

*Mercer County Community College*  
*Division of Math, Science and Health Professions*  
*Nursing Program*

Policy: Acknowledgement of Receipt of the Nursing Program Student Handbook

Purpose: To ensure all students acknowledge receipt of the nursing program handbook and any updates to program requirements, policies or procedures each semester.

Procedure:

1. NRS112 Course Coordinator will distribute nursing program handbooks to each student beginning NRS112 on the first day of class.
2. NRS112 students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
3. LPN's entering the program under the advanced placement option will be provided a handbook at the time of admission to the professional phase of the nursing program. These students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
4. All progressing and returning students are required to review and become familiar with the information contained in the current handbook which is available on the nursing program website each semester. Students are then required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
5. Signed forms are due by January 30<sup>th</sup> for spring classes and August 30<sup>th</sup> for fall classes.
6. Students will be unable to sit for the first course examination if the signed forms are not received.

*Effective Date: August 1, 2009*

*Revised Date: June 13, 2011, October 29, 2014, May 2015, October 2015*

Approved by: , Director