Division of Math, Science and Health Professions
Nursing Program

MEMORANDUM

TO: All Graduating Students

FROM: Stephanie Horner
Nursing Program Specialist

DATE: January 2016

RE: Pinning

In order to place the order for your pins, we need some information from you. Please fill in below the initials you would like engraved on the back of your school pin. You are allowed 3 letters maximum.

This form must be turned into Stephanie Horner in the Nursing Office by February 15, 2016.

<table>
<thead>
<tr>
<th>STUDENT NAME (please print)</th>
<th>INITIALS FOR YOUR PIN</th>
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Also, upon completion of the nursing program, the New Jersey State Board of Nursing requires that we send completion letters for each graduate, confirming program completion, prior to allowing them to take the NCLEX. Please provide the information below so that the completion letter reflects the correct information.

Address: ___________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

SS#: _______________________________________________________________
MERCER COUNTY COMMUNITY COLLEGE
DIVISION OF MATH, SCIENCE AND HEALTH PROFESSIONS
NURSING EDUCATION PROGRAM

NRS 240 PRECEPTED CLINICAL PREFERENCE REQUEST FORM
SPRING 2016

Name: ____________________________________________

Cell phone # ______________________________________

Alternate email address (other than MCCC email) ______________________________

Please indicate your choice preference for clinical site, unit and shift. There is no guarantee that requests can be honored.

1. Clinical Facility Preference (list first choice as 1, second choice as 2)
   RWJ Hamilton __________________________
   University Medical Center of Princeton ________________________

2. Type of Unit Preference (list 1, 2 and 3)
   Medical-Surgical ____________________________
   Critical Care (ICU/ER) ________________________
   Maternity (UMCP only) ________________________
   Telemetry ________________________________

3. Shift Preference ((list first choice as 1, second choice as 2)
   7 am to 7 pm ______________________________
   7 pm to 7 am ______________________________

Please email completed form to Donna Penn at pennd@mccc.edu or drop completed form off to MS125.
Application for Graduation

Date ___________________________ Student ID # ___________________________

Clearly PRINT your name EXACTLY as you want it to appear on your diploma.

Name

First ___________________________ Middle ___________________________ Last ___________________________

Address

Street ___________________________ Apt # ___________________________ Home/Permanent Primary Phone # ___________________________

City ___________________________ State ___________________________ Zip Code ___________________________ Cell/Alternate Phone # ___________________________

Program of Study (Major) ___________________________

Month and Year for which you are applying to graduate with all your degree requirements completed (circle one)

May August January Year: 20 __________

Degree applying for (circle one) AA AAS AFA AS Certificate

If you are applying for more than one degree and/or certificate for the same month and year, you must fill out multiple forms and pay one $40 application fee. Submit the completed application(s) with the $40 payment to:

Bursar’s Office
Mercer County Community College
PO Box 17202
Trenton, NJ 08690

The fee is NON-REFUNDABLE and partially pays for the cost of diplomas, graduation attire, the ceremony and graduation certification processing. Each application NOT filed for the same month and year requires payment regardless of prior applications! See your academic advisor PRIOR to submittal to ensure graduation readiness. A GPA of at least 2.0 is required to be eligible to graduate. The deadline for this application is as follows:

May Graduation February 1 *
August Graduation April 1 *(If you are attending the May graduation ceremony)
January Graduation October 1 *(If you are not attending the May graduation ceremony)

* If this date falls on a weekend the deadline will be the next business day.

Information about graduates will be published in the program, commencement brochures, and the news media. This information will include name, address, degree(s) awarded, honors, major field of study, or other information classified as “Directory Information” by the college and in accordance with the Family Educational Rights and Privacy Act (FERPA – see the current catalog for further information). If you do not wish to have this information released you must file a written request at the Student Records office to withhold the release of directory information.

Commencement is held once a year in May. Students who complete requirements in January or August may participate in this ceremony. All financial obligations must be cleared before diplomas will be released. Your diploma will be mailed to the above address if it is not picked-up within 45 days of notification. The college is not responsible for any lost or damaged diplomas. All degree/certificate requirements must be completed by the end of the term for which you are applying.

If all degree requirements are NOT satisfied by these dates it is the student’s responsibility to file another Application for Graduation and pay an additional $40 fee.

Student Signature: ___________________________

[Signature]

BURSAR’S OFFICE USE ONLY
Accepted by: ___________________________
Amount Paid: ___________________________
Date: ___________________________
FEE IS NON-REFUNDABLE
SAVE THE DATE

MERCER COUNTY COMMUNITY COLLEGE'S NURSING EDUCATION PROGRAM

PINNING CEREMONY

Tuesday
May 17, 2016
6:00 P.M.
KELSEY THEATRE

MARK YOUR CALENDARS