policies.

Biohazard Labels and Waste Containers

Students must recognize and comply with biohazard labeling requirements.

- Containers displaying the biohazard symbol contain potentially infectious materials.
- Red bags and red containers should always be treated as biohazardous waste.
- Any unlabeled or improperly labeled biohazard waste should be reported to the instructor immediately.

Education and Training

All nursing students will receive education regarding bloodborne pathogens prior to participating in clinical experiences. Training includes:

- Bloodborne pathogen transmission
- Standard precautions
- Infection prevention measures
- Proper use of PPE
- Sharps safety
- Exposure reporting procedures
- Hepatitis B information
- Post-exposure procedures

Students are expected to demonstrate understanding and compliance with all safety requirements throughout the program.

Student Responsibility

All nursing students are responsible for maintaining a safe clinical and learning environment by consistently following infection prevention practices, using appropriate PPE, and immediately reporting any exposure incident. Failure to comply with these requirements may result in disciplinary action and/or removal from the clinical setting.

APPENDIX D

ACKNOWLEDGEMENT OF DISCLOSURE FORM-NURSING

1. I am aware that to practice nursing as a registered nurse in any state or U.S. territory, I must pass the National Council of Licensing Examination for registered nurses (NCLEX-RN®) prior to being able to work in the healthcare field as an RN.
Initials _____
2. Because of the nature of the nursing program and regulations by state boards of nursing, I understand that a "For Cause" drug/alcohol screening can be done anytime there is suspicion of substance abuse at either the campus or clinical site.
Initials _____
3. I understand that a medical or criminal background check failure will prohibit me from completing my nursing program at LVC. Depending on the state requirements, a failed background check may or may not disqualify me to sit for the Registered Nurse Licensing Examination (NCLEX-RN®). **Initials** _____
4. I understand that I must complete and pass all required courses of my program by the end of my last quarter to be eligible to graduate. **Initials** _____
5. I understand that successful completion of the nursing program qualifies me to sit for the licensure examination, but does not guarantee passage of the licensing examination, job placement, or employment in nursing. Further I confirm that no guarantee of employment has been made to me by any school employee. **Initials** _____
6. I understand it is my responsibility to verify the transferability of all courses. I also understand official transcripts of courses from other institutions must be submitted to the Registrar prior to the end of the first quarter to be considered for transfer. **Initials** _____
7. I understand the study requirements of the Associate of Applied Science Degree Nursing Program, the need for reliable transportation, the attendance policy, the grading policies, progression policies, and the need to be professional at all times.
Initials _____
8. I understand that during the course of the program additional policies may be instituted as needed and to address the requirements of assigned clinical sites. When in the clinical site, I agree to abide by the policies and procedures of that site. **Initials** _____
9. I give permission for the nursing faculty and/or Nursing Department Chair/Dean or designee to share my personal information, including but not limited to name, date of birth, documentation of the health and safety requirements, etc. with clinical sites requesting this information. I understand this information may be needed to enter me in their security system, computer system and/or medication administration system, etc. or other applicable systems in order for me to participate in clinical learning experiences.
Initials _____
10. I hereby grant LVC my consent to use worldwide in perpetuity, my name, voice, signature, photograph, biography, and likeness, my employer's name, and my job title in any and all forms of publicity and training materials, including without limitation, advertising, press releases, promotions, television and radio commercials, and in any medium, such as print, electronic, Internet or broadcast media. I further authorize LVC the worldwide right in perpetuity to use, record, reproduce, distribute, broadcast or disseminate any information I have authored or provided to it, including written or spoken comments, and any abridgments, excerpts, paraphrasing, or derivative works of such comments. I waive the right to inspect or approve any draft or finished training material, advertisement, press release, promotional piece, publicity piece, and/or television and radio commercial produced by LVC under this Consent. **Initials** _____
11. I have received and read the Nursing Student Handbook, Acknowledgement of Disclosure Form – Nursing, Essential Skills and Functional Ability Standards (see Appendix A of this Handbook) and agree to abide by all applicable standards and policies.
Initials _____

SIGNATURE OF STUDENT

PRINTED NAME

DATE

This form will be maintained in the student's file throughout the nursing program.