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# 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:

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

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

## Academic Advising (Collegiate Liaison) Program

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 for the first year of their associate or bachelor degree programs.

After the completion of the first year, students are assigned a collegiate liaison (CL) from among faculty, professional staff or the administration. These individuals work closely with students, helping them achieve professional and/or personal goals through registration and program planning. The collegiate liaison also monitors and facilitates student progress through the student's completion of a portfolio.

## 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 354-7212 or 354-7213.

## **Multicultural Support**

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

- promote a collegiate atmosphere supporting a sense of belonging for students of color,
- organize activities promoting cultural appreciation and awareness, and
- provide holistic support to students of color in their pursuit of both academic and personal goals.

Contact the Coordinator of Multicultural Affairs at 354-7218 for more information.

## **New Student Orientation**

New student orientations are held each year to assist NMC students in building solid foundations for success. Information is presented to students and family members 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. Placement opportunities are available to all graduating students. Contact the Academic Skills Specialist at 354-7214 for further information.

## **Residence Life**

The residential life program at NMC is an integral part of the educational program and academic support services of the College. Debruler Residence Hall provides students with a dynamic living/learning environment that enhances individual growth and development.

Any questions regarding the residence may be directed to the Residence Hall Coordinator at 354-7212. See the Housing Handbook 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 354-7214.

## **Student Employment**

Information about employment opportunities is available in the Student Lounge. These opportunities include the areas of health care, retail sales, fast food, and child care. For further information, contact the Academic Skills Specialist at 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](http://www.bestcare.org), or by mailing their resume with cover letter to [www.hrbus@nmhs.org](mailto: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**

Through its student health services, Nebraska Methodist College seeks to assist students in maintaining optimum health; meet student needs for medical evaluation and referral services; and provide an avenue for health counseling and guidance.

Although students are welcome to use a health care provider of their choice, NMC does provide limited student health services through Physicians Clinic-Northwest. The clinic is located at 10710 Fort Street, Omaha, Neb. Physicians Clinic-Northwest is open from 8 a.m. to 5 p.m., Monday through Friday. Students are required to call 354-7500 for an appointment. When speaking to a receptionist, the caller should identify him- or herself as an NMC student.

Student immunizations and physicals required by the College are offered by Physicians Clinic-Northwest at discounted rates. It is the responsibility of the student to pay the discounted fees at the time of service. All other services offered by Physicians Clinic billed at regular rates. In some cases, personal insurance may be applicable. Nebraska Methodist College does not assume responsibility for medical fees related to a referral or the fees of any physician.

For medical needs that arise when Physicians Clinic is closed, students can visit any Urgent Care site in Omaha. The site closest to Nebraska Methodist College is Urgent Care Northwest, located at 10710 Fort Street. The phone number of Urgent Care Northwest is 354-7540. It is open weeknights from 6 to 10 p.m. and from noon to 6 p.m. on weekends and holidays. For medical needs that arise when both Physicians Clinic and Urgent Care are closed, students can visit the Emergency Department at Methodist Hospital.

Questions about student health services should be directed to the College at 354-7211.

## **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 354-7264.

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

## CAMPUS LIFE

### Professional Development and Lifelong Learning Department

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](http://www.MethodistCollege.edu)).

## Cardiopulmonary Resuscitation (CPR)

CPR for the Health Care Provider courses are available. Active students are allowed one initial class or one renewal class as part of their tuition. Students are responsible for maintaining a current card and scheduling a renewal class. Students who cancel a class less than five (5) working days before the program or do not show up for a registered class will be responsible for payment for the rescheduled class.

## Honor Societies

**Lambda Beta** is a national honor society for respiratory care students. It honors students in the top 25 percent of each respiratory care class and provides eligibility for scholarships from the Lambda Beta Society. Nominees are eligible to join the Lambda Beta Society, and become eligible for scholarships and recognition.

**Lambda Nu** is the national honor society for radiologic and imaging sciences at NMC. Students who successfully meet national and chapter standards of academic excellence and service are inducted into the Society prior to commencement. Members are granted lifetime membership and privileges, including eligibility for scholarships and professional development.

**Tau Tau Chapter of Sigma Theta Tau International** is an international honor society for nurses and nursing students. Baccalaureate and graduate nursing students who meet membership criteria and qualified community leaders are inducted into the honor society annually. The vision of Sigma Theta Tau International is to create a global community of nurses who lead in using scholarship, knowledge, and technology to improve the health of the world's people.

## Recreation

The Life Center, located on the 1st level of the Clark Center, is an unstaffed facility which requires prior approval before authorization to use. The process to obtain approval for using the Life Center is via ANGEL, the College's learning website. An additional requirement is a review of the booklet "Physical Fitness Guidelines for Success." This booklet, along with a documentation form which must be signed to indicate you have read this manual, is located in the Life Center. You will be able to gain access to the Life Center and the booklet with your student ID card after approval and authorization has been granted through the ANGEL website.

There are a variety of activities planned throughout the year according to student interests including sports, musical, social and educational events. The Coordinator of Leadership Development has the most current information about campus activities. All NMC students have access to these activities and facilities.

If you wish to join the YMCA, the initiation fee is waived for NMC students. Membership applications are available at the Clark Center Information Desk.

## Student Handbooks

The *Campus Housing Handbook* is issued to each resident of the DeBruler Residence Hall upon moving in. This handbook contains policies, procedures, information, and regulations important to daily life in the residence hall.

Students receiving financial aid receive the *Financial Aid Handbook* with the first Award Letter. Students are responsible for knowing and following the financial aid regulations, policies and procedures found in the handbook.

Handbooks available from specific academic departments/programs are generally distributed at the first clinical course or practicum.

## **Student Leadership and Organizations**

[http://www.methodistcollege.edu/Uploads/Downloads/NMC\\_CampusLife.pdf](http://www.methodistcollege.edu/Uploads/Downloads/NMC_CampusLife.pdf)

### **ALUMNI RELATIONS**

The Jean Schmidt Beyer Alumni Center is located on the first floor of the Riley-Leinart Building. A full-time Director provides leadership and serves as a liaison between students and NMC Alumni. The purpose of Alumni Relations is to create a positive environment for the development of the NMC alumni network through programming, publication, communication and relationship building.

Selected alumni provide mentoring and relocation assistance to seniors and graduates. At each graduation ceremony, the Association recognizes a graduate(s) for outstanding achievement and contribution. The Director of Alumni Relations can be contacted at 354-7256 for information about being involved with the Alumni Association.

### **SERVICE LEARNING**

Service learning incorporates community service into academic coursework. As a teaching strategy, service learning allows students to provide services that enhance understanding of course concepts and meet course objectives while simultaneously meeting community-identified needs.

Learning occurs in a twofold manner:

1. The service experience allows students to test skills and concepts they initially learn in the classroom.
2. Students derive insights from the community service that challenge, complement or relate in other ways to skills and concepts they encounter in the classroom.

Faculty members prepare students for their service learning sites. They also facilitate students' critical analyses and reflection on the service in order that students deepen their commitment to civic responsibility, experience themselves as positive agents of social change, and become culturally competent.

### **STUDENT PORTFOLIO**

The purpose of the Portfolio Project is to support students in the integration of their learning from curricular, co-curricular, and personal experiences through ongoing reflection and critical thinking.

Students document their unfolding understanding of themselves as learners through the development of a portfolio which includes the following:

- Personal essay written for application to NMC
- Selections of work with reflective statements documenting growth in critical thinking, communication, humanities, cultural competence and writing.

Students keep the portfolio current and on file at the College. Every student completing an associate's or bachelor's degree must successfully complete a presentation based on the portfolio reflections. Upon graduation, students retain the original portfolio materials and the College maintains an electronic copy and a videotape/DVD sample of student presentations based on their portfolios.

# GENERAL STUDENT POLICIES

## Accident or Unusual Occurrence

If a student is involved in an accident or unusual occurrence which may cause actual or potential harm, proper documentation of the incident must be made within 24 hours. The incident report will be filed in the office of the department chairperson/program director and Student Health.

Protocol for Omaha and outside Omaha occurrences:

1. The student reports any accident or unusual occurrence to the appropriate faculty member, preceptor or designated supervisor, who assists the student in both the reporting and treatment.
2. The student receives immediate first aid or medical attention at the site as needed, with the assistance of the faculty member, preceptor or designated supervisor.
3. The faculty member, preceptor or designated supervisor collects the information related to the accident or occurrence and assists the student in completing the Illness/Injury Report Form within 24 hours. It is the responsibility of the faculty, preceptor or designated supervisor to have a supply of Illness/Injury Report Forms.
4. The faculty member, preceptor or designated supervisor makes copies of the completed form. The original form accompanies the student when he/she seeks treatment. A copy of this form is given to the department chairperson/program director and the Student Health Office (fax 354-7010) within 24 hours.
5. If necessary, the student will seek further treatment at the provider/agency of their choice. The exception is a blood/body fluid exposure which requires immediate treatment (see protocol below). Any costs incurred are the responsibility of the student.
6. The student must take the original NMC Student Illness/Injury Report Form to the place of treatment.
7. The department chairperson/program director and the student complete any other follow-up, as necessary.

## Blood/Body Fluid Occupational Exposure Procedure

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 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 one of the Employee Health locations (Methodist Hospital, 2nd floor, North Tower or 8601 W. Dodge, Suite 37).
3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
4. Both the faculty, preceptor or designated supervisor and the student complete the NMC Student Illness/Injury Report Form. The student takes a copy of this form to Employee Health.
5. If necessary, the student returns to Methodist Employee Health for follow-up lab testing, as directed.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

## 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.
2. The site supervisor/instructor will notify the program director/clinical coordinator immediately of suspected impairment and that the student has been removed from patient care.
3. If the student is at an Omaha site, they will be escorted to Employee Health (located at Methodist Hospital, 8601 West Dodge Road, phone 354-5684) for specimen collection on the day of the incident. Employee Health can be used Monday-Friday from 8am-4pm. Midwest Minor Medical (5310 So 84 Street, phone 827-6510) can be used 7 days a week between the hours of 8am-8:30pm. Work Fit Occupational

Services (Lisa O'Neal 614-4056 (home) or 813-4365 (work) OR Pat Upson 291-6657 (home) or 669-9495 (work)) can be used 7 days a week between the hours of 8:30pm and 8am. The clinical site supervisor/instructor will inform the student they are required to be transported by a friend or family to the testing site. If students are at an off-campus site, the clinical site supervisor/instructor should check with the program director or clinical coordinator for further instructions. Student confidentiality will be maintained.

4. The program director/coordinator will notify the testing site a student is in route to be tested for suspected drug or alcohol use.
5. The student will be required to meet with the program director/coordinator within 24 hours or the next working day.
6. Students who refuse testing or fail to comply with any step in the process will be required to follow up with a counselor and may be suspended or dismissed from NMC.
7. All positive alcohol or drug screens will be referred to a counselor for evaluation. 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

## **Appeals Policy - Nonacademic**

[http://www.methodistcollege.edu/Uploads/Downloads/NMC\\_GeneralStudentPol\\_1.pdf](http://www.methodistcollege.edu/Uploads/Downloads/NMC_GeneralStudentPol_1.pdf)

## **Complaints**

If a complaint cannot be resolved to a student's satisfaction through phase one of the Resolution Process (informal procedure), the student has the option of initiating phase two (formal procedure) of the Resolution Process or the Judicial Board Hearing. To pursue phase two of the Resolution Process with an academic concern, contact the Dean of Students. To pursue phase two of the Resolution Process with a nonacademic concern, contact the Vice-President of Academic Affairs.

Nebraska Methodist College is required to share with its accreditor information about written complaints received from students. However, the information shared relates to the nature of the complaint and does not include the identity of the student(s) who submitted the complaint. Therefore, the identities of students who submit written complaints remain anonymous to the accreditor.

## **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.

## **Family Educational Rights and Privacy Act**

NMC complies with the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The Act provides specific rights to students with respect to their educational records. They are:

- the right to inspect and review the student's records within 45 days of the day the College receives a written request for access;
- the right to request the amendment of the student's educational records that a student believes are inaccurate or misleading;
- the right to consent to disclosures of personal identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent; and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Information which the Act allows the College to release to a third party without the consent of a student (directory information) is limited to the following items:

- student's name, address and telephone listing
- date and place of birth (if known)
- field of study (major)
- most previous school attended
- academic class (freshman, sophomore, junior, senior)
- enrollment status (full-time or part-time)
- dates of attendance, graduation
- estimated graduation date
- academic awards and degrees

**Students have the right to withhold the disclosure of any or all of this information.**

Students who wish to restrict the disclosure of this information or who desire additional detailed information regarding student rights outlined in the Family Educational Rights and Privacy Act should contact the Director of Student Records.

## **Guidelines for Disciplinary Procedures**

### **Range Of Student Sanctions For Policy Violations**

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. Thus, these examples are not meant to represent the only sanctions that may be used by the College.

**Reprimand:** A written warning to a student for a violation of College policy. The warning shall include notice that further violations of the same or other regulations will result in a more severe disciplinary sanction. A copy of the warning letter is placed in the student's academic file.

**Apology:** A required formal apology, given either verbally or in writing (as designated by the sanction), either private or public, to an individual, outside agency, or the College. Evidence of the offering of the apology may be required.

**Restitution:** In the event of damage, destruction, or theft, a student may be required to make a full and complete reimbursement to the College or others. Restitution for College property, damage, or theft may take the form of financial payment, appropriate service, or other compensation. Failure to make arrangements to pay may result in a hold being placed on the student's NMC account.

**Monetary Fine:** The student is required to pay a specific monetary fine to the College. Failure to pay or to make arrangements to pay such fines may result in a hold being placed on the student's NMC account.

**Work Project:** The student is assigned a specific work or service project, as outlined in a work agreement. This sanction will normally be assigned to help the student reflect upon the negative implications of his/her behavior.

**Disciplinary Warning:** This sanction is administered to serve as a notice to the student that his/her behavior was unacceptable and inconsistent with the College's values and standards of behavior. The Warning will note that any future violations of the policy could result in the imposition of more severe sanctions. In some cases, it may be the preliminary step to Disciplinary Probation. This sanction may also involve specific conditions that may include, but are not limited to:

- a. Removal from campus housing or relocating within the residence hall.
- b. Restriction of access to specific campus facilities.
- c. Loss of privileges, to include, but not limited to, the following:
  1. Active participation in any or all public events sponsored by the College or by students;
  2. Attendance at any or all public events sponsored by the College or by students;
  3. Normal visitation rights.
- d. Work project requirements/assignment.

If a student is found responsible for a violation of the College's Sexual Misconduct policies, a Disciplinary Warning could also include one or more of the following:

- a. Required consultation with a member of the College's counseling staff, as well as required participation in any on-going counseling and/or educational programming recommended by the counselor.
- b. Issuance of a public apology by the student.
- c. Prohibited contact for a specific period of time between the violator and the victim.

**Disciplinary Probation:** This sanction may involve specified conditions that may include, but are not limited to:

- a. Removal from campus housing or relocating within the residence hall.
- b. Restriction of access to specified campus facilities.
- c. Loss of privileges to include, but not limited to, the following:
  1. Active participation in any or all public events sponsored by the College or by students;
  2. Attendance at any or all public events sponsored by the College or by students;
  3. Representation of the College in specified manners;
  4. Holding office in a College-approved organization;
  5. Participating in specific extracurricular activities;
  6. Normal visitation rights.
- d. Required participation certain groups and/or educational programs as they relate to the violation.
- e. Required period of appropriate work project.

Disciplinary Probation can also carry other sanctions imposed by certain campus organizations and academic departments. For example, a student on Disciplinary Probation may be ineligible to hold positions in Student Senate, participate in clinical rotation, or hold positions on the Residence Life staff. Any such sanctions are considered independently by those organizations or departments and may be imposed in addition to the sanctions identified above. Notification of Disciplinary Probation may be sent to a minor student's parents, subject to regulations governing a student's right to privacy.

**Suspension:** Suspension from classes and/or the College property may occur for a period of up to one (1) regular semester. A student wishing to re-enroll at the end of the suspension period must notify the Vice President of Student Affairs in writing six (6) weeks prior to the start of the semester.

**Dismissal:** Dismissal constitutes expulsion from the College. Students who have been dismissed are not eligible for return or reapplication.

**Required Assessment and/or Counseling:** Counseling and referral may be required, not as a disciplinary measure, but as an attempt to facilitate growth and/or safety relating to a disciplinary issue. A student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to him/herself or to others due to psychological difficulties, the student may be required to obtain professional evaluation and treatment to remain enrolled. Failure to comply with this requirement can result in additional action by the College, including suspension for an indefinite period or mandatory withdrawal from the College. Under certain circumstances, a student may be immediately suspended until such time as a mental health professional has determined that the student is no longer a threat to him/herself or others, and is capable of functioning in the College environment. Any decision made to suspend or withdraw a student may be made only by the Vice President of Student Affairs and the College President.

## 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.

## **Holidays and Recesses**

Students of all races, cultures and heritages bring to the College rich and valuable perspectives. 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 Year's 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. Requests should be directed to instructors.

## **Immunizations**

All NMC students are required to 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. All NMC students must show proof of immunization prior to enrollment at the College or complete a waiver through the College. Students must report their immunization status with their pre-entrance health assessment. Any changes in status must be reported to Student Health at 354-7211. Failure to do so may result in an ineligibility to enroll and/or continue in NMC courses.

## **Immunization Guidelines**

### **Measles**

Students need proof of two measles shots. All students born after Dec. 31, 1956, must have two valid vaccinations. Vaccinations given prior to 1969 are not valid and vaccinations received prior to 12 months of age are not valid. Students can have a titer drawn at their own expense to prove immunity. Students for whom the vaccine is contraindicated, such as students who are pregnant, allergic to eggs or neomycin, immunodeficient or breast-feeding, may sign a waiver for the vaccine. Students must follow up on vaccinations after pregnancy and breast-feeding. The College also accepts positive rubeola and mumps titers as proof of immunity. Physicians Clinic-Northwest offers the MMR vaccine to students at a cost of \$62. Students can also receive a rubeola titer for \$66, a rubella titer for \$35, or a mumps titer for \$66.

### **Hepatitis B**

Students who have received Hepatitis B shots in the past must provide documentation of such to Student Health. Physicians Clinic-Northwest offers the Hepatitis B vaccine for \$81 per shot. This series of three (3) shots is highly recommended for all health care workers. A titer is available for \$31.

### **PPD Skin Test**

A TB skin test is required for all students and must be updated every year. The cost for the TB skin test at Physicians Clinic-Northwest is \$23.

### **Tetanus Shot**

This shot should be updated every ten (10) years or within five (5) years if a student has been cut by something dirty or rusty. The cost for a tetanus shot at Physicians Clinic-Northwest is \$36.

### **Flu Shot**

Every year, a new strain of influenza vaccine is offered to all students at a reduced rate. It is highly recommended that all health care workers receive a flu vaccine each fall.

### **Chicken Pox**

Student Health needs to know a student's status with the Chicken Pox. Students who have never had Chicken Pox must have a titer drawn (\$60 at Physicians Clinic-Northwest) or be vaccinated. If a student has a negative titer, two vaccines may be needed. The shots are available at Physicians Clinic-Northwest for \$86 per shot.

Any questions regarding these guidelines should be directed to the Student Health Office at 354-7211. (Vaccine and titer prices include injection/venipuncture fees, as applicable. Prices of vaccines/titers are subject to change.)

## **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.

## **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.

## **Pet Policy**

With the exception of service animals, pets are not permitted on the Nebraska Methodist College campus.

## **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.

## **Resolution Process for Academic and Nonacademic Student Concerns**

[http://www.methodistcollege.edu/Uploads/Downloads/NMC\\_GeneralStudentPol\\_1.pdf](http://www.methodistcollege.edu/Uploads/Downloads/NMC_GeneralStudentPol_1.pdf)

## **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.

## **Student Health Insurance Coverage**

Nebraska Methodist College (NMC) does not require students to carry health insurance as a condition of enrollment; however, NMC strongly encourages students to obtain their own health insurance. In the event of student injury at a clinical site, workman's compensation does not apply and therefore, does not cover medical expenses incurred. These costs are the responsibility of the

student; therefore, it is critically important for students to have health insurance. NMC offers student health insurance for those interested.

## **Student Health Requirements**

### **Degree-Seeking and Certificate Students**

Prior to enrolling, all certificate- and degree-seeking students admitted to NMC must have a physical exam and must complete the Student Health Service Questionnaire. Although students are welcome to use a health care provider of their choice, Physicians Clinic-Northwest does offer pre-entrance exams and necessary immunizations. The pre-entrance exam at Physicians Clinic-Northwest is \$47 and must be paid at the time of service. The clinic is located at 10710 Fort Street, Omaha, Neb. Physicians Clinic-Northwest is open from 8 a.m. to 5 p.m., Monday through Friday. Students are required to call 354-7500 for an appointment. When speaking to a receptionist, the caller should identify him- or herself as an NMC student.

Once enrolled, students are required to have an annual PPD test through Physicians Clinic-Northwest or the healthcare provider of their choice. Documentation must be submitted to the Student Health Office at the College. Students who are not compliant with health record requirements will be withdrawn from classes. See Student Health Services for more information.

### **Graduate and Online Students**

All graduate and online students must complete the Graduate/Online Student Health Form which can be found on the college website.

## **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.

## **Suspension/Dismissal - Nonacademic**

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 suspension and/or dismissal from the College.

Suspension from classes and/or the College property may occur for a period of up to one regular semester. A student wishing to re-enroll at the end of the suspension period must notify the Vice Presidents for Student Affairs and Academic Affairs in writing six weeks prior to the start of the semester. Dismissal constitutes expulsion from the College. Students who have been dismissed are not eligible for return or reapplication.

## Unauthorized Access

Unauthorized access is defined as gaining access to space, materials and information without the consent and permission of designated personnel who have responsibility for the specified space, materials and information. In accordance with College policies and rights to privacy, only authorized personnel may have access to designated College space, materials and information. Authorized personnel includes designated personnel with responsibility for the specified space, materials and/or information, and students and College employees who have obtained permission and consent from designated personnel.

Unauthorized entry or use of College facilities (including residence hall and/or resident rooms, either through forced entry or other means), the reproduction or unauthorized use of College keys or unauthorized accessing, destruction of or interference with computer programs, data bases, files or information stored in College computer systems is prohibited. Further, inappropriate use of a computer system and/or medical records at any clinical site for the purpose of accessing a patient's protected health information is prohibited. Students violating this policy 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.

# GENERAL INFORMATION

## Check Cashing

Students may cash one check per day for a maximum of \$10 at the College Bookstore in the Clark Center. Third party checks will not be honored. The student is responsible for all fees which could occur if his/her personal check is returned. After the second occurrence of a returned check for a particular student, check cashing privileges are no longer available to that student. Students attending NMC from out of town are strongly encouraged to open a checking account at a local bank or credit union.

## Computer Lab Utilization

- 1 The computers are for academic use by NMC students. No guests are allowed to use computers.
- 2 Each student is assigned a username and password for the network at NMC. This username and password allows you to access all computers in the College as well as ANGEL and your College e-mail account. Do not share your username and password with anyone.
- 3 No smoking or food allowed in the lab. You may bring a plastic container with a tight-fitting lid for drinks. You must take the container with you when you leave or it will be thrown away.
- 4 The lab is a classroom. Proper attire is required.
- 5 Always log off the computer when you are finished.
- 6 Return all supplies to the proper places when through using the lab and throw trash away.
- 7 Do not copy software onto or from the computers. This is a felony if the site license is broken. Do not download materials from the Internet. Do not use non-academic chat rooms.
- 8 Do not listen to mp3 players, portable CDs, or tape players without headphones.

9. If you have a problem with or question about any computer, printer, or software package at the College, please call the Educational Technology Help Line at 354-7008. If no one answers, leave a message detailing the problem or question and someone will return your call or will be on site to help you as soon as possible.

## **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.

## **Student Papers — Lock Box**

The lock box for student papers is located at the Clark Center Information Desk. The paper must be labeled with the course number and faculty member's name. Students must place the item in the box themselves — personnel at the Information Desk will not do this for students. The box is emptied twice each weekday and delivered to the appropriate faculty mailboxes.

Remember that Academic Affairs secretaries will not accept hand-delivered material from students. All items must be placed in the locked box.

## **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.

All students are required to register their vehicles with the Security Department of Methodist Health System. Students who register with Security receive a red parking sticker which must be displayed on their vehicle. Students who are also employees receive an employee parking sticker and are not required to display a red sticker. Vehicle registration forms and parking stickers are available at the Clark Center Information Desk. Vehicle registration is especially important in the case of winter storms, when plowing is a priority and vehicles must be moved. Vehicles belonging to unregistered students are subject to towing at the owner's expense.

Full-time students residing in Omaha and driving a vehicle with license plates registered in a county other than Douglas must apply for a City of Omaha wheel tax student exemption sticker. Students failing to apply for an automobile identification tag may be subject to a fine, as well as towing and storage charges. Vehicle exemption stickers may be secured at the Clark Center Information Desk. There is a \$5 charge for the sticker.

Part-time students who reside in Omaha and have a car registered outside Douglas County must also pay the wheel tax. Students must register their vehicle with the County Treasurer, either at the main office, branch office or the city cashier's office in the City-County Building, 1819 Farnam. The cost of the wheel tax is \$18. The fine for failing to register with the city is a

minimum of \$46, including court costs. Each day may be considered a separate violation. The minimum cost for towing to the Police Impound Lot is \$46, plus \$5 per day storage.

The wheel tax does not apply to students who reside outside Douglas County and/or have out-of-county license plates.

### **Parking at the Methodist Hospital Facility**

Designated parking is provided at Methodist Hospital at no charge to students. Guidelines for the use of these areas have been established to ensure adequate space is available for users and to provide for the safety of property, vehicles and personnel. Failure to abide by the parking policies may result in a fine and/or loss of parking privilege. The Hospital assumes no liability or responsibility for damage to any vehicle parked in or on Hospital facilities, nor for injury to any persons using such facilities, caused by a third party.

**Parking at Methodist Hospital for students is authorized on the top level of the employee parking structure south of the Hospital.** This is the **only** parking area authorized for Methodist College students. A student ID card is necessary to enter through any of the five entrance gates. To exit this level, slowly drive down the exit ramp to the 2nd level and exit on the south end of the garage onto Farnam Drive. No card is needed to exit.

Students 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 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.

Students employed at Methodist Hospital who are conducting business there as employees should park in the employee lot.

All persons parking at Methodist Health System facilities must comply with the following:

1. The motor vehicle laws of the state of Nebraska and the city of Omaha are observed on Hospital property.
2. The speed limit on all Hospital property is 10 mph.
3. Traffic is not to stop to wait for a parking space to open except to yield to a vehicle in the act of backing up.
4. No motor vehicle operated by an employee/student may be parked on Hospital property without a displayed parking permit. Vehicles not properly displaying permits may be issued citations.
5. Vehicles shall not be parked at any time in the following areas: within an intersection; on a crosswalk, sidewalk or on the lawn; where traffic signs prohibit stopping, standing or parking; along curbs painted yellow or red; in any area designated "Fire Lane;"\* handicapped zone without proper permit; or passenger loading zone. \*NOTE: Fire lane violations are subject to citation and/or towing and impoundment at the discretion of the Omaha Police Department under Municipal Code Section No. 46-187.)
6. With the exception of parallel parking spaces, vehicles are not permitted to be backed into parking stalls, but must be parked "front-in" only.
7. Passenger loading zones are reserved for exclusive use of vehicles during the loading or unloading of passengers. Vehicles are not to be parked in these zones for other business. Vehicles should not be in the passenger loading zone longer than 15 minutes.

Methodist Hospital Security Department may remove from the premises any vehicle that is improperly parked. The permit holder or owner is responsible for the cost of towing.

### **Parking at the College Campus**

Students may park anywhere on the College Campus with the exception of the “green” stalls directly behind the College (to the west) or other unauthorized areas (such as “reserved” stalls, fire lane, etc.).

### **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, emblazoned 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.

In addition to the computers in the Clark Center, there are 8 computers in the Computer Lab in DeBruler Hall for use by hall residents. This lab is available to hall residents 24 hours a day, 7 days a week.

### **Food Service**

Breakfast and lunch are served in the Cafeteria at the 8511 Campus Monday - Friday. Evening and weekend meals are available in the Methodist Hospital Cafeteria. A student kitchen is available on the lower level of the 8511 building for preparation of meals by students who live in the residence hall.

### **Learning Laboratories**

#### **Cadaver Laboratory**

Nebraska Methodist College offers a cadaver laboratory component for the Anatomy and Physiology courses. The laboratory experience consists of lectures and demonstrations given by qualified anatomy instructors utilizing prosected human cadavers in newly remodeled laboratory space. Students will have a unique opportunity to learn about the structure and function of the human body from the human cadavers during designated lab times as well as during times scheduled outside of class and lab hours.

Students may not bring food or drink into the laboratory. Students must also wear closed-toe shoes to gain entrance into the laboratory. Students must contact the instructor if they are pregnant to insure that proper safety precautions are followed.

### **Learning Assessment Skills Practice Laboratory (Riley-Leinart Center)**

This fully-equipped laboratory allows students to practice technical skills and establish a level of competency prior to applying the skills in the clinical area. Students receive demonstrations from their individual instructor on a particular skill; then are able to practice the skill during designated class times or during practice sessions. State-of-the-art mannequins are available to realistically practice skills and to further develop critical thinking while responding to clinical scenarios similar to real clinical situations.

### **Medical Assisting Laboratory**

This Medical Assisting laboratory is fully equipped and designed as an outpatient medical office setting. Students establish competency for the entry-level skills they will bring to the clinical setting in their program externship. The laboratory contains anatomy models, a full-size manikin, skeletons, EKG equipment, suture and staple removal kits, minor surgical instruments, exam tables, as well as many other types of clinical equipment. The laboratory is utilized during class periods and scheduled as requested on an individual basis. The Medical Assisting classroom is adjoined to this laboratory due to the frequent integration of didactic and hands-on learning utilized in the program.

### **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.

### **Radiography Laboratory**

The Radiography laboratory is equipped with a non-energized radiographic machine, a portable radiographic machine, and a surgical c-arm that allows students the ability to simulate exams and fine-tune their positioning skills. The laboratory also includes a variety of equipment and supplies including films, grids, QA equipment, sterile supplies, computer and text references, and models. The lab is designed to support integration of classroom material with experiential learning in a controlled environment.

### **Respiratory Care Laboratory**

This laboratory offers Respiratory Care (RC) students the opportunity to gain competency with diagnostic and therapeutic equipment similar to that used in their clinical practice. Students practice simulations with a mechanical test lung which demonstrates compliance and resistance changes in cardiovascular disorders. Experienced respiratory therapists serve as instructors to guide students in learning procedures in the laboratory. In addition, RC students may use the area outside of scheduled times to practice on their own. The laboratory is also available for RC students for private or group study using models, reference books and computer - assisted instructional aids. It is located on the second floor of the Clark Center.

### **Sonography Laboratory**

The Sonography laboratory offers students the opportunity to practice with real-time ultrasound equipment. Students learn how to operate equipment, explore physical properties of sound-tissue interaction, and develop and practice exam protocols prior to entering clinical practice. The laboratory experience is designed to integrate classroom knowledge with ultrasound instrumentation, and does not replace clinical hands-on experience. In addition, the laboratory contains audiovisual aids, textbooks, 3-D models and other educational reference material.

## **Surgical Technology Laboratory**

The Surgical Technology lab was built to closely mimic an operating room. It contains an operating room table, back tables and mayo stands to assemble sterile supplies and instruments for the sterile field, scrub sinks, and a wide variety of surgical instruments and supplies. Completing "surgeries" on simulators under the watchful eye of the integrated ceiling camera allows the student to critique and improve skills prior to entering the clinical component of the program.

## **Library Services**

The central role of John Moritz Library is to support the teaching, learning, and research of students and faculty involved in health care education at Nebraska Methodist College. The library, located on the second floor of the Clark Center, is an inviting, student-centered facility that accommodates both individual and group study.

John Moritz Library is a comprehensive health sciences library with an emphasis on nursing, nursing education, women's health, obstetrics and gynecology, oncology and cardiovascular care. The library maintains more than 300 active periodical subscriptions and houses more than 8,000 books and audiovisual materials. Interlibrary loan services are available to obtain resources not in the library's collection.

The library's Web site, [www.methodistcollege.edu/library](http://www.methodistcollege.edu/library), provides both on-site and off-campus access to the online catalog and to a broad array of educational resources. Subscription health care databases such as CINAHL Plus with Full Text, MEDLINE, PsycInfo, AltHealth Watch, and the Cochrane Database of Systematic Reviews are central to the library's support of the College's academic programs. Through its electronic resources, the library offers full text access to more than 500 journals in the fields of nursing, allied health, and medicine.

The library is open seven days a week and hours are posted on its Web page. Knowledgeable librarians and staff members instruct students in database search skills and offer guidance with research assignments. The library's computers provide access to Microsoft Word, PowerPoint, Excel, and Access. Networked printers and two photocopiers are available for use in the library. Individual and small group study rooms, equipped with computers and DVD players, are conveniently located near the library.

NMC students, faculty, and staff are eligible to check out library materials. The standard loan period for books and journals is two weeks while the loan period for audiovisual materials is negotiated at the time the items are checked out. Course reserves may be checked out for two hours. Library clients are responsible for the costs of replacing lost or damaged library materials checked out in their names.

The library does not charge overdue fines. Instead, patrons with overdue items are not allowed to check out additional materials until they have returned all delinquent items to the library. Library staff sends overdue notices approximately one week after items become overdue. As many as three reminders are sent before the library sends a bill detailing the replacement costs of the delinquent items. The library works with the Student Business Office to design reasonable payment plans.

John Moritz Library strives to protect the confidentiality of its patrons. Library staff does not disclose any information by which a patron can be identified and does not divulge user records to

any person other than the patron himself with the exception of College staff who might aid the library in recovering overdue materials or in collecting compensation for lost or damaged items.

John Moritz Library exercises "due diligence" in advising its clients of compliance measures with fair use standards and respect for the intellectual property rights of others. The library strives to maintain both the spirit and the letter of copyright law and related fair use criteria and we ask our patrons to share these same standards.

## **Life Center (Fitness Facility)**

The Life Center, located on the first floor of the Clark Center, is an unstaffed facility which requires prior approval before being authorized to use. This process includes a review of a brief medical history, physician approval (if warranted) and the signing of a Release of Liability form and an Informed Consent form. Signature of parent or legal guardian is required for students 18 years or younger. The process to obtain approval for using the Life Center is via ANGEL, the College's learning website. An additional requirement is a review of the booklet "Physical Fitness Guidelines for Success". This booklet, along with a documentation form which must be signed to indicate you have read this manual, is located in the Life Center. You will be able to gain access to the Life Center and the booklet "Physical Fitness Guidelines for Success" with your student ID card after approval and authorization has been granted through the ANGEL website.

## **Residential Facilities**

NMC offers campus housing for students at 8511 West Dodge Road.. A Housing Intent Form is mailed to students following admission to the College.

### **DeBruler Residence Hall**

Each room is equipped with study desks, twin beds, chairs, dressers, wardrobes and a lamp. All rooms have full baths. Students are expected to furnish bed linens and accessories, bath linens and accessories, a wastebasket and a telephone. Students are expected to care for their own room. The Resident Assistants and Residence Hall Coordinator are available to assist new students with questions regarding day-to-day living in the residence hall. The facility also offers a recreation lounge, study room, computer lab, coin-operated laundry, vacuum cleaners and kitchen.

Residence hall rooms are available for special programming in conjunction with other educational institutions in the community.

## **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**

[http://www.methodistcollege.edu/Uploads/Downloads/NMC\\_FinancialInfo.pdf](http://www.methodistcollege.edu/Uploads/Downloads/NMC_FinancialInfo.pdf)

## **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 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 “Weather Line” (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.**

### **ALRAM – 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.** Residence hall 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 And Warning**

### **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.

**Residence Hall:** Given it is safe for them to do so, Residence Hall 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.

## Disaster Plan

The hospital has a plan to care for a large number of injured individuals arriving at the hospital in a short period of time. Students are to report as follows:

1. Students on assigned clinical experiences are to remain on the unit where assigned.
2. Students in class at Methodist Hospital will be given instructions by a Nebraska Methodist College authority.

## Evacuation In Hospital Setting

If evacuation becomes necessary, information is disseminated as necessary. If evacuation is warranted, a fast, continuous, loud ringing bell/buzzer will also signal evacuation.

### Evacuation Procedure:

Evacuation capability is the ability of the patients and staff as a group either to leave a building or be relocated from a point of danger to a point of safety. This would be a location within another portion of the building that is separated by smoke barriers, with at least a 20-minute fire resistance rating and in a portion of the building that has access to a means of escape or exit leading to another floor or outside.

1. **Moving Patients**
  - a. Begin evacuation with patients nearest the fire area.
  - b. Remove ambulatory patients first.
  - c. Instruct ambulatory patients to form a chain and to proceed single file, following the lead of a staff member to a safe area.
  - d. Remove semi-ambulatory patients next, using all available wheelchairs and wheeled carts, walking only those who are able to walk.
2. **Services in Area of Refuge**
  - a. Accurate accounting of patients - use Kardex.
  - b. Continuation of care.
  - c. Each patient should be assessed to evaluate his/her needs.
  - d. Administer oxygen to those requiring it as well as any other form of respiratory maintenance.
3. **Communications and Additional Personnel**
  - a. Keep Administration updated.
  - b. If you need help, call Administration.

## DISCLAIMER

This publication is not to be considered as a contract between Nebraska Methodist College and any student. The College reserves the right to make changes in costs, requirements, regulations, policy and procedures, and curriculum without notice or obligation.

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