



2017-2018

PHLEBOTOMY PROGRAM STUDENT HANDBOOK

NEBRASKA
METHODIST
COLLEGE

THE JOSIE HARPER CAMPUS

Dear Students,

Thank you for choosing Nebraska Methodist College! A number of years ago, every member of the College staff and faculty created our current mission statement and core values. Our mission describes who we are and our reason for being. Our core values clarify the “behaviors” and attitudes we intend to characterize our work. One of those core values is “learning”, and we believe learning happens in a supportive environment, not a punitive one. Another core value is “respect”. We believe learning happens in an environment characterized by reciprocal appreciation of our gifts, talents and learning struggles. The policies and procedures explained in this handbook and the College catalog are intended to establish an environment safe for everyone, characterized by mutual respect, caring and holism.

DO YOUR BEST – TAKE SOME RISKS – APPRECIATE YOUR LEARNING PROCESS.

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NEBRASKA METHODIST COLLEGE MISSION AND CORE VALUES STATEMENT

MISSION

As a health profession institution, we provide educational experiences for the development of individuals in order that they may positively influence the health and well being of the community.

CORE VALUES

Through formal degree offerings, certificate programs, professional development and community outreach efforts, the College demonstrates integrity by its commitment to the following core values:

CARING: We are concerned for the well-being of all people, and demonstrate this concern through kindness, compassion and service.

EXCELLENCE: We expect the best from everyone and hold ourselves to the highest ideals of personal, professional and organizational performance.

HOLISM: We recognize and honor the interrelatedness of all things and all people; and are committed to the development of the whole person.

LEARNING: We embrace the experiential process by which knowledge, insight, understanding and, ultimately, wisdom are created for ourselves and those we serve.

RESPECT: We recognize and uphold the dignity and self-worth of every human being, and promote honest and forthright interpersonal communications and behaviors.

BEING SUCCESSFUL STARTS WITH BEING INFORMED

Welcome to Nebraska Methodist College! Entering College is a new experience, and in any new experience, there are challenges. College means learning about new people, new routines, unfamiliar terms, and countless questions.

This handbook, together with orientation and meetings with your program coordinator/faculty, will help to make entering Nebraska Methodist College a positive and successful experience. The College believes that successful health care providers are empowered health care providers. Two components are necessary for empowerment: 1) to be informed and 2) to follow through. This handbook will assist you in being informed. The joy of follow-through and its personal benefits is your challenge. A few suggestions for college success are provided below:

- Do what it takes to get involved with others in order to build a sense of belonging.
- Be willing to risk making mistakes. You'll learn more and learn it faster.
- Don't sweat the small stuff. Don't let the unimportant stuff take your best energy.
- Don't talk yourself into believing that everything is important.
- Confront rumors.
- Recognize that you control no one but yourself.
- Use your resources. The most clever people ask many questions.
- Assume nothing.
- Don't take yourself too seriously.
- Take your learning seriously.
- Laugh; laugh again; laugh one more time!

PHLEBOTOMY PROGRAM

Job Description

The phlebotomist collects blood specimens for laboratory analysis for diagnostic testing, therapeutic assessment and the monitoring of a patient's condition. Duties of a phlebotomist include:

- Correct identification of the patient prior to sample collection
- Collection of the appropriate amount of blood by venipuncture or dermal puncture for the specified tests
- Selection of the appropriate specimen containers for the specified tests
- Correct labeling of all samples with the required information
- Appropriate transportation of samples back to the laboratory in a timely manner
- Effective interaction with patients and hospital personnel
- Processing of samples for delivery to the appropriate laboratory departments
- Performance of computer operations and record keeping pertaining to phlebotomy
- Observation of all safety regulations, quality control checks, and preventive maintenance procedures

- Attendance at continuing education programs
- Training other health-care personnel to perform phlebotomy
- Monitoring the quality of samples collected on the units
- Evaluating protocols associated with sample collection
- Performing basic bedside laboratory tests
- Performing electrocardiograms
- Performing measurement of patient vital signs
- Collecting arterial blood samples
- Collection of samples from central venous access devices
- Assisting with bone marrow aspiration

National Accrediting Agency for Phlebotomy Competencies

Each student must demonstrate the entry-level competency requirements listed below:

- Knowledge of the health-care system and medical terminology
- Knowledge of infection control
- Knowledge of basic anatomy and physiology and anatomic terminology related to the laboratory and the pathology of body systems
- Understanding of the importance of sample collection and integrity for patient care
- Knowledge of collection equipment, tube additives, special precautions, and interfering substances associated with laboratory tests
- Performance of standard operating procedures in collecting samples
- Understanding of requisitions, sample transport, and sample processing
- Understanding of quality assurance and quality control in phlebotomy
- Use of effective and appropriate communication skills

Code of Ethics

The National Phlebotomy Association Code of Ethics for Phlebotomists sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of phlebotomy. Phlebotomists strive to:

- Represent the laboratory
- Gain and apply knowledge
- Maintain accuracy, reliability and reproducibility of results
- Respect patient rights and confidentiality
- Perform specified skills as defined by the hospital or laboratory standards of care
- Demonstrate commitment to the profession and coworkers

Technical Standards for a Phlebotomist

Certain capabilities are required for the successful practice of phlebotomy. The position of phlebotomist has been given a strength ratio of light work by the U.S. dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects. The student must:

- Be able to walk, stand and sit for periods of time, as well as stoop, bend, lift and carry.
- Have manual dexterity, good motor skills, and eye-hand coordination.

- Possess visual acuity, sufficient to allow for differentiation of colors, reading preprinted labels and requisitions, and identifying patients.
- Possess verbal, nonverbal, and auditory skills adequate for transmitting and receiving information from patient and hospital personnel. The student must read, write, speak, and comprehend English with sufficient skill to communicate.
- Be aware of tasks being performed, and alert to the well-being of the patient.
- Exhibit behavioral and social skills that are acceptable to the college and clinical setting.

It is your responsibility to understand the duties, responsibilities, skills and abilities required of your chosen program/profession. In addition to the technical standards as described above, please review the information regarding Phlebotomists at the O*NET website at <http://www.onetonline.org/link/summary/31-9097.00>.

STUDENT DEVELOPMENTAL SERVICES

Student Developmental Services (SDS) offers a variety of developmental programs and services which are designed to assist students in defining, clarifying, and achieving educational and personal goals. The Student Developmental Services Department provides opportunities for students to enhance holistic life skills throughout the NMC experience. This department supports a total college student development plan that includes:

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| • academic advising | • academic skills development |
| • career advisement | • community service |
| • counseling and special services | • honor ceremonies |
| • integrated learning | • leadership development |
| • orientation | • residence life |
| • student activities | • student governance |
| • student health | • student life |

Professional staff provide the following services are available by calling 402-354-7211.

Academic Advising

To facilitate effective decision making and completion of academic coursework in an educationally sound manner, matriculated students work with a professional staff member as an advisor.

Academic Skill Building

The Academic Skills Specialist provides academic skill building services to students in one-to-one or group interactions designed to help each student fully realize his/her academic potential. Students receive instruction in academic skills designed to enhance performance in all of their courses.

Individual assessments provide students with personal profiles of learning modalities, strengths, and needs. Follow-up sessions focus on assisting students to achieve maximum growth through development of basic skills, study strategies, motivation, and time management. Additional workshops are offered in response to student requests.

Counseling

Confidential counseling services are provided to assist students in making positive adjustments in their academic and personal lives. Professional counselors offer assistance in dealing with personal crises, self-esteem building, assertive skill development, problem-solving, decision-making, time and multiple role management, test anxiety, and career development. Counselors do not provide diagnosis or treatment for severe emotional difficulties, but can provide immediate and appropriate referrals. Counseling sessions may be short-term or long-term, depending upon need and desire. Services are confidential and free-of-charge. The counseling staff invites students to stop by or call and make an appointment at 402-354-7213.

Multicultural Support

Nebraska Methodist College is committed to creating a harmonious community characterized by awareness, integrity, cooperation, and mutual respect for diversity. The College strives to identify and eliminate cultural barriers that inhibit success and to affirm, respect, and celebrate cultural differences.

The College has a deep commitment to building a culturally inclusive environment that values all of its members. Through the work of various departments and committees, the College seeks to:

- promote a collegiate atmosphere that instills and supports a sense of belonging for students of color;
- organize activities that promote cultural awareness and appreciation; and
- provide holistic support to students of color as they pursue both academic and personal goals.

Contact the Coordinator of Leadership Development at 402-354-7218 for more information.

New Student Orientation

New student orientations are held prior to each program to assist NMC students in building solid foundations for success. Information is presented to students to increase familiarity with day-to-day routines and essential resources available at Nebraska Methodist College. Orientations also assist in developing an understanding of the many strategies for achieving personal and academic goals at NMC.

Professional Development

As a part of the professional development of students, opportunities are available for students to learn job search skills such as résumé writing, interviewing skills, and job

search strategies. Contact the Academic Skills Specialist at 402-354-7214 for further information.

Services for Students with Disabilities

NMC endeavors to provide qualified students with disabilities equal access to the College's educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the needs of the individual. When necessary, the College makes reasonable modifications to policies, practices or procedures or provides auxiliary aids and services, as long as doing so does not fundamentally alter the nature of the College's programs or impose an undue burden.

Since some accommodations may not be possible without advance notice, students who may require such assistance must notify the College at least two months in advance. Students requesting such assistance are required to provide documentation of their disability and its limitations, including appropriate medical information. In addition, students must participate in evaluations arranged by the College for the purpose of collaborating with a student to determine appropriate learning strategies. All personal and medical information is considered confidential. For more information, contact the Academic Skills Specialist at 402-354-7214.

Student Employment

Information about employment opportunities is available in the Student Center. These opportunities include the areas of health care, retail sales, fast food, and child care. For further information, contact the Academic Skills Specialist at 402-354-7214.

The Human Resources and supervisory teams of Methodist Health System are especially interested in talking with students about employment throughout enrollment and upon graduation. Human Resources offices are located at the corporate office (8601 W. Dodge Road), Methodist Hospital (8303 Dodge St.), and Shared Services (1725 S. 20th St.). Students are invited to visit any of these locations to review job postings and complete an application.

Additionally, students may review open positions and apply to Methodist Health System on line by visiting www.bestcare.org, or by mailing their resume with cover letter to www.hrbus@nmhs.org. As employees of Methodist Health System, NMC students may be eligible for a wide variety of benefits which include tuition assistance, employee development scholarships, flexible hours, paid time off, health and dental benefits and others.

Student Health Services

The mission of Nebraska Methodist College's Student Health Services is to provide each student with quality primary and preventative health care, as well as health and wellness education. All students enrolled in NMC programs are required to maintain complete and current health records. This requirement ensures the wellbeing of students, clients, and the NMC community.

The Student Health Center is located on the second floor of the 501 building. Student immunizations and assessments required by the College are offered at the NMC Student Health Center at discounted rates. Assistance with payment for certain vaccines may be available. Services are confidential and all student health records are kept in locked files within the Student Health Center.

There is no provider after hours or on weekends. If you have an emergency, go to the nearest urgent care center or emergency room for treatment. The nearest Methodist Physicians Clinic Urgent Care location is:

10710 Fort Street
(402) 354-7540
Open week nights from 6 -10 p.m.;
Weekends & holidays from noon-6 p.m.

Questions about student health services should be directed to 402-354-7211.

Student Housing

The Student Housing program at NMC is an integral part of the educational program and academic support services of the College. Josie's Village provides students with a dynamic living/learning environment that enhances individual growth and development.

Any questions regarding the residence may be directed to the Dean of Students at 402-354-7213. See the Housing Handbook for further information.

CAMPUS SECURITY

In accordance with the Student Right to Know and Campus Security Act of 1990 (20 USC, section 1092), NMC provides crime statistics and policies related to campus security to current students, employees, and applicants for enrollment and employment. NMC also provides this information to the United States Department of Education.

These statistics reflect the preceding three calendar years. For additional information, contact the Dean of Students at 402-354-7213.

All security or safety incidents should be reported to the Security Department upon occurrence. For emergencies, call 402-354-4000. Safety incidents should be reported to the Safety Department at 402-354-4048 or 402-354-4499.

If the incident requires further questioning of the student by the security department, the student will respond to those questions. If the Security Department recommends that the student notify local authorities, the student is expected to do so. In some cases, the Security Department will notify local law enforcement agencies.

Security concerns at the NMC Campus or Josie's Village are minimal; however, the few incidents that occur could be avoided by the following precautions:

- Do not leave anything of value (purse, cellular telephones, portable TVs, CD players, cassette players) in plain sight in your automobile.
- Close your door each time you leave your room. A door propped open communicates the clear message that you are not in your room.
- Do not leave money, meal tickets or jewelry in plain sight in your room.
- Report the presence of strangers or any suspicious situations to an RA, the Security Department, faculty or staff member.

Blue Lights

The Blue Light System enables immediate access to assistance in the event of an emergency. There are four blue light stations within the parking lots of the College. The stations are easily located by finding the blue lights attached to various parking lot lights. The station locations are as follows:

- South upper parking lot
- South lower parking lot (near stairs)
- West parking lot (back of Riley-Leinart Center)
- North parking lot - west end (near north door of Clark Center)
- North parking lot - northeast end (far corner)

In addition, there are four blue light stations within the parking lots of Josie's Village. The station locations are as follows:

- North side of the parking island entering the A-B building (buildings # 563 & #567)
- South side of the clubhouse
- Parking lot island outside the main entry to the E building (building # 564)
- Parking lot island outside the main entry - north of building F (building # 628)

In the event of an emergency, press the button on the call box (also attached to the respective parking lot light pole). Once this button is pressed, the caller will be connected to the Methodist Hospital Operator. In emergency situations, the Operator will then contact 911 and the Security Department.

Blue lights are to be used for life-threatening emergency situations only. Please do not use the blue lights for matters such as a stalled vehicle, flat tire, etc.

Professional Development and Lifelong Learning

NMC Professional Development and Lifelong Learning promotes education by providing courses and offerings designed to assist individuals in acquiring, updating and enhancing their knowledge base and improving the skills necessary for meeting the needs of rapidly changing workplaces and health care settings.

NMC students are encouraged to attend any of the educational offerings held by the department. There are offerings that enhance students' personal and professional

growth which students may be expected to attend as part of their curricula. Catalog and certification information is available on our Web site (www.MethodistCollege.edu).

General Student Policies

Student Injury

If a student is involved in an accident or unusual occurrence which may cause actual or potential injury, proper documentation of the incident must be made within 24 hours. The completed Incident Report Form documenting the incident will be filed in the Student Health Office.

Protocol for on-campus and off-campus occurrences:

1. The student reports the incident to the appropriate faculty member, preceptor or designated supervisor, who initiates reporting and treatment.
2. The student receives immediate first aid or medical attention at the site as needed, and will receive information related to the nearest emergency services, if necessary.
3. The student must report the incident to the Student Health Center within 24 hours by calling 354-7211. If leaving a message, provide your name and contact information as well as the nature, date, and location of the incident.
4. If necessary, the student will seek further treatment at the provider/agency of their choice. Any costs incurred are the responsibility of the student. The exception is a blood/body fluid exposure which requires immediate treatment (refer to BBF policy).
5. Student Health will notify the student's Program Director and follow-up with the student as necessary.

Blood/Body Fluid Occupational Exposure Procedure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident at any campus or clinical facility.

1. Faculty, preceptor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash areas (i.e., eyes, mucous membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
2. If the exposure occurs Monday–Friday, 6:30 a.m. – 5 p.m., call Methodist Employee Health at 402-354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with a potential BBF exposure. The student will be directed to go to Methodist Employee Health (2nd floor, North Tower).
3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 402-354-4000 and page the House Supervisor to report the exposure.

4. Employee Health will assist the student in filling out all necessary documentation forms and coordinate any necessary follow-up.
5. In addition to notifying the Methodist Health System Employee Health Department (as directed above) the student is to follow any institutional policies and procedures at the location where the exposure occurred.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

Return to Clinical/Classroom Policy

Upon return from a health related absence (i.e. surgery, orthopedic pain or injury including back and neck pain, pregnancy, delivery, etc) or a student needs to request clinical restrictions due to a health condition, the student must present documentation from their personal health care provider to the Student Health Center. Documentation must indicate the date that the student may return to clinical and any restrictions. Students with physical restrictions may not be allowed to provide patient care. Restrictions will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.

Before returning to class or clinical from an absence *related to an actual or probable infectious condition* including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact the Student Health Center at the request of the faculty and may need to be seen by Student Health prior to a return to the clinic or classroom. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to class/clinical.

All documentation related to the issues above shall be presented to the Student Health Center to be placed in the student's medical file.

Alcohol and Drug Policy

Nebraska Methodist College encourages all members of the college community to maintain civic and social responsibility when making decisions regarding the use of alcoholic beverages. If a student demonstrates unsafe and/or unprofessional behavior and fails to achieve the standard of care, violates professional standards or state practice acts of each academic program, or calls into question the professional accountability of the student, corrective action will follow. Students are expected to adhere to the standards of behavior required of healthcare professionals. Depending upon the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

In accordance with the College's position on alcoholic beverages or drugs (illegal or prescribed), students practicing in a clinical setting or coming to class under the influence of alcohol and/or drugs is prohibited and warrants corrective action. The College may require a student to submit to a blood, breath, and/or urine test for drugs or alcohol for reasonable cause.

A student may request assistance with a drug or alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests will maintain the student's confidentiality.

- It is a violation of the alcohol policy for students to consume or possess alcoholic beverages on campus.
- NMC students are expected to abide by federal, Nebraska State law, and local Omaha laws.
- Student possession or consumption of alcohol on campus or at any College-sponsored student event shall constitute misconduct. A College-sponsored event is any gathering where students are in attendance that is arranged or is endorsed by the College.
- Should a student attend class, clinicals, laboratory sessions, practicums or College-sponsored or approved events while under the influence of alcohol or drugs (illegal or prescribed), this shall constitute misconduct.
- Any student or student organization which violates this policy will be subject to disciplinary action which may include immediate dismissal from the College.
- The manufacture, sale, possession, distribution or use of illegal drugs is prohibited.
- The College will cooperate fully with state and federal laws. Section 5301 of the Anti-Drug Abuse Act of 1988 states in part, "if a student is convicted of drug distribution or possession, the court may suspend eligibility of Title IV financial aid. If a student is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial aid."

Procedure for reasonable cause testing:

1. A student who reports to class or clinical and is suspected of being under the influence of alcohol/illegal drugs or who is suspected of impairment due to legally prescribed medication will be removed and will be required to provide specimens for a drug and/or alcohol analysis at that time. Student confidentiality will be maintained as much as possible.
2. **If student at a clinical site in Iowa or Nebraska and during NMC operating hours*:**
 - a) Remove the student from patient care and arrange for student oversight based on the clinical site policy. The student is to remain in that location until drug testing is completed.
 - b) Call the NMC Reception Desk at (402) 354-7000 to report suspected student impairment and provide the following information – name and contact phone number of person reporting the incident, clinical site location (include full address for clinical site and department), student name and program. The Receptionist will contact Midlands Testing Services (MTS) at (402) 658-1122 or (402) 657-5453 and notify them of the site and contact person. The Receptionist will also contact the Dean of Students at (402) 354-7213 to report the incident.
 - c) MTS will come directly to the clinical site to complete the drug testing. Upon arrival, MTS will call the contact phone number for the location of the student.
 - d) Following the testing, the clinical site supervisor/instructor will inform the student to contact a family member/friend for transportation. If needed,

the supervisor/instructor will contact the NMC receptionist to arrange taxi service for the student (Omaha only).

- e) If the student appears to be impaired and refuses to be tested, assist the student in contacting a family member/friend or call a taxi to take the student home.** If the student tries to leave on their own, call the Omaha or local police department and, using reasonable judgment, attempt to detain the student if possible until they arrive. Do not use force to detain the student or do anything that might place yourself or others at risk.

*Clinical instructors/preceptors at sites outside of Nebraska and Iowa or when the NMC campus is closed, who suspect student impairment due to drugs (illegal or prescription) or alcohol are to remove the student from patient care and contact the program director for further instructions to initiate the testing process.

3. If student is at the NMC campus:

- The instructor will notify the NMC Reception Desk at (402) 354-7000.
 - The Receptionist will contact Security immediately of suspected impairment. The security officer will remove the student from the classroom and escort them to the Student Health Center waiting area.
 - The Receptionist will contact Midlands Testing Services (MTS) at (402) 658-1122 or (402) 657-5453 and notify them of the site and contact person (Security). The Receptionist will also contact the Dean of Students at (402) 354-7212 to report the incident.
 - MTS will come directly to campus to complete the drug testing. Upon arrival, MTS will check in with the receptionist for the location of the student.
 - Following the testing, the Security Officer will inform the student to contact a family member/friend or arrange for a taxi to provide transportation home. Security will supervise the student until their transportation arrives.
 - If the student appears to be impaired and refuses to be tested, Security will contact a family member/friend or call a taxi to take the student home. If the student tries to leave campus on their own, Security will call the Omaha Police Department, and using reasonable judgment, attempt to detain the student if possible until they arrive.
4. The student will be required to meet the Dean of Students within 24 hours or the next working day.
 5. Students who refuse testing or fail to comply with any step in the process may be suspended or dismissed from NMC.
 6. All positive alcohol or drug screens will be referred to a chemical dependency counselor for evaluation at the students' expense. Students are required to follow through with treatment recommendations. When the student is released, they will be informed that clinical placement will be based on availability and may not be guaranteed. This incident may significantly deter academic progression.

Equal Opportunity/Non-Discrimination

It is the intent and desire of the College to create an environment for all students and employees that promotes fairness, responsibility, ability and performance. Nebraska Methodist College admits qualified students of any race, color, national and ethnic origin and makes available to them all the rights, privileges and activities generally accorded or made available to students at the College. NMC does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other college-administered programs.

The College shall not unlawfully discriminate against individuals in any of its programs, services or benefits on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin. All programs and procedures are designed and administered in a manner intended to enhance, not limit, equal access.

The College shall comply with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, as applicable.

It is essential that any complaints related to discrimination be reported immediately to a College administrator so an investigation and corrective action can be taken (see Complaint Policy). Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

Harassment

Harassment is defined as verbal or physical conduct which has the intent or effect of negatively influencing or interfering with an individual's or group's personal, educational and/or work experience at the College.

It is the policy of the College to promote an environment free from conduct that can be construed as abrasive, offensive, intimidating or minimizing to any individual's self-esteem. Harassment conflicts with the philosophy, core values, and policies of NMC. Harassment of any kind is not acceptable and will not be tolerated.

NMC has a diverse student body and openly strives for increased cultural competence. It is against the policy of the College for any student, staff or faculty member to be subjected to attacks or comments related to any aspect of diversity. If the complaint has not been handled effectively through discussion with the offending party, it should be discussed immediately with a College administrator.

It is essential that any incidents be reported to a College administrator so an investigation and corrective action can be taken. If you are uncertain as to whether a specific behavior constitutes harassment, please discuss it confidentially with a College

counselor. Any student, employee or other individual is subject to disciplinary action upon violation of this policy.

Smoking/Tobacco Policy*

In accordance with Methodist Health System policy and efforts to promote and encourage healthy lifestyles, Nebraska Methodist College is a tobacco-free environment. Use of tobacco products is prohibited inside and outside all buildings on the NMC campus and in private vehicles parked on College property. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking. Individuals covered by the tobacco-free policy include, but are not limited to, students, employees, visitors, vendors, leased tenants, and contractors.

NMC students, employees, and visitors are expected to be good neighbors by refraining from using tobacco products on the property of nearby businesses and residences.

*Adapted from the Methodist Health System policy for a tobacco-free environment

Background Check/Drug Screening

All phlebotomy students will be required to complete paperwork at orientation for a background check. Students going to clinical at an Alegent - Creighton site will also be required to have a drug screen and will be notified of such in the first week of class.

Student Health/Immunization Requirements

All Phlebotomy students must make an appointment with the Student Health Center prior to the start of classes for a pre-entrance physical and to verify and/or receive required immunizations. Proof of required immunizations must be submitted along with the Pre-Entrance Report.

Phlebotomy students may access Student Health Services for ill visits at a minimal charge. Over-the-counter medications are available free of charge.

Any NMC student who is not compliant with health record requirements will be withdrawn from classes. See Student Health Services for more information.

Immunizations

All NMC students are required to show proof of immunization prior to enrollment at the College and keep all necessary immunizations up-to-date. This is in accordance with the policies recommended by the Centers for Disease Control and the National Institutes of Health. The NMC Student Health Center can provide all required immunizations for students at minimal costs. For information or appointments, please call the Student Health Office at 402-354-7211.

Immunization Requirements – The immunization history must be completed and signed by your healthcare provider. The Student Health Center reserves the right to request proof of any immunization documented that is in question. If you are in progress with a vaccine series, you may complete the remaining doses with your healthcare provider or on campus.

REQUIRED IMMUNIZATIONS FOR ALL STUDENTS ON CAMPUS	
Measles, Mumps & Rubella (MMR)	Two doses of MMR vaccine given after the 1st birthday and at least one month apart are required of all students born after 1957. OR Positive blood tests showing immunity for measles, mumps and rubella.
Hepatitis B	At least one Hepatitis B vaccine of the 3 dose series OR Positive blood test showing immunity for Hepatitis B
Tdap	One dose of Tdap given after 2005
Chicken Pox/Varicella	History of disease OR 2 doses of varicella vaccine OR A positive blood test showing immunity for varicella
Annual Influenza	Annual seasonal influenza vaccine (during flu season)
Tuberculosis Screening (TB)	Negative TB test within the past year Students with a history of a positive TB skin test must have documentation of a negative chest x-ray done in the U.S. OR annual Quantiferon Gold testing

Infectious Diseases

NMC policies and procedures for control of infectious diseases are adapted from the American College Health Association and the guidelines of the Centers for Disease Control. They are in compliance with section 504 of the Rehabilitation Act of 1973 and the Civil Rights Act of 1964.

Within the clinical setting, all students are required to employ standard precautions in working with clients in order to minimize the risk of transmission of disease from student to client or client to student. In some settings, due to infection control standards, specific clinical experiences may not be available to students who are infected with blood-borne viral diseases or other communicable diseases. In those cases, the College works with students in an effort to redesign curriculum and provide appropriate educational experiences consistent with academic and career goals. Students or prospective students with concerns in this area should familiarize themselves with the College's policies as they consider their career choices. Students are welcome to discuss their concerns with College administration or counseling staff.

The increase of infectious diseases is cause for concern for colleges and universities. Students in a campus environment are confronted with new independence, an uncertain sense of identity and self-esteem and strong peer pressures. It is for these reasons that Nebraska Methodist College is called upon to provide accurate, updated information on the modes of transmission of HIV and other infectious diseases, protective measures to prevent the spread of diseases and the most current treatments and resources available.

Decisions regarding housing for students with infectious diseases are made on a case-by-case basis in consultation with the student. Students who have an infectious disease should obtain guidance from their personal physician regarding living arrangements and proper precautions. Students with an infectious disease must manage any symptoms sufficiently to assure that there is no significant risk to themselves or others.

Information obtained by the College about a student's health status is treated as confidential. Only those individuals with a legitimate need to know such information in connection with the performance of the student's duties will be informed, with a clear understanding that such information is confidential.

Individual programs within Nebraska Methodist College have established guidelines for students with infectious disease concerns. See individual departments for further information.

Non-Academic Suspension/Dismissal

A student who willfully and deliberately violates College regulations or regulations of an agency while representing the College or the rights of fellow students, faculty, clients and others; who maliciously or deliberately abuses College, agency, or another's property by theft or destruction; who has possession of, consumes or is under the influence of alcohol or illegal drugs while on the College campus and/or at another agency; or who willfully and deliberately violates civil or criminal code is liable to immediate dismissal from the Program. Dismissal constitutes expulsion from the College. Students who have been dismissed are not eligible for return or reapplication.

Dismissal from a Clinical Education Site

Any request by a clinical site to remove (temporary or permanently) an individual student from the site as a result of the student's behavior or performance will be evaluated on a case-by-case basis. Depending on the nature of the clinical dismissal, actions may range from placement at a new clinical site or required make-up time to clinical probation or program dismissal. Due to the variety of circumstances that involve the affective and technical domains of learning, no one disciplinary standard can apply to all incidents. The nature and degree of disciplinary action taken will be based on the type and seriousness of the infraction, the student's academic and clinical record, and previous history of warnings/ disciplinary actions. Note, incidents that compromise patient safety or violate patient confidentiality (HIPAA) will have serious consequences.

The Clinical Coordinator will conduct an investigation of the situation and together with the Program Director, render a decision on the outcome. If a student is removed from the clinical site, immediate and/or future clinical placement is not guaranteed. In some cases, a student's clinical experience may be delayed depending on clinical availability.

Patient Communication

Students will receive instruction in the AIDET process of communicating with patients, and are expected to follow this process in the clinical environment. Students must make sure to acknowledge and introduce themselves to patients, and explain treatment procedures to patients. This communication process serves to increase the patient's trust in the student and the treatment, build the therapeutic relationship, decrease patient anxiety and improve clinical outcomes.

Personal Conduct

Being a student at NMC communicates an intention and commitment to join the College community. Each student's enrollment therefore obligates him or her to demonstrate civilized behaviors — those reflective of the College's core values and student policies.

In addition, behavior is recognized as a reflection of professional and personal integrity, which conveys to the community an image of the College and, ultimately, of the health care profession. Through the delivery of health care, a student assumes serious responsibility for other persons. Based upon these factors, the College believes a student, as an adult, has the personal responsibility for understanding the potential impact of his or her personal and professional behaviors upon others. Adherence to College policies and regulations is required.

NMC students are expected to conduct themselves as health care professionals and as responsible citizens of their community. The personal conduct of NMC students is expected to reflect the high regard in which the public holds health care professionals.

The following behaviors are expected of NMC students:

- Honor all individuals or groups. This means that any physical or verbal abuse, harassment or disrespect of others is unacceptable and will not be tolerated.
- Do no deliberate harm. This means that theft, vandalism and possession of weapons, fireworks, illegal devices or substances are prohibited.
- Strive to facilitate, in self and others, behavior that is intended to maximize potential and success and to foster self-responsibility.
- Adhere to the highest personal and professional ethical standards. Disrespectful and/or disruptive behavior is unacceptable.
- Assume accountability for self and actions taken.
- Refer peers to appropriate professional resources when necessary.
- Maintain the confidentiality of others' personal information.
- Support the community in its efforts to improve the quality of life.

Any student, employee, or other individual will be subject to disciplinary action upon violation of this policy.

Release of Reference Information

The purpose of this policy is to ensure the appropriate release of reference information regarding NMC students in accordance with federal and state requirements and to provide documentation of signed student request and information released.

College personnel may provide, upon written request, written reference information regarding the student's performance at NMC. Only written references will be provided upon completion of the Permission to Release Information Form. The form is available at the Clark Center Information Desk.

Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as any unwanted communication of a sexual nature, whether verbal, physical, written or pictorial, which has the purpose or effect of intimidating the person receiving the communication, or any solicitation of sexual contact of any nature when submission to or rejection of such contact:

- Is used as the basis for either implicitly or explicitly imposing favorable or adverse terms and/or conditions of academic/employment standing.
- Is used as a basis for decisions affecting employment/academic standing of an individual.
- Has the purpose or effect of unreasonably interfering with an individual's personal, educational or work experience, or creating an intimidating, hostile or offensive work environment.

If students feel this policy is being violated, they should report such harassment immediately. Violations of this kind can be discussed with a residence advisor, a counselor, an instructor, or a College administrator. First, it is important that the offended party speak with someone to get assistance in ending the victimization. Secondly, it is essential that the facts be reported to a College administrator in order for the College to investigate and take appropriate corrective action. Any student or employee who engages in sexual harassment in violation of this policy is subject to disciplinary action.

Amorous relationships between an employee and a student can pose potentially serious concerns to the College. Accordingly, such relationships are highly discouraged and are absolutely prohibited when they involve individuals of unequal authority or power within the College, such as teacher-student and supervisor-student relationships.

Sexual Misconduct

Any form of sexual misconduct, whether physical, mental, or emotional in nature, is unacceptable behavior and is not tolerated at NMC. Sexual misconduct includes, but is not limited to:

1. Any act done by force against the will of another person. If consent or acquiescence is procured by threats of violence toward any person or if the act

is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of consciousness, said act is considered against the will of the other person.

2. Any act done against another person who is incapable of giving consent because of mental, developmental or physical disability or lack of legal age of giving legal consent (under age 18 and not married).

Sexual misconduct offenses should be reported immediately to a College administrator. Following the initiation of a complaint by the victim and where there is reasonable cause to suspect a violation of College policy regarding sexual misconduct, the College will investigate and undertake disciplinary action against the accused. In all cases, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and both shall be informed of the outcome of any institutional disciplinary proceeding.

Compliance does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome refers only to the College's final determination with respect to the alleged sexual misconduct and any sanction that is imposed against the accused. Full College disciplinary action may be imposed. Additional sanctions are listed in the "Guidelines for Disciplinary Procedures" section of this Handbook. After an alleged sexual misconduct is reported, at the victim's request, the College will make changes to his/her academic and on-campus living situations if options are reasonably available.

College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities should the victim wish to pursue this course of action. Victims have the option of notifying law enforcement authorities. College personnel will assist the victim in reporting the alleged offense to the local police if the victim requests such assistance. In addition, the importance of preserving evidence for proof of a criminal offense is conveyed to the victim at the time of first reporting.

Guidelines for Disciplinary Procedures

Individuals found to be in violation of various rules and regulations may be subject to disciplinary sanctions. It is the belief of the College that sanctions should maximize safety for all students and College constituents, relate to the nature of the behavior, and provide an opportunity for growth and learning. For more information, refer to the related policies on the College Website at <http://www.methodistcollege.edu/about/policies-and-guidelines>.

Student Responsibilities

Decisions of the U.S. Supreme Court, while insuring a student's freedom, have assigned two responsibilities to a student that are congruent with the First and Fourteenth Amendments of the United States Constitution:

- First Amendment – Students have a right to free speech and to assemble and petition to air grievances. Students may not interfere with another person’s right to participate or decline to participate in this manner.
- Fourteenth Amendment - Section 1 – Students may not “materially or substantially” interfere with the requirement of appropriate discipline in the operation of a school.

Violations of these constitutional amendments are subject to disciplinary action.

Waiver of Liability

NMC is not liable for damage, theft, or loss of personal property. Students are advised to consider personal household insurance for coverage.

ACADEMIC POLICIES AND PROCEDURES

Academic Honesty

Students of Nebraska Methodist College are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty is fundamental to the integrity of professionals. Any student who fails to follow the academic honesty policy is subject to disciplinary procedures. Disciplinary actions will be taken against students whose academic behavior is not congruent with the expectations of the College. Academic or academic-related misconduct includes, but is not limited to:

1. Plagiarism from any source. Plagiarism is the act of using another’s writing or ideas without giving proper credit.
2. Cheating or assisting another student to cheat on any examination or assignment.
3. Alteration of grades by any means.
4. Submission for credit of any work that is not the work of the student.
5. Falsification of participation and/or documentation in clinical/lab/field assignments.

Academic dishonesty is an egregious violation of conduct. Academic dishonesty of any kind will usually result in failure of an assignment, failure of the course, and/or expulsion from the College. Additional details on the NMC’s policy for violating academic integrity are published on the college website:

<http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>

Academic Success

Certificate Program students must receive a grade of “C” (2.0) or better for course credit. A student who does not successfully complete the course may reapply for admission. Readmission to the program is not guaranteed.

Alternative Testing Policy

Alternative testing is only available to students with a documented learning disability (refer to Services for Students with Disability Policy on page 4).

Appeals Policy - Academic

See “Resolution Process for Academic and Nonacademic Student Concerns”

Attendance Policy

Students are expected to be prompt and attend all classes and clinical/practicum experiences in their entirety. Instructor expectations for attendance will be made available to the students in writing via the course syllabus during the first week of class. Extenuating circumstances will be dealt with on an individual basis. Students are never to leave their clinical site without notifying faculty or staff.

Change of Program

Should students choose to change their programs, they should initially meet with their program coordinator/faculty to initiate the admissions process. Admission into another program is not guaranteed. Student applicants must complete the admissions process and are subject to the evaluative criteria for that program.

Developmental Plan Policy

An Academic Developmental Plan (ADP) may be established for a variety of reasons, including academic performance, behavioral issues, or violation of program or college policies. The student may also request an ADP to support the student’s learning goals. The ADP can be initiated by any professional at the college, but will in all cases be developed in collaboration with the student’s advisor and the relevant academic administrator. In some cases (e.g., academic probation) the student may be required to initiate the creation of an ADP, and carries the responsibility of initiating the ADP in a timely manner.

A Developmental Plan will be established with the student, the academic advisor, and appropriate college personnel who are related to the specific nature of the student’s concerns. Copies of the ADP will be provided to the student, the academic advisor, the program director, Dean, and any faculty or staff directly involved in the Plan. Each student’s ADP will be reevaluated according to ongoing student needs or performance changes each semester, or according to the timetable outlined in the Plan. A student will have only one ADP at any given time, which will address all expectations of the student and College. All ADPs require approval of the appropriate Dean.

Enrollment Status

Student enrollment status at the College is classified as active or inactive. Certificate students are classified as active when enrolled and progressing at the expected course rate with rest of cohort.

Grading

The grading system is as follows:

A+	96-100	4.0
A	90-95	4.0
B+	86-89	3.5
B	80-85	3.0
C+	76-79	2.5
C	70-75	2.0
D	60-69	1.0
F	Below 60	0.0
CR	Credit	*
NC	No Credit	*
S	Satisfactory	*
U	Unsatisfactory	*
AU	Audit	*
I	Incomplete	*
W	Withdrew	*
WF	Withdrew with failing grade	*
WX	Withdrawn administratively	*
NR	Not reported	*
R	Repeated course	*

(*Not used in calculating grade point average)

A grade of less than "C" or 2.0 for undergraduates in any course is unacceptable and the course must be repeated. All final grades are to be documented on the grade report sheet. The student must achieve 70% or better in the classroom component of the course in order to participate in the clinical practicum.

A minimum grade of 70% is required in both the didactic and the clinical practicum portions to be awarded the certificate of completion and be eligible to take the national certification examinations.

Students must successfully complete the classroom and clinical components of the course to receive a certificate of completion. The awarding of the certificate is not contingent upon a student passing any type of external certification or licensure examination.

Certification

Upon successful completion of both components of the structured phlebotomy technician program, the phlebotomy graduate is eligible to take the national American Society for Clinical Pathology (ASCP) examination to become certified. The cost for this examination is not included in the cost of tuition for the course.

Holidays and Recesses

Students of all races, cultures and heritages bring to the College a rich and valuable perspective. We welcome the attendance of all students and endeavor to be supportive of various faiths and practices. Although the designated holidays for the College are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, we expect that students of various faiths will request excused absences for other religious holidays. Please direct requests to your Program Coordinator/Faculty.

Issuance of Transcripts

Transcripts will be issued only upon written request or authorization of the individual. Transcripts are issued after verification that the individual's accounts are current. When transcripts are issued directly to the student, it will be noted, "*Issued to student*". The College will not be responsible for loss of transcripts due to insufficient address.

Military Friendliness Academic Policy

Veterans and active duty military personnel with military obligations are encouraged to communicate these to the faculty. These communications need to occur within the first two weeks of a course, or as soon as military obligations are identified, and the student needs to provide relevant documentation to the faculty. If necessary, once the student has self-disclosed and provided proper documentation to the faculty, reasonable arrangements will be implemented to help the student complete their academic coursework.

Resolution Process for Student Concerns

The processes in place for resolving conflict at Nebraska Methodist College allow all parties to be heard. It is important for students to be aware of these processes should they be involved in a conflict, disagreement, or misunderstanding. Refer to <http://www.methodistcollege.edu/about/policies-and-guidelines>.

GENERAL INFORMATION

Photo Policy

Any pictures of Nebraska Methodist College students, classes, activities and/or faculty and staff may be put on the Web site and in NMC publications without the consent of those photographed, if the names of the subjects are not identified. Group pictures are

preferred. No external product or service will be endorsed in conjunction with pictures. Communication of the policy will be coordinated through NMC and will be included in orientation materials and employee/faculty policies and procedures.

If you do not wish to have your picture published, you must inform NMC in writing. Send notification to the Vice President for Student Affairs, Nebraska Methodist College, 720 N. 87th Street, Omaha, NE 68114.

Transportation and Parking

Students are responsible for their own personal transportation. Public transportation is available to and from affiliating agencies. Some clinical experiences necessitate the use of an automobile. Students must park in designated lots at all facilities.

Parking

Students must comply with specific clinical site who visit the Hospital as patients or visitors may use the visitor lot when necessary. Students must register with Security as soon as possible by speaking to an officer or calling the voice mail box at 402-354-2886 (354-AUTO) and leaving the requested information. Personal notes left in a vehicle or sent with a citation appeal are not accepted if Security was not contacted in advance by the student.

Parking at Clinical Facilities

Students need to familiarize themselves with the rules and regulations of the clinical facility. Students are expected to abide by that facility's expectations and guidelines.

STUDENT RESOURCES

Bookstore

Textbooks for all classes, as well as some reference and general books, may be purchased through the NMC Bookstore in the Clark Center. Also available are school supplies, emblemized sportswear, gift items, greeting cards, candy and snacks, health and beauty aids, stethoscopes and other medical supplies, including lab coats. Bookstore hours are posted on the door of the Bookstore.

Computing Centers

The College has 22 computers in the Computer Lab (Clark Room 2256), 8 computers in the Library, 8 systems in the Study Rooms adjacent to the Library, and 2 computers in the Student Lounge. The Computer Lab systems are intended for individual use and group work. There will be times when this lab is scheduled for a particular class. These times will be posted outside of the Computer Lab door. If there is a class scheduled in the Computer Lab, we ask that you use a computer in one of the other areas so as not to disrupt the class. With the exception of scheduled class time in the Computer Lab, all computers are available to students during the operating hours of the College.

Food Service

Breakfast and lunch items are offered for sale in the Dining Area of the Clark Center on most work days. Dinners and weekend meals are available at the Methodist Hospital Cafeteria. Microwaves and vending machines are available in the Clark Dining Area. Two refrigerators are located in the Student Center.

Library Services

John Moritz Library maintains a collection of books, journals, and online resources selected to support teaching, learning, and research at Nebraska Methodist College. The collections emphasize nursing, nursing education, women's health, obstetrics and gynecology, oncology, and select allied health disciplines. Through its Web pages, www.methodistcollege.edu/asp, the library provides both on-campus and remote access to research databases including CINAHL, PubMed, Academic Search Premier, PsycInfo, and the Cochrane Database of Systematic Reviews.

The library maintains 270 active periodical subscriptions and offers full text access to select content of nearly 5,000 licensed and open-access journals. The library procures books and journal articles not part of its collection through interlibrary loan service. Knowledgeable librarians and staff members orient students to library services and resources; instruct students in database search skills; guide students in selecting the most appropriate databases for specific research assignments; and assist in evaluation of information sources. All library computers are equipped with Microsoft Office 2007. Printers, photocopy machines, TV/DVD players, microphones, and a scanner are available to students.

The library, located on the second level of the Clark Center, is an inviting, student-centered facility that accommodates both individual and group study. As such, all visitors are expected to be considerate of others in this shared resource environment. Clients of John Moritz Library have the right to expect a quiet, productive, and secure library environment conducive to research and study and free of disruptive activity. John Moritz Library is open 76 hours/seven days per week with adjusted hours over holidays and during the summer.

Learning Laboratories : Phlebotomy Laboratory

Students in the phlebotomy program are able to practice blood-draw techniques in a supervised laboratory setting that includes learning resources, anatomical models, and general medical supplies that the phlebotomist uses in clinical practice. The lab experience is purposefully integrated with classroom material.

Student Center

The Katherine Shreffler Student Center is located on the first floor of the Clark Center and is available for student gatherings, relaxation and refreshments.

FINANCIAL INFORMATION

Satisfactory Progress Policy (students in certificate programs taught in clock hours)

Satisfactory progress compliance ensures that a student will:

1. Graduate within the maximum allowed amount of time.
2. Maintain the minimum requirements to remain in school.
3. Be entitled to receive federal aid (grants and/or loans) at each disbursement.

Satisfactory Progress is measured in two ways:

- Qualitative – in terms of quality of work
- Quantitative – in terms of cumulative clock hours

Qualitative Measurement (CGPA)

A student must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0.

- The effects of course withdrawals or repeated courses on CGPA are stated in the Catalog.
- Incomplete courses will be treated as hours not completed for these calculations. If the student subsequently completes an incomplete course, he or she may request a recalculation from the Registrar.

Quantitative Measurement

Students must be present for 80% (48 hours) of the didactic clock hours to pass the course. Students are required to complete the entire 120 clinical practicum hours for successful completion of the program. The hours are required to be eligible to take the national certification examination.

Program Dismissal

The student must achieve 70% or better in the didactic component to participate in the clinical practicum. A minimum grade of 2.0 is required in both the didactic and clinical practicum components to be awarded the Nebraska Methodist College certificate of completion and to be eligible to take the national certification examination. Failure to attain the minimum clock hours at the end of the term will result in the student's dismissal from the program. No probationary period will be granted.

Appeals

A student may appeal the decision based on these mitigating circumstances:

- Injury or illness to the student.
- Death of a relative.

- Undue hardship as a result of special circumstances.

Appeals to this policy may be made in writing to the Appeals Committee. The Committee's decision may be appealed to the Vice-President of Student Affairs or (in the case of an advising conflict), the Dean of Students; whose decision is final.

Financial Obligations

It is the responsibility of each student to satisfy all financial obligations to the College before course enrollment can be completed; prior to release of records; upon application for a degree; or before receipt of degree. The College may change all fees and charges at any time. A current listing of all tuition, fees and other expenses is available in the College Business Office.

Acceptable arrangements for payment of tuition must be made before the first day of class. Arrangements include monthly payments or charging on a credit card.

A student's bill includes costs for tuition, residence hall fees, food services, books charged at the Bookstore , packet charges, syllabus fees, test fees and other fees. Note: Students not satisfying financial requirements will be ineligible to attend classes.

Textbooks

Book costs differ depending on the selected program of study. Refer to the department for this information.

Transportation

Students are responsible for their own transportation to and from your affiliating agencies. Some supervised practice experience will necessitate the use of an automobile. Nebraska State Law requires that the owner/operator of an automobile carry liability insurance in case of accident.

Tuition Refund Policy and Schedule

If a student enrolled in the Phlebotomy program needs to withdraw from his/her program, the student is entitled to a 100 percent tuition refund if this withdrawal occurs prior to the first day of class. No refunds will be made after the first day of class except under extraordinary circumstance as determined by the Program Coordinator.

Refund of Textbooks

Students should contact the Bookstore regarding the Bookstore policy regarding returning textbooks.

Graduating Students

Students who do not make appropriate financial arrangements concerning their accounts during the exit procedure will have their transcript and diploma held until the required arrangements have been made.

Safety Policies

Inclement Weather

The College will be closed for severe weather conditions. A closure of the College includes all classes, clinical and laboratory sessions for the calendar day.

Members of the College Administration will monitor Weather Bureau communications when potential for severe weather conditions exist. The College Administration will announce College closure or delays in opening prior to 5 a.m. (or later in the day as weather dictates). Such announcements will be communicated via the “Weather Line” voice mail at 402-354-7222. Local radio and TV stations will also be notified and asked to broadcast news of the College closing or delaying opening. Students are not to report to the College if it is declared closed. Faculty and staff are to report to the College when able.

It is the responsibility of each individual to monitor the “College Hotline” (402-354-7222) for College announcements related to or resulting from inclement weather. The ultimate decision regarding personal safety during inclement weather is ultimately the responsibility of the individual.

Fire and Disaster Guidelines

In the event of FIRE, think R.A.C.E.:

RESCUE

Students should remove any person subject to immediate danger from flames or smoke. This safety to life feature should take precedence over turning in the alarm. However, this immediate peril situation will seldom occur and it is the only time when transmittal of an alarm is to be delayed.

ALARM – SOUND IT

Shout “Code Red” and pull the alarm (a fire alarm should be sounded according to the directions on the box). Students reporting the fire should go to nearest house phone, dial 7000, and give the location (room number, if possible), type, and extent of fire to the Information Desk. The phone should not be hung up after reporting the fire. The Information Desk will notify the Fire Department and the hospital operator.

CONFINE THE FIRE

Close all doors and windows to exits and rooms.

EXTINGUISH FIRE, using the acronym P.A.S.S., **or EVACUATE**

Pull the pin.

Aim at the base of the fire.

Squeeze the handle.

Sweep from side to side.

Students are to evacuate the building IMMEDIATELY UPON HEARING THE FIRE ALARM. Campus Housing students should put on a coat and shoes and take a bath towel with them. Students, who are in their rooms when the fire alarms sound should close any open windows, leave the lights on and take the room key with them when they leave.

ELEVATORS ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES.

When possible, Residence Hall Advisors will knock on each door to alert students and/or their guests to evacuate the building.

Tornado Watch

A tornado watch means that conditions exist for the development of tornadoes or tornadic weather. Windows and drapes should be closed. Gather flashlights and other equipment necessary for safety. Monitor television or radio for updates.

Tornado Warning

A tornado warning means that a tornado has been sighted, sirens are sounding, and the weather service is advising everyone to take cover.

On Campus: An announcement will be made over the P.A. system to take shelter in designated areas of the building (basement of the Clark Center or Room 1070 in the Riley-Leinart Center). Remain in the shelter until the All Clear announcement is made.

Campus Housing: Given it is safe for them to do so, Resident Advisors will knock on each door to alert students and/or their guests to seek shelter. Remain in the shelter until the ALL CLEAR is given by the operator or person in authority.

Disclaimer

This publication is not to be considered as a contract between Nebraska Methodist College and any student nor is it inclusive of all insitutional policies. Students are responsible for keeping current with all policies at <http://www.methodistcollege.edu/about/policies-and-guidelines>. The College reserves the right to make changes in costs, requirements, regulations policy and procedures, and curriculum without notice or obligation.

DEPARTMENT DIRECTORY

Academic Program Information

Dean of Professional Development and Community Partnershipa	402-354-7129
Phlebotomy Technician Program Coordinator ... Marjorie Di Lorenzo,	402-354-7075
Academic Skill Building	, 402-354-7214
Admissions.....	402-354-7200
Alumni Relations	402-354-7256
Appeals	402-354-7212
BLS/ALS Certification (First Aid & CPR)	402-354-7100
Bookstore	402-354-7240
Computer Lab Information, Password re-set.....	402-354-2280
Technical issues.....	402-354-7008
Counseling	402-354-7213
Faculty Secretaries	402-354-7031 or 402-354-7026
Financial Aid.....	402-354-7011
Fitness Center Information.....	402-354-7212
General Information	Information Desk, 402-354-7000
Grades	402-354-7230
Housing Information	402-354-7212
Library	402-354-7245
Professional Development Registrar (formerly Continuing Education)	402-354-7100
Registration Information & Records	402-354-7230
Scholarships.....	402-354-7261
Security	402-354-4000
Student Accounts	402-354-7235
Student Organizations, Activities & Leadership	402-354-7218
Student Emergency Fund	402-354-7261
Student Employment Opportunities	402-354-7214
Student Health Information	402-354-7211
Student Issues, Concerns & Services	402-354-7264
Transcripts	402-354-7230
Tutoring.....	402-354-7214
Weather Line (school closings/delays).....	402-354-7222

Revised 8/2017

Please tear out this page and return it to your Program Coordinator within the first week of class.

Statement of Responsibility

As a student at Nebraska Methodist College, I have received a copy of this Student Handbook and agree to abide by the rights and responsibilities outlined herein. I understand that as new policies are implemented, I will receive notification of those policies and will likewise be held accountable.

Signature

Date