

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

POLICY

Policy: Receipt of Student Handbook

Purpose: To ensure all students verify receipt of the nursing program handbook, at the start of their initial nursing course.

Procedure:

1. NRS110 Course Coordinator will distribute handbooks to each student beginning NRS110 on the first day of class.
2. NRS110 Course Coordinator will collect signed handbook and code of conduct receipts for each student in their course.
3. Students will be unable to sit for the first course examination if receipts are not received.
4. NRS110 Course Coordinator will submit all completed receipts to the nursing office prior to the first examination date.
5. LPN's entering the program under the advanced placement option will be held to the policies in the handbook distributed the semester of their first professional nursing course. These students will be required to submit signed handbook and code of conduct receipts to their Course Coordinator.

Effective Date: August 1, 2009

Revised Date: June 13, 2011

Approved by:  , Director