Student Information

Saint Luke’s College seeks to promote learning environments (classroom, laboratory, clinical) with optimum environmental conditions for effective learning. As members of this community, all students share in the responsibility for maintenance of learning environments with academic integrity and free of learning disruptions.

Audio Recording

Students wishing to record a specific class (includes lab and clinical activities) should obtain permission from faculty prior to the class. To comply with HIPAA regulations, stories of specific client cases discussed by either faculty or students are not to be audio-recorded. Classroom activities, lectures, discussions, games, etc. are intellectual property of the faculty and college. When permission for audio-recording is granted, the resulting recording is to be released only as approved by the faculty. This means it is not to be distributed by any means (physical or electronic) to others without explicit permission from faculty.

Bulletin Boards, Signs, Posters

Messages announcing campus-related events may be placed on the bulletin boards in the student Commons Area on first floor. Depending on space limitations, messages may stay on the board for only one week. Posters, flyers and other announcements may not be posted on windows, doors, walls, handrails, or on automobiles in parking lots on campus. All messages must be dated.

For additional information contact the Executive Director of Business Operations.

Off campus groups may place messages on the bulletin boards with permission only. For more information inquire at the front desk.

Campus Security Act, Public Law 101-542

The College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act which is a federal statute. The Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Saint Luke’s College complies with this act and sends information to students, faculty, and staff throughout the year as needed. The information is also available on College website and at the Saint Luke’s Hospital Security Office.

Computer Access
Access to Storage Drives on Central Servers: Each student will have a personal storage drive labeled with their student number and a College Common drive folder.

College applications are also available to students through the ACCESS window (CITRIX). These applications include:

- Plan for Care
- Care Planning
- Horizons Clinicals (HOM and HED)
- Stedman’s Abbreviations
- EKG programs
- Clinical Forms
- Krames on Demand (patient education program)

Savings and transferring information from home-computer lab: Students may use portable storage devices such as “jump drive” or “thumb drive” to transfer information from home to school. Sending information, papers, assignments, etc. by email is STRONGLY recommended.

Computer Requirements

To satisfactorily participate in hybrid & online courses, Saint Luke's College has established minimum computer requirements that must be met in order to access our online systems. The current requirements can be found at:

http://support.saintlukescollege.edu/minimum-computer-specifications

Course Learning Management Websites

Course Learning Management, Desire2learn, websites are provided for courses. Faculty may utilize these websites for posting course resources and assignments, student communication, test administration, and/or posting grades. Additional textbook resources such as student test banks, animations, and case studies, are also accessible via these course websites on the learning management system.

Electronic Communication

Engagement in any form of electronic communication (e.g., cell phones, email, text messages, and social networks) can disrupt learning and is therefore prohibited within the College earning environments. At the discretion of the instructor, exception to this policy is possible in special circumstances. In testing situations, use of any unauthorized electronic device may lead to a charge of academic dishonesty and additional sanctions as indicated in the Professional Conduct Policy.
Electronic Devices

Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA’s, laptops, etc. All electronic equipment, including PDAs, laptops, cellular phones, and pagers, are to be placed in silent modes prior to entering any learning environment. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Email

Every student is assigned an electronic mail account. This email account is the official source for distribution of information to college constituents. Students should check their email daily. To access email from home with a college email address, please access: http://email.saintlukescollege.edu

Internet

Use of the internet within learning environments is to be limited to authorized learning investigations.

Learning Environment Responsibilities

Saint Luke’s College of Health Sciences seeks to promote learning environments (classroom, laboratory, clinical) with optimum environmental conditions for effective learning. As members of the Saint Luke’s College learning community, all students share in the responsibility for maintenance of learning environments with academic integrity and freedom from learning disruptions.

NCLEX-R.N. Application Testing

Important websites and resources to review and explore include:

NCLEX website: https://www.ncsbn.org/nclex.htm

- See table for students/candidates resources
- Briefly review the NCLEX-R.N. Test Plan/consider your strengths and areas of weakness
- Review NCLEX-R.N. Fact Sheet

NCLEX-R.N. website is at Pearson VUE: http://www.pearsonvue.com/nclex

- Includes candidate booklet and tutorial, review these
  - Select a location site to register to take the NCLEX-R.N. exam (over 200 sites available to take the exam)

Application form
Candidate MUST submit an application for licensure to the state Board of Nursing where you wish to be licensed.

Complete a state Board of Nursing Licensure by Examination Application. Once the application and accompanying documents are received they will be reviewed by the state Board of Nursing. If all the requirements on the application are met the state Board of Nursing will immediately notify Pearson VUE.

Pearson VUE will contact the candidate via the email address on the application for licensure. Once a candidate has been contacted by Pearson VUE, they can then register for the exam.

Application forms for Missouri State Board of Nursing (other states may have different requirements)

- Application must be completed in black ink and in student’s own handwriting.
- Applicant must meet eligibility requirements.
- Section V– Affidavit is to be notarized by notary public.
- Applicant must have attached 2” x 2” signed photograph (recent photo of face)
- Applicant must have Academic Dean’s signature and school seal affixed to application
- Criminal background checks. Information will be provided on the instruction letter accompanying the application. Expect a fee for the background check.

The Process

1. Prospective graduates will receive an application pack consisting of:
   - An Application for License as a Registered Professional Nurse by Examination;
   - A letter of instruction for completing application for an R.N. license by Examination; and
   - A transcript request form

2. The application and transcript request form must be completed and returned by the date provided for administrative processing.

3. Applications will be mailed to the Missouri State Board of Nursing. The Transcript Request form will be given to the College Registrar.

4. Official transcripts will be mailed to the Missouri State Board of Nursing or to a student’s designated State Board of Nursing.

5. The Board of Nursing will declare the candidate eligible to test and notify Pearson VUE. Then the candidate will be notified of Authorization to Test (ATT) by the State Board of Nursing. The fee for NCLEX-R.N. exam is $200.

6. Scheduling the Exam
Plan on testing for up to a maximum of six hours
- Make appointments to test immediately after receiving the ATT even if plans are not to test immediately as test centers fill quickly
- Tests are administered and approved Pearson Professional Center site

**NCLEX-R.N. Readiness**

Traditional B.S.N. graduates must successfully pass the NCLEX-R.N. in order to begin professional nursing practice as a Registered Nurse. NCLEX-R.N. readiness is an outcome of engagement in a quality curricular program of study, knowledge acquisition and retention, and the development of analytical problem-solving skills.

Success on formative and summative standardized tests designed to assess NCLEX-R.N. readiness is correlated with success on the NCLEX-R.N. The ATI (Assessment Technologies Institute) will be utilized the curriculum in order to provide formative and summative assessment of NCLEX-R.N. readiness and customized remediation plans.

Test results for each of these assessments will identify the specific content areas in which the student demonstrated strengths and weaknesses. Links will be provided for each identified area for remediation. From these links students are able to review related content and practice application of concepts to practice test items.

Additionally, specialty and comprehensive practice tests and case studies are provided. Access codes for these additional resources are provided to students at the beginning of their program of study.

**Peer Mentoring Program**

First year nursing students have peer mentors available to work with them on their courses. The program provides for mentors to be available one-day a week in the Learning Resource Center, the skills lab, and for individual support.

**Printing**

Saint Luke’s College printing services allows students to print from either a school computer or their personnel device that they bring on campus for a small fee. The printers will also allow students to copy documents and/or scan items into their email. The printers are located in the Lobby on the first floor and in the hallway of the A level by the student study rooms. There is a small fee of $.10 a page that goes to the running and maintenance of the printers. Instructions on how to print can be found at support.saintlukescollege.edu.

**Program Evaluation**
For the purposes of continuous quality improvement throughout your Saint Luke’s College B.S.N. program of study, you will have multiple opportunities for the provision of constructive input and evaluative feedback regarding curricular and instructional effectiveness, student services, and overall program effectiveness. Below is a list of surveys which you will be asked to complete. Overall students are asked to assign quality ratings and to provide specific suggestions for improvement. Student feedback is essential and highly valued for its contribution to ongoing continuous quality improvement.

In addition to these formal opportunities for evaluative input, multiple other opportunities are available, including SLSNA membership, representation on college committees; participation in Dean’s chats; and interactions with faculty and administrators during posted office hours.

**Required Course Textbooks and Learning Materials**

Textbooks and other learning materials including online courses, simulation learning systems that are required or recommended for each course and for use across the curriculum are carefully selected by Saint Luke’s College faculty and/or Curriculum Committee. All students are expected to have these required textbooks (hardcopy and/or eBook format) and other learning materials for their personal use as designated.

Information regarding required and recommended textbook and other learning materials will be distributed at time of course registration.

**Student Ambassador Program**

Student Ambassadors represent the college at community events, college activities, graduation ceremonies and alumni activities. Ambassadors promote a positive, professional image of students of the college. Students interested in being a Student Ambassador should contact the Director of Enrollment Management and Human Resources in office 263.

**Student Assistance Program**

Sometimes life gets complicated and it can be helpful to talk with someone. The Student Assistance Program is a confidential, short term counseling and referral service offered by the College and provided by experts within the Saint Luke’s Health System. The program is designed to assist students with direction for life challenges such as: stress management, relationship concerns, work or education related difficulties, substance abuse problems, and financial issues. Contact the Program at: 1-800-327-1223 or 816-931-3073 to schedule an appointment to meet with a counselor.

**Student Employment**
The majority of Saint Luke’s students are employed part-time. The College recommends that students limit part-time employment to 20 hours per week during the academic year.

**Student Representatives on College and Nursing Program Committees**

Student representatives are appointed or elected to the following College and Nursing Program Committees. Student representatives are responsible for communicating committee activities to other students and for gathering and providing student input to committee activities. Student representatives are Ex-Officio Committee members, having voice but no vote.

The following is a list of the committees on which two elected Student Representatives, one junior and one senior may serve.

- Faculty Senate
- Student Affairs Council
- Admission
- Faculty Affairs
- Curriculum

**Student Suggestion Form**

Students may register a complaint or suggestion by utilizing a Student Suggestion Form. These forms are available in the student union. After completing the form, the student should place it in the secured box (marked Suggestion Box), also located in the student union area. The Student Affairs Committee will review the complaints or suggestions and make recommendations for actions to resolve the issue. The Student Suggestion Form exists to provide a means of communicating concerns which do not fall under the present Student Grievance Policy.