NURSING STUDENT HANDBOOK

Palo Alto College
Associate of Applied Science in Nursing

Southside Education and Training Center
1760 Martinez Losoya Road
San Antonio, Texas 78221

Second Edition: Fall 2025

INTRODUCTION

Welcome Nursing Students,

We are so pleased that you selected Palo Alto College for your nursing education. We extend our warmest welcome. You are now part of the Associate of Applied Science in Nursing degree program!

Your educational journey will be both challenging and rewarding. The Alamo Colleges District and Palo Alto College are committed to academic excellence and supporting you and your personal goal of becoming a registered nurse.

The entire Nursing Department is committed to your success. You will be amazed at how much you will learn and grow during this program. Remember to plan your time to study, prepare for class and clinical, act with integrity, and embrace curiosity. This handbook will introduce you to information and procedures relevant to your success while you are enrolled.

The purpose of this handbook is to provide students with essential information about the educational and behavioral performance requirements of the nursing program. The Nursing Program has policies on admission, progression, dismissal, and graduation. There is also important Texas Board of Nursing information about Licensure Eligibility, the Nursing Practice Act, and the National Council Licensure Examination (NCLEX). In addition, each student is responsible to abide by the policies contained in the College Catalog and the Nursing Student Handbook as well as Alamo Colleges District Board Policies

Notes:

*This handbook is reviewed annually for updates in academic and industry standards. Information and procedures may be updated or revised to ensure compliance with regulatory and accrediting standards. Updates will be announced through your college email and announced in your class.

*The nursing program prohibits discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability.

Table of Contents

I. Program Staff & Faculty Directory

Name/Title	Office #	Office Phone	Email
Director			
Donna Wallis, MBA, MSN, RN	208	(210)485-0688	dwallis3@alamo.edu
Staff			
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Terri Dutton, MSN, RNC-NIC	211	(210)485-0917	tdutton3@alamo.edu
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Alamo Colleges District Emergency Numbers and Websites

ACD Emergency:	(210) 485-0911	ACD Police Department
ACD Non-Emergencies:	(210) 485-0099	
ACD Weather Line:	(210) 485-0189	
Palo Alto College:	(210) 486-3000	www.alamo.edu/pac

II. GENERAL INFORMATION

Alamo Colleges Vision

The Alamo colleges will be the best in the nation in Student Success and Performance Excellence.

Palo Alto College Mission

The Professional Nursing faculty is dedicated to supporting the Palo Alto College Mission, Vision, Values, and Strategic Directions.

- Palo Alto College Mission: To inspire, empower, and educate our community for leadership and success.
- Palo Alto College Vision: Be the best in the nation in Student Success and Performance Excellence.
- Palo Alto College Core Values: Students First, Community-engaged, Can Do Spirit, Respect for All, Collaboration, and Data-informed.
- Palo Alto College Strategic Directions: Community Empowerment, Employee Empowerment, Maximize Capacity to Serve, and Student Empowerment.

Palo Alto College Nursing Core Values

The Professional Nursing Faculty are committed to educating nursing students and embodying the nursing program's core *SCIENCE* values of:

- **S**afety
- **C**ompassion
- **I**ntegrity
- **E**xcellence
- **N**on-judgmental behavior
- **C**uriosity
- **E**vidence Based

The Profession Nursing faculty are dedicated to preparing entry-level professional students, who will enter the workforce as compassionate and competent:

- Members of the Profession
- Providers of Patient-Centered Care
- Patient Safety Advocates
- Members of the Health Care Team
- Providers whose values are within legal, ethical and regulatory frameworks
- Providers who demonstrate knowledge of delegation, management, and leadership skills

The Palo Alto College Associate of Applied Science in Nursing curriculum is developed based upon the belief that safe, entry-level nursing practice is dynamic and requires a balance of knowledge from both the arts and sciences. The foundation for the nursing curriculum is guided by a combination of the following interconnecting concepts, including those from the National Council of State Boards of Nursing (2023) National Council Licensure Examination for Registered Nurses:

- Caring
- Clinical Judgment
- Communication and documentation
- Culture and spirituality
- Nursing process
- Teaching/learning

Professional Nursing Program of Study

The Nursing faculty and staff are dedicated to the ongoing review and improvement of its program in the education of nursing students for careers in health care. The Nursing Program is aligned with Professional Nursing Education Rule 215.9 and prepares nursing students who successfully complete the program to practice as graduate nurses (GN) according to Standards of Practice, per the Texas Board of Nursing's Rules and Regulations.

Implementation of new information, techniques, and technologies is critically important to this process. The Nursing Faculty and Staff reserve the right to make changes in the curriculum as needed to maintain the integrity and quality of its program.

Nursing Code of Ethics

Nursing students must understand how respect, justice, and integrity are essential elements of nursing practice. Every nurse has the obligation to uphold the trust invested in the profession by adhering to the Nursing Code of Ethics for the good of their patients, community and healthcare in general. The American Nurses Association's *Nursing Code of Ethics* has Nine Provisions to inform and guide future nurses in ethical practice and professional duties:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and provide optimal care.
5. The nurse owes the same duties to self as to others including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective efforts, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Accreditation & Approval

Palo Alto College, one of the five Alamo Colleges, is accredited by the Southern Association of Colleges and Commission on Colleges (SACSCOC) to award associate level degrees.

Palo Alto College's Associate of Applied Science in Nursing Program received initial approval from the Texas Board of Nursing on January 25, 2024.

The program is in candidate status for initial accreditation with the Accreditation Commission for Education in Nursing (ACEN).

Professional Conduct

Nursing students are responsible for maintaining an individual professional demeanor and a manner of ethical conduct. Students found engaging in professional misconduct will be subject to disciplinary review and action per the college policies, program policies, nursing program administration, and Student Code of Conduct. This student handbook outlines the rules and standards of Palo Alto College's Associate of Applied Science in Nursing degree program that you are expected to follow.

All Nursing students will abide by the PAC Student Code of Conduct as outlined in the PAC Academic Catalog and Alamo Colleges District Catalog. Adverse conduct will negatively impact grades and/or will result in dismissal from the program. To meet the ever-changing demands of nursing education and care, the Nursing program will establish additional standards.

All students are expected to conduct themselves in a professional manner both on and off campus. The academic and professional conduct standards of PAC Nursing have been established to reflect the standards of performance required by various nursing practice areas. Student's progress and development toward the standards of professional performance are part of the PAC Nursing program mission. Students are expected to assume responsibility for their actions and will be held

accountable for their actions.

Any student engaging in professional misconduct will have proper paperwork submitted to the Student Code of Conduct Officer at Palo Alto College for further investigation.

For safety, all students are required to follow the clinical site policies for use of translators for non-English speaking patients. Adherence to use of clinical site translators is essential for safety when performing assessments, medication administration, patient teaching, etc. Failure to ensure any aspect of patient safety compromises patient safety and will result in dismissal from the nursing program.

Examples of professional misconduct include, but are not limited to:
- Retaining copies, images or discussion of any exam or quiz content without permission of the instructor. This includes saving web-based assignments on any computer for sharing purposes, taking pictures of or recording test, exams, or assignments.
- Failing to report persons in violation of academic dishonesty or situations that may lead to academic dishonesty.
- Discussing patient care and client records with persons other than nursing program faculty or other students assigned to the case.
- Using profanity or vulgar language in the learning or working environment.
- Acting in a disrespectful manner towards nursing program faculty, staff, or fellow students or disrupting the learning environment.
- Engaging in inappropriate conduct or communications prohibited by the Student Code of Conduct or that does not foster an atmosphere of mutual respect and professionalism.
- Failing to follow appropriate avenues for pursuit of grievances and/or publicizing matters or information that are confidential and/or private.
- Taking photographs, videos, or recordings of patients/clients, patients'/clients' families or next of kin, patients'/clients' healthcare records, nursing faculty, nursing staff, any clinical environment, clinical care area or other students.
- Arriving at Nursing facilities, classes, laboratories, clinical sites, other universities, or program sponsored activities under the influence of alcohol or any drug that impairs judgment.
- Failure to attend scheduled events including, but not limited to, classes and laboratories.
- Failure to abide by clinical site protocols and rules.
- Abuse or neglect of any patient or their family/next of kin will not be tolerated and will result in immediate disciplinary action and dismissal from the program.
- Students shall not delegate tasks without the permission of their faculty.
- Any Health Information Portability and Accountability Act (HIPAA) violation.
- Students shall not wear their Palo Alto College Nursing uniform or ID to non-sanctioned events.

End of Program Learning Outcomes

The curricula and Program Specific Student Learning Outcomes (PSLO) of the Associate of Applied Science nursing program Are designed based not only on the mission, vision, values, strategic direction of the nursing program and Palo Alto College, but is also based on governing regulatory requirements and accreditation standards.
The Nursing graduate will demonstrate competence, per the Texas Board of Nursing's associate degree scope of practice level, in the four main nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

Program-specific student learning outcomes, based on the four main nursing roles, are:
1. Uses clinical reasoning and program knowledge, evidenced-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient care.
2. Demonstrates skills in using patient care technologies and information systems that support safe nursing practice.
3. Promotes safety and quality improvement as an advocate and provider of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families, and the interdisciplinary health care team to plan, deliver, and evaluate care.
5. Adheres to standards of practice values within legal, ethical, and regulatory frameworks of the professional nurse.

6. Demonstrates knowledge of delegation, management, and leadership skills.
    .

Program Outcome Goals

Annual Licensure Examination Pass Rate

The program's most annual licensure examination (NCLEX) pass rate will be at least 90% for all first-time test-takers per the Texas Board of Nursing's annual 12-month measurement period.

Program Completion

60% of the students will complete the program within the five consecutive semesters from the first day of the first nursing course.

Job Placement or Continuing Education

80% or greater of the graduates will find employment as an RN within 6 months of program completion.
80% or greater employer satisfaction with the graduate's entry-level practice.
75% of the graduates will transfer to a BSN program within two years.

Student Learning Outcomes

Student learning outcomes are identified and can be found in each course syllabus.

The Nursing Practice Act

The Texas Board of Nursing is responsible for regulating the practice of nursing within the State of Texas for Vocational Nurses, Registered Nurses, and Registered Nurses with advanced practice authorization. The standards of practice establish a minimum acceptable level of nursing practice in any setting for each level of nursing licensure or advanced practice authorization. Failure to meet these standards may result in action against the nurse's license even if no actual patient injury resulted. Rule 217.11 of the Texas Administrative Code addresses Standards of Practice.

III. PROGRAM GUIDELINES & POLICIES

Program Length

The Palo Alto College Nursing Program is a full-time five-semester degree program that culminates in an Associate of Applied Science (AAS) degree in Nursing. Prerequisite courses must be taken and successfully completed with a "C" or better prior to entry into the program. After students are admitted to the program, they have a maximum of three years to complete the program.

Program Advisor for Nursing

Certified Advisor: Maria Diaz - Viesca
Office: Rio Grande Building, 1st Floor
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Alternate E-mail: pac-advising@alamo.edu

Program Degree Plan

A degree plan with course descriptions for the A.A.S. degree can be found in the PAC Academic Catalog.

Nursing Associate of Applied Science	Credit
Prerequisites	
BIOL 2401 - Human Anatomy and Physiology I	4
ENGL 1301 - Composition I	3
BIOL 2402 - Human Anatomy and Physiology II	4
BIOL 2420 - Microbiology for Nursing and Allied Health	4
	15
Semester I – One 8-Week Session	
RNSG 1105 – Nursing Skills I	1
RNSG 1301 - Pharmacology	3
PHIL 2306 - Introduction to Ethics	3
PSYC 2301 - Intro to Psychology or PSYC 2314 Lifespan Growth & Development	3
	10
	Credit
Semester II - Two 8-Week Sessions	
RNSG 1413 – Foundations for Nursing Practice	4
RNSG 1160 – Clinical Nursing Registered Nurse Foundations	1
RNSG 1341 – Common Concepts of Adult Health	3
RNSG 1162 -Clinical Nursing Registered Nurse Training I	1
	9

	Credit
Semester III - 16-Week Session	
RNSG 1443 Complex Concepts of Adult Health	4
RNSG 1360 Clinical Nursing Registered Nurse Training II	3
RNSG 1247 Concepts of Clinical Decision Making	2
	9
Semester IV – One 12-Week Session (Maternal/Child) One 4-Week Session (Mental Health)	
RNSG 1412 Nursing Care of the Childbearing & Childrearing Family	4
RNSG 1262 Clinical Nursing Registered Nurse: Childbearing & Childrearing Family	2
RNSG 2213 Mental Health Nursing	2
RNSG 2160 Clinical Nursing Registered Nurse: Mental Health	1
	9
Semester V 16-Week Session	
RNSG 2432 Enhanced Concepts of Adult Health I	4
RNSG 2262 Clinical Nursing Registered Nurse Training III	2
RNSG 2121 Professional Nursing Leadership & Management	1
RNSG 2130 Professional Nursing Review & Licensure Preparation	1
	8
Total Degree Plan	60

Admission Requirements for New Students

Admission to Palo Alto College does not automatically qualify a student for admission to the Nursing program.

Student Selection Criteria

The class size is limited to a maximum of 30 students. The competitive ranking and selection of the nursing applicants is based upon points earned in eight categories. The eight categories are: grade point average (GPA), the Test of Essential Academic Skills (TEAS) Math, Science, English and Reading, prerequisites, Critical Thinking Assessment and Letter of Intent. The points range from a low score of eight to maximum total of 24 points. In case of a tie score, the applicant who submitted all documentation first will be selected. Nursing applicants must submit transcripts from all colleges and universities attended. An applicant who was academically dismissed or withdrawn from another college or university (including nursing programs), for any reason, is not eligible for admission.

GPA

The minimum GPA is 2.6 on a 4.0 scale based on science course. Science courses (Anatomy & Physiology I, Anatomy & Physiology II and Microbiology) must have been completed within the last five years and grades of less than a "C" will not be considered. These prerequisites must be four credit courses each.

TEAS

Composite scores or average TEAS scores will not be utilized. A level of Proficient is required for each category.

Prerequisites

Points will also be assigned based upon prerequisite completion (Ethics and Psychology).

Letter of Intent

The Letter of Intent must include why the applicant wants to be a nurse and include a description of the applicant's support system. The letter should not exceed two pages or 1000 words in length. Use of artificial intelligence or cognition is prohibited.

Critical Thinking Assessment

Points will be assigned based on Critical Thinking Assessment overall scores. A minimum score of 61% is required.

The nursing student ranking per point criteria may range from a low score of eight to a maximum total of 24 points. In case of a tie score, the applicant who submitted all documentation first will be selected.

STUDENT RANKING: POINT CRITERIA

TEAS

TEAS Reading	Points		TEAS Math	Points		TEAS Science	Points		TEAS English	Points
92.3% to 100%	3		94.1% to 100%	3		93.2% to 100%	3		97% to 100%	3
82.1% to 92.2%	2		82.4% to 94%	2		81.8% to 93.1%	2		84.8% to 96.9%	2
59% to 82%	1		58.8% to 82.3%	1		59.1% to 81.7%	1		63.6% to 84.7%	1
≤ 58.9% Not accepted			≤ 58.7% Not accepted			≤ 59% Not accepted			≤ 63.5% Not accepted	

Average scores or composite scores are not accepted for the TEAS test. Each category (Reading, Math, Science and English) must meet or exceed the minimum score, on a single TEAS test. The TEAS must be taken in person, at a proctored testing site, to be considered in your application. Each student may attempt the TEAS test up to three times. If the TEAS test is taken four or more times, your nursing application will not be accepted.

Prerequisite

Prerequisites	Points	Letter of Intent	Points
Completed with a grade of "C" or higher: BIOL 2401 - Anatomy & Physiology I BIOL 2402 - Anatomy & Physiology II BIOL 2420 Microbiology ENGL 1301 Composition I And PHIL 2306 Introduction to Ethics and PSYC 2301 Intro to Psychology or PSYC 2314 Lifespan Growth & development	3	Letter of Intent fully addresses the prompt; ideas are clearly expressed, well developed, and well organized; spelling, grammar and punctuation are nearly error-free.	3
Completed with a grade of "C" or higher: BIOL 2401 - Anatomy & Physiology I BIOL 2402 - Anatomy & Physiology II BIOL 2420 Microbiology ENGL 1301 Composition I And one of the following: PHIL 2306 Introduction to Ethics PSYC 2301 Intro to Psychology or PSYC 2314 Lifespan Growth & Development	2	Letter of Intent adequately addresses the prompt; evidence of some content development and an attempt to organize ideas; some errors evident in spelling, grammar, and punctuation.	2
Completed with a grade of "C" or higher: BIOL 2401 - Anatomy & Physiology I BIOL 2402 - Anatomy & Physiology II BIOL 2420 Microbiology ENGL 1301 Composition I	1	Letter of intent partially addresses the prompt. Content is underdeveloped and may lack organization. Numerous errors in spelling, grammar & punctuation may detract from the writer's meaning.	1

GPA	Points
3.6 to 4.0	3
3.1 to 3.5	2
2.6 to 3.0	1
≤ 2.59 Not accepted	

Critical Thinking Assessment

Critical Thinking Score	Points
93 to 100	3
82 to 92	2
61 to 81	1
≤ 60 Not accepted	

Applicant Score	Points
Reading	
Math	
Science	
English	
Prerequisites	
GPA	
Critical Thinking Assessment	
Letter of Intent	
Total	

Letters of Conditional Acceptance will be sent to the top 30 applicants who meet or exceed minimal ranking criteria. Students must also meet:

- Background eligibility: Blue Card or Declaratory Order Letter
- Immunization requirements of the clinical partners:
  - o **The COVID-19 vaccine is not required at this time**
  - o Tetanus, diphtheria, and pertussis within the last 10 years
  - o Measles: two vaccines or serologic confirmation of immunity
  - o Mumps: two vaccines or serologic confirmation of immunity
  - o Rubella: one vaccine or serologic confirmation of immunity
  - o Varicella: two vaccines or serologic confirmation of immunity
  - o TB testing/screening criteria: Negative skin or serologic test; if indicated a negative chest x-ray within 12 months; proof of no active disease
  - o Influenza: proof of immunization is required to attend clinicals
- Drug screening criteria: Negative drug screen
- Current American Heart Association Basic Life Support CPR Certification
- Proof of personal health insurance throughout the two academic years
- Official transcripts from every college attended.

For admission and to be enrolled, all nursing students must meet all of the criteria above and attend new nursing student orientation in person, as assigned, prior to the start of their first semester in the nursing program.

Transfer of College Credits

All courses transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records Office, as part of the nursing application process. Nursing applicants must submit transcripts from all colleges and universities attended. An applicant who was academically dismissed or academically withdrawn from another college or university, for any reason, is not eligible for admission.

Students who left another nursing program in good standing/is eligible for reentry may transfer credit from other SACSCOC and regionally accredited nursing programs. The criteria used to assess a transfer student's work shall be:

1. The student must provide course(s) syllabus with objectives, course description(s), and transcripts for all nursing courses. Only course grades of "C" or better will be considered and those courses completed within five years.
2. The student must obtain a letter of recommendation from the previous Program Director that states that the student is in good standing and would be accepted back into the previous program.
3. The student must meet with the Program Director for individual consideration.
4. The applicant must complete all first-time application requirements and will be ranked using the selection process. All college transfer requirements must also be fulfilled.

The Nursing Program Director will authorize approval of credit after reviewing transcripts, syllabus, credit hours, and course descriptions. However, additional assessment(s) may be required. For example, performing skills check-offs, etc.

Please note: Palo Alto College policy states for any degree or certificate awarded, a student must earn at least 25% of the college-level credit hours required for graduation through instruction by the college in the Alamo Colleges District granting the award. The degree must be awarded by the college that offers the program. Please see the Degree/Certificate Requirements of the Graduation section for additional requirements.

Student Withdrawal Policy

If a student wishes to withdraw from a course(s) or from the program, the following guidelines must be followed:
1. Students must meet with the Program Director to withdraw.
2. Students are required to complete an exit interview with the Nursing academic advisor
3. If a student wishes to re-renter after withdrawing from the program, the student must reapply and follow the "Program Re-admission Policy" for reentry to program.

If any student makes the decision to withdraw from the nursing program, is withdrawal from any nursing course, or the nursing program for any reason the following items must be returned: name badge, all embroidered uniforms and lab jackets paid for by Palo Alto College, and any nursing equipment paid for by Palo Alto College.

Six Drop Rule

Effective as of Fall 2007, students are limited to a total of <u>six (6) course drops</u> during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete.

Carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops may not drop a course and will be awarded the grade earned at the end of the semester. A waiver may be available through the Admissions/Enrollment Services office. ***For further information on this subject, see PAC Student Handbook under Making the Grade*** ***ADD/DROP/WITHDRAW***.

Student Progression

All nursing courses must be taken in the sequence detailed in the Program Degree Plan. Each course may have a pre-requisite or co-requisite, as noted in the course syllabi. Each course must be successfully completed with a minimum grade of 76. All course assignments must be submitted, as detailed in the course syllabi, to receive a final grade. For example, some courses require remediation assignments for successful course completion. If any student does not submit all required assignments, per the syllabi, course failure will result regardless of the average course grade. Late assignments for didactic courses will incur a 10% deduction per day up to 2 days. Late assignments for didactic courses will not be accepted after 2 days, and a grade of zero will be recorded. No late work is accepted for skills lab, simulation and clinical courses.

Grading Rubric
A minimum grade of 76 is necessary to receive a passing course grade in both didactic and clinical scores. Grades are not rounded.

100 – 90	A
89 – 80	B
79 – 76	C
75 – 60	D (Course failure)
59 – 0	F (Course failure)

Standardized Exams
Students in the Nursing Program will be required to take national standardized exams throughout the curriculum. Palo Alto College Department of Nursing utilizes Assessment Technologies Institute (ATI) standardized exams. The ATI examinations are intended to measure, document and track NCLEX-RN readiness. In addition, the ATI assists in evaluating how well the student is retaining essential nursing knowledge and skills for safe practice in the healthcare environment while progressing in the program. The ATI exams will not constitute more than 10% of a course grade; therefore, ATI exams are not high stakes or exclusionary exams.

Skills Performance Evaluation
Clinical skills and related affective, cognitive, and psychomotor skills must be demonstrated for the student to progress.
• Lack of achieved standards of competency will preclude the student from successful completion of the course and progression to the next course. Pharmacology math and/or skill proficiency testing to include math and/or psychomotor skills will be evaluated at the beginning of every clinical course as detailed in the course syllabi. Students must score greater than or equal to 85% in two attempts or less to proceed in the course and nursing program.
• The course syllabus provides requirements for skills performance and evaluation criteria.
• Evaluation of skill performance will be graded according to identified critical criteria. Students must successfully pass the testing in two attempts to proceed in the course and nursing program.

Electronic Syllabus
Course syllabi are provided in Canvas.

Email
All official Palo Alto Communication is conducted per the student's Alamo Colleges email address. It is the student's responsibility to check email daily.

Failure of a Nursing Course

Failure of any RNSG course(s) will result in withdrawal from all co-requites and sequential RNSG courses for the semester of current enrollment. The student will not be allowed to continue in the semester and Nursing Program and must follow the PAC "Program Re-admission Policy" for reentry to the program. Each nursing student is responsible for following all aspects of the Palo Alto College policies as well as the Nursing Program's policies.

Program Re-admission Policy

If a student wishes to return to the program, the following actions must be followed:

1. Students must have met with the Program Director prior to dropping, to be eligible for consideration for re-admission.
2. If a student institutionally withdrew, supporting documentation must be provided which will aid in the decision for your eligibility for re-entry.
3. There is **no automatic admission back into the program**; a student must provide a minimum of 30 calendar days notice with their desire to reenter the program **and** follow the [Alamo Colleges District policy](#). Additional criteria such as skills check-off and/or dosage calculation test will be required prior to consideration for readmission.
4. Students are only allowed a **ONE-TIME** re-admission to the program.

Program Dismissal

1. **If any nursing student has two course failures, for any reason, the student is permanently withdrawn from the Nursing Program, is not eligible for re-admission and cannot re-apply to the Nursing Program.**
2. **Any student committing any act of gross negligence or abuse, to a patient, family, employee or student will result in permanent withdrawal from the nursing program. Privacy violations will lead to permanent withdrawal from the nursing program.**

Communication and Concerns

Nursing students should address questions and concerns first with their faculty and then contact Donna Wallis, Executive Director of Nursing at 210-485-0866 or per email at dwallis3@alamo.edu

Grievance Process

If a student feels they were treated unfairly, the student has the right to file a grievance. All students must follow the process in the Palo Alto College Student Handbook and [Alamo Colleges District Academic and Non-Academic Grievance Policy.](#)

NCLEX Credentialing Eligibility

Background Checks
All nursing students must present their Board of Nursing Blue Card or Declaratory Order Letter prior to the start of the Nursing Program
•   Applicants seeking licensure in Texas by Endorsement or Examination are required to submit a complete and legible set of fingerprints on a form prescribed by the Board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code)
•   All NCLEX applicants with eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program must complete a Declaratory Order application. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

Eligibility Issues
Applicants must be able to answer "No" to the following questions to use the online application:

For any criminal offense, including those pending appeal, have you:
    A.   *been convicted of a misdemeanor?*
    B.   *been convicted of a felony?*
    C.   *pled nolo contendere, no contest, or guilty?*
    D.   *received deferred adjudication?*
    E.   *been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?*
    F.   *been sentenced to serve jail or prison time? court-ordered confinement?*
    G.   *been granted pre-trial diversion?*
    H.   *been arrested or have any pending criminal charges?*
    I.   *been cited or charged with any violation of the law?*
    J.   *been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?*

All other applicants should download a complete application packet. Review of applicants with eligibility issues can take three (3) to six (6) months or longer for a review by the Board of Nursing to be completed.

Orders of Non-Disclosure
Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

Declaratory Order Process
The declaratory order process permits the BON to make decisions regarding the applicant's background and eligibility for licensure prior to entering a nursing program.

• Are you currently the target or subject of a grand jury or governmental agency investigation?
• Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
• *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
• *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?
  *Pursuant to the Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition,mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

Licensure Eligibility

Background Checks and Fingerprinting

Criminal background checks are performed on all applicants for Licensure in Texas. A criminal background check must be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant or results that were completed for another facility even if the previous check was completed through the DPS and the FBI.

New/Accepted Student Criminal Background Check Process

Step One:
The Texas-based nursing program submits the New/Accepted Student Roster to the BON.
Step Two:
BON staff enter the data into the BON internal fingerprint database. This step is what adds the new/accepted students to the list with MorphoTrust.
Step Three:
BON staff send an email to the designated contact at the school advising that the roster has been entered into the BON system.
Step Four:
The school provides the Service Code Form (Formerly known as a Fast Pass) to the students listed on the roster and advises them to schedule their fingerprinting.
Step Five:
The BON receives information from The Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) regarding the criminal background check (CBC) results. BON staff input this data within ten business days.

NOTE: **All nursing students must present proof of NCLEX eligibility: A Blue Card or Declaratory Order Letter is required prior to the start of their first semester in the nursing program. Students must have a Blue Card of Declaratory Order letter from the Board Nursing. There are NO exceptions.**

Licensure Examination Information

There are specific online procedures to follow, with a series of eight steps leading to taking the NCLEX.

1. Carefully review the information on the Licensure – Examination Information webpage and follow all of the instructions https://www.bon.texas.gov/licensure_examination.asp.html and the Licensure Eligibility section at https://www.bon.texas.gov/licensure_eligibility.asp.html
2. Complete the Online Examination Application. Print a copy of the receipt page for your records.
3. Criminal Background Check – you have already done this
4. Thirty days prior to graduation register with Pearson Vue at https://portal.ncsbn.org
   The cost is $200.00
5. Nursing Jurisprudence Exam: You must pass the Texas Nursing Jurisprudence Examination prior to being issued an authorization to test (ATT) for the NCLEX® examination. Passing the Texas Nursing Jurisprudence Exam is required for successful completion of RNSG 2121.
6. Texas schools of nursing will submit an online affidavit of graduation directly to the BON.
7. After the BON receives your:
   a. Application
   b. Fee of $75.00 – fees may change. Check the Initial Licensure Schedule of Fees at https://www.bon.texas.gov/forms_fees.asp.html
   c. criminal background check
   d. passing result of the Texas Nursing Jurisprudence Exam
   e. affidavit of graduation

The BON will access the registration system of Pearson/Vue to see if you have registered to take the exam. If you have registered with Pearson/Vue, the BON will deem you eligible to take the NCLEX®. Pearson/Vue will send you an email verification giving you the authorization to test (ATT) and instructions on scheduling the test. Your ATT is valid for **75 days** from the ATT start date to take the exam. If you are eligible for a graduate nurse (GN) permit, the permit will be posted online within five working days of deeming you eligible to take the exam.

8. Take the exam.

The Texas Board of Nursing website link to the following information is
https://www.bon.texas.gov/licensure_examination.asp.html

Note: **The Nursing Jurisprudence Examination (NJE) and Pearson Vue (PV)* registration MUST be completed BEFORE you can receive your Authorization to Test (ATT) and in turn your GN permit (if applicable).**

*If you **HAVE** registered with Pearson Vue, but it is not showing a date of completion, first verify with PV that you selected Texas as your testing jurisdiction. If your jurisdiction is correct, then email webmaster@bon.texas.gov with the subject line "PV Payment Update to File" and include your full name, DOB, and date you paid PV in the body of your email. This will be updated within ten (10) business days.

IV. ACADEMIC STANDARDS & POLICIES

Student Accessibility Services

The Student Accessibility Services (SAS) Office at Palo Alto College processes students' requests for academic accommodations based on a disability covered by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. It is the responsibility of the students to self-identify that they have a disability and request accommodations through the campus SAS Office. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation to the campus SAS Office. Refer to the [SAS website](#) for more information. You may also contact Cindy Cook, Sr. Coordinator at the SAS office at (210) 486-3020 or visit the SAS office located in the Rio Grande, room 133A.

Palo Alto College is required to provide only reasonable accommodations. The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition is not permanent. A request for an accommodation may not be considered reasonable if it fundamentally alters the nature and substance of the curriculum, presents an undue hardship for the institution, or compromises the academic integrity of the program or course.

Due to industry standards and the critical, fast-paced nature of the nursing profession that requires patient care be provided in an emergent/urgent manner in the clinical setting, students will be expected to complete all laboratory skills in a set timely manner. Hence, extra time to perform a nursing task may not be a reasonable accommodation in a laboratory or clinical setting.

Technical Standards

The field of nursing is both intellectually and physically challenging. The curriculum of the PAC Nursing Program is designed to prepare each student for the four roles of a nurse.

The Nursing Program has identified the following essential technical skills and standards for all students to demonstrate, with or without reasonable accommodation, although a program may specify other skills or standards.

General Physical Requirements - Students must:

- Possess the physical ability to
  - Tolerate walking and standing for up to twelve-hour clinical shifts with a 30-minute lunch break; as patient care allows two 15- minute breaks permitted
  - Lift and/or carry up to 50 pounds from floor to waist level.
  - Move objects such as wheel chairs with patients without assistance and/or stretchers with or without patients, weighing up to 50 pounds or more without assistance.
  - Use hands and arms to handle, install, position, and move materials, equipment, and supplies without assistance.
  - Handle, position, and/or move patients safely
- Be able to have sustained contact with patients/families/next of kin from a variety of cultures, religions and backgrounds and be amenable to providing care in a variety of stressful situations.
- Notify Nursing Faculty of any allergy to latex products or tape/adhesive products. Most hospitals do not permit latex products; however, it is possible that a patient may arrive with some form of latex product from home.

Cognitive Ability - Students must:
- Be able to function in a structured environment within significant time constraints and be capable of making rapid decisions in urgent situations and meeting deadlines.
- Possess a willingness to assist with and perform a wide variety of routine medical-surgical, geriatric, maternal newborn, pediatric and mental health nursing care in a variety of care settings for patients who may have infectious or contagious conditions.

- Be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- Be able to prioritize, organize, and utilize time-management skills to perform tasks.
- Evaluate, synthesize, and communicate diagnostic information to the nursing faculty and healthcare staff.
- Demonstrate progression in safe initiatives in the clinical environment as they advance through the program.

Communication Skills - Students must:
- Read, write, speak, and report accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- When communicating verbally with other individuals, either in person or by telephone, be able to make legible and coherent written notes, in English, utilizing appropriate forms.
- Possess sufficient typing skills for documenting in electronic health records.

Professionalism and Interpersonal Skills - Students must:
- Demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human contact. This includes no artificial nails. Nails must be clean, without polish and no longer than one-quarter inch long. Fragrances should be not be used to prevent allergic reactions, nausea, etc. in patients.
- Be able to interact appropriately with patients and all members of the healthcare team.
- Have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli, distraught or grieving families/clients).

Manual Dexterity and Mobility - Students must:
- Be able to move, stand and walk eight-hour shifts, during clinicals; excluding a 30 minutes lunch break. Two 15 minutes breaks occur when patient care permits.
- Possess fine motor movements in order to perform the *essential functions* of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, manage syringes, catheters, and additional common instruments such as blood pressure cuffs, otoscopes, etc.
- Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes, collect samples of bodily fluids for specimen collection from patients, and perform wound care.
- Possess the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or abdomen.
- Possess manual dexterity to perform all nursing skills.

Auditory, Olfactory, and Visual Skills - Students must:
- Have functional use of senses to safely and correctly assess patients, interpret, and record data.
- Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Possess auditory ability necessary to monitor and assess health status, including auscultation of heart, lungs, and abdomen, and hear equipment alarms and warning sounds from patients and/or equipment indicating impending danger or injury.

- Recognize and respond appropriately to distress sounds from monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to see and interpret patterns/rhythms and rates on ECG/EKG monitors and tracings.
- Possess adequate depth perception to allow detection of a 0.5 cm elevation, which is no more than 1cm in diameter on a slightly curved surface or irregular surface. This includes detection of tissue swelling or presence of reaction on skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a room with all occupants wearing surgical masks.
- Be able to perceive the origin of the sound of patient call lights or alarm monitoring in care units or environments with multiple patients.

Attendance Policy

This is a rigorous and complex program and students are required to attend all scheduled lectures, simulation, skills labs, and clinicals. To be successful in the nursing program, it is important to come to class and remain engaged in learning.

Classroom attendance and active participation by each student is expected for optimal learning to occur. It is expected that students remain alert, awake, and focused on course related/specific material during class. Students are expected to arrive on time and remain for the entire class. Students arriving late and/or leaving early from clinical may compromise patient safety and are a major distraction to other students, faculty, and staff.

Students arriving 15 minutes or more after the scheduled start time of the exam will not be allowed to take the test and must reschedule. Students arriving less than 15 minutes late for an exam will have the remainder of scheduled time to complete the exam.   Time extensions will not be provided. Faculty reserve the right to prohibit students from entering the classroom late.

For patient safety, students arriving 30 minutes or later for clinical or simulation will be sent home, receive a zero for the day and receive an absence.

As a professional courtesy, you should contact your instructor directly if you anticipate being late or absent. Contacting classmates to relay this information is not appropriate.

Consistent absenteeism, tardiness, delays in returning from breaks and early departures from the classroom are considered unprofessional behaviors. Students will be counseled by faculty if these behaviors occur.

Punctual attendance is expected for scheduled lecture, laboratory, and any outside rotations for each RNSG course. Routine medical, dental, well child check-up appointments, etc. should be planned outside of scheduled course times.

While there may be an occasional need for a student to be absent, **there are no excused absences except as defined by the PAC Catalog Academic Standards.** This means there will be no distinction made between excused or un- excused absence. **All absences are the same.**

Lecture Rules
For all lecture courses, instructors will give a 15-minute window. After 15 minutes, the doors to the classroom may be closed, and the student may be counted absent for that lecture. The only exception to this rule is granted to students representing the school in an official capacity and with prior approval from the program director.
- Missed time (tardies or absence) will be counted towards the 12.5% required attendance threshold.

Simulation and Skills Laboratory Rules
Simulation and Skills Lab activities have a "building block" approach in which skills learned in one lab are utilized as the "building block" of another. Missed laboratory sessions are difficult to make up. Critical lab skills must be demonstrated as outlined in the syllabi.
- An absence will result in a grade of zero for that day
- A student must remain in lab the entire class period to receive full credit. Points will be deducted based upon the activities/skills missed
- Ticket to ride assignments are required and must be completed prior to attending simulation and skills lab.

Missed Instruction/Exam

Students are responsible for obtaining materials/content missed, when absent. Students are expected to contact their instructor to obtain the course material.

If a student is absent on an examination day, the student must provide supporting documentation upon their return. Make-up exam will be scheduled by the faculty within seven calendar days of the missed exam. Make up quizzes are not offered and a grade of zero is recorded.

Excessive Absence Policy

Student absences will be recorded from the first day the class meets. Regular and punctual attendance in all classes and laboratories is required. Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance. Also, **both tardiness and early departure from class are considered forms of absenteeism**. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, students will be withdrawn from a course for non-attendance on the first day. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a course. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements will be enforced, but faculty must clearly explain these policies in the syllabi.

Students who stop attending class for any reason should contact the instructor to officially withdraw from the class. Students who drop one course must consult with the instructor before dropping the course. Students who intend to drop all courses should meet with an advisor before dropping. Failure to officially withdraw may result in a failing grade for the course. *For further information on this subject, see PAC Catalog Making the grade*.

Smart Start

The colleges in the Alamo Colleges District support and promote active student engagement and commitment to learning. Students are expected to attend class on the first day and throughout the semester. Students who do not attend the first-class meeting will be dropped if they do not contact the instructor regarding the absence. See F.6.1.1 (Procedure) Student Success: The Student Experience - MyMAP (Monitoring Academic Progress). https://www.alamo.edu/admission--aid/how-to-apply/first-time-students/

Early Alert & Intervention

Your academic success is important to your instructors. If instructors notice that you are experiencing academic difficulties early in the term, they will send an email to your ACES account that will advise you about ways to address those difficulties. It is very important that you promptly respond to any Early Intervention communication. Your success depends on it.

If you are below academic standards, you will also be contacted via your ACES email account at weeks 3 and 8 . If you receive this email, it is your responsibility to talk with the instructor about your academic progress.

At midterm, the Program Director will require a meeting with you to discuss your grades if they are below academic standards. It is **MANDATORY** that you meet with the Program Director at this time.

Academic Advisement

Instructors monitor students' academic success throughout the semester. Students must track their progress using Canvas. Students who are at any times concerned about their academic success should schedule an appointment with the course Instructor to discuss ways to address the issue.

Instructors may send an academic advising form to students that are below, or vulnerable of falling below, nursing course standards. It is recommended that these students then schedule a meeting with the instructor, and it is required that they respond and return the form by the due date.

Students will fill out the Student Academic Action Plan and will be advised to meet with the course Instructor periodically to discuss student progress and attend tutoring sessions held in the Nursing Department during pre-scheduled times determined by the instructor. When the Instructor is satisfied with the level of achievement, the student's departmental academic probation will be released.

Tutoring

Tutoring is available through the STEM Center. Students are responsible for scheduling meetings with the STEM Tutors.

Code of Honor & Scholastic Dishonesty

Honesty, integrity, and high ethical standards are fundamental to educating students to take their place within society as well as within the profession of nursing. It is the duty of the Nursing Program to educate students regarding the ethical standards associated with the profession of nursing.

Scholastic dishonesty will not be tolerated, and college policies and procedures will be followed to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to: Academic Misconduct, Plagiarism and Cheating. *See the PAC Catalog Academic Integrity Violations for further information.* It is the students responsibility to be familiar with and follow this policy.

Academic Misconduct: includes misconduct associated with the classroom, the laboratory, or the clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.

Plagiarism: includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Plagiarism also includes use of Internet sources/information without providing source attribution.

Unauthorized use of Artificial Intelligence: The unauthorized and/or undocumented use of any Artificial Intelligence (AI) or other digital tools for the creation of work is prohibited.

Cheating: includes, but is not limited to: (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition without permission of tests or other academic material belonging to a member of the college faculty or staff.

Bullying: Bullying is defined as the aggressive and hostile acts of an individual or group of individuals that are intended to humiliate, mentally, physically injure or intimidate, and/or control another individual or group of individuals.

Graduation Requirements

The PAC general requirements for the Associate in Applied Science degree in Nursing are:

- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum cumulative GPA of 2.0 in the coursework that applies to the student's degree program completed at the college in the Alamo Colleges District awarding the Associate Degree
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of "C" or better in all courses directly relating to the technical program, i.e., Associate of Applied Science Degree or program as well as all prerequisite courses.
- Earn at least 25% of degree hours required for graduation in residency at the college of the Alamo Colleges District granting the degree
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award.

Articulation Agreements

Palo Alto College Nursing has articulation agreements with San Antonio College for their RN to BSN program and with the University of Texas at Arlington, for their RN to BSN program. Both San Antonio College and the University of Texas at Arlington provide options for Palo Alto College Associate of Applied Science in Nursing graduates, who have successfully become Registered Nurses, to continue their nursing education and progress to the baccalaureate level of nursing education without course duplication. The PAC AAS Registered Nurse is responsible for meeting the college's entrance requirements and/or prerequisites.

V. STUDENT RESPONSIBILITIES

Commitment & Respect

We recognize you have made a significant commitment to our program and hope that you will accomplish all of your goals while you are in the PAC Nursing Program. The faculty and staff of the Nursing Program are dedicated to helping you succeed. You are expected to treat all faculty and staff with appropriate professional respect.

If you have questions or concerns, please talk to your course instructor first and try to find a solution. If your issues are not resolved, bring your concerns to the program director's attention. Academic and Non-Academic grievance procedures can be found in the PAC Catalog Student Code of Conduct.

Independent Work

Students are expected to do their own work unless an individual course instructor has indicated that group activity is acceptable. In the class and labs students are expected to participate by sharing observations and impressions. Use of Internet sources requires proper citation, and failure to do so will be considered plagiarism. Scholarly research for safe, evidenced-based practice is expected in nursing.

Students may share notes and resources to facilitate one another's learning: however, it is considered unethical for one student to ask another for copies of papers, projects, old exams, or to show or exchange answers before, during, or after exams, clinical validations or demonstrations.

Students are expected to do their own work on all graded material submitted for course requirements. Academic dishonesty harms the individual, fellow students, compromises patient safety and the integrity of the college. Policies on academic dishonesty will be strictly enforced.

It is unethical for a student to secure and/or make copies of any exam.

Student Study Time

For every one hour of face-to-face instruction, the student is expected to spend at least two to three hours outside of class per week in study time and completion of reading materials. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the Nursing Program.

Noncompliance with Nursing Program Policies

Noncompliance with the policies and procedures of the Nursing Program or clinical affiliates will be grounds for dismissal from the program.

Policy and Procedures Changes

All policies are subject to change by the Nursing faculty as deemed necessary. Students will be notified of changes in writing and will sign an acknowledgment of the notification. The acknowledgment will be kept in the student file.

Mandatory Textbooks and Supplies

Nursing textbooks are available for purchase or rental at Campus Bookstores or online through a variety of sources. Please visit the [Bookstore Site](#) for hours of operation. The purchase or rental of the required textbooks for each course is mandatory. The course syllabus will list the required textbooks. If you rent textbooks, please remember that the books, such as in RNSG 1301 Pharmacology, will be utilized across the curriculum in all courses.

Students are responsible for providing the following:
- Complete set of required books for each course.
- Scrubs – At least three complete sets of teal scrubs are required for nursing classes, including the embroidered nursing program logo on scrub top and scrub jacket. **Vendor information will be provided**
- Scrubs are required for each on campus class as well as for clinical rotations
- A good pair of black or white leather walking/athletic shoes (with closed toes) are required to fulfill OSHA guidelines. Crocs, boots and clogs are not permitted.
- Writing utensils:
  - Black pen for keeping the medical record
  - Black permanent markers/ Sharpie
- Wristwatch with the ability to count seconds for taking heart and respiratory rates. No smartwatches.
- A good quality stethoscope, pen light and bandage scissors are required.
- More details for uniform can be found below under dress code.

Uniform/Dress Code Policy

Nursing students are expected to maintain an appropriate level of professionalism at all times, including attire. Nursing students are expected to wear their scrubs with name tags for all classes, labs, and clinicals.

Failure to adhere to the following dress code requirements will result in the student not being permitted in the class, skills lab, simulation lab or clinical environment. A grade of zero will be assigned for the day.

Mandatory dress code for class and clinicals:
1. **Clothing** – Teal scrub tops and bottoms are required in class and clinical. Scrub tops must be embroidered with the Palo Alto College, AAS Nursing (approved vendor information will be provided). Avoid wearing scrubs which are overly revealing, which may present a safety hazard or violate clinical site requirements. Only white t-shirts can be worn under the scrubs.
   a. Three complete sets of teal scrubs and lab coats with school monogram.
      i. A long-sleeved, **white only**, undergarment may be worn beneath your uniform to help with cold temperatures.
   b. Matching teal short lab coats w/monogram may **only** be worn over your uniform.
   c. Scrubs should not have rips, tears, or drag on the floor.
   d. Your Palo Alto College name tag shall be worn at all time during class and during clinicals. The name tag shall be worn and visible at collar height, on the right side of the scrub top.
2. **Footwear**
   a. Closed toed shoes are required to fulfill OSHA guidelines
   b. Nonslip, black or white closed-toed leather shoes. Crocs, boots and clogs are not permitted.
3. **Hair: Must also follow clinical partner dress code**
   a. Hair should be clean and well-groomed at all times
      i. Must be off face and neck and secured back at all times.
         1. Long hair must be kept in a ponytail, off of the collar/neck
         2. If hair is short but long enough to obstruct peripheral vision, it must be pinned back.
   b. Dyed/colored hair that is either in a manner or in unnatural color (green, blue, striped, etc.) is not permitted.

4. **Head coverings: Must also follow clinical partner dress code**
    a. Nothing shall be worn on the head (baseball caps, scarves, hats, beanies, etc.) unless required for religious requirements. Head covering must not interfere with personal protective equipment (PPE).
5. **Personal Grooming**
    a. Students must present a professional appearance when in the clinical area and while participating in any school activities. *(All clothing should be clean and neat and makeup should not be excessive)*
    b. Maintain good personal hygiene *(bathing, deodorant, combing hair, clean clothes)*
    c. Male students should be freshly shaven or have beards, mustaches, and/or sideburns that are kept well groomed and must not interfere with personal protective equipment (PPE).
6. **Fingernails**
    a. Fingernails are to be kept clean, no longer than one quarter inch long and shaped consistent with patient safety.
        i. Artificial nails, nail polish, rhinestones, etc. of any type are not permitted
7. **Jewelry**
    a. No jewelry is permitted, except one ring without stones, a watch, and one small stud earring, per ear. Watches may not have any stone(s) or decoration.
8. **Body piercing/Tattoos**
    a. All tattoos must be covered at all times in class, clinicals and when attending a school related activity.
    b. Facial, skin, and/or visible body-piercing rings/hoops/bars are prohibited. Gauges or similar piercings are prohibited.

Failure to adhere to these requirements will result in the student being dismissed from class/lab and given an absence and a grade of zero for that day.

Student Lockers

- **Lockers will not available. Please remember to leave valuables at home not in your vehicle.**

Transportation

It is the student's responsibility to have adequate and reliable transportation both to and from class, lab, and clinicals. Lack of transportation will not be considered an extenuating circumstance. Planning alternate methods of transportation is recommended. Students must be prepared to travel to any off-campus clinical site to meet course objectives.

Student Email

Email services are provided to students of the Alamo Colleges District in support of the educational, training, and outreach mission of the colleges and the administrative functions to carry out that mission. Your college-assigned student email account is considered the official electronic channel for communication between the Alamo Colleges District and you. Policy F.7.1 Student Email Account the Official Electronic Mode of Communication

Program Communications

Communication between students and instructors will be per the student's PAC email and/or Canvas course platform.

Communication is expected to be professional in all encounters. Foul or abusive language in the classroom/lab/clinical area will not be tolerated.

Social Media Usage Guidelines

Health Insurance Portability and Accountability Act (HIPAA) national standards apply to any/all social media platforms.

Content Guidelines:

1. Posting, releasing or otherwise disclosing any images depicting patient care, surgery, labs, anesthesia, radiography/imaging procedures, etc. via social networking sites (e.g. Facebook, Twitter, YouTube, Instagram, Snapchat, blogs etc.) is strictly prohibited.
2. This applies to all students, faculty, and staff.
3. Failure to comply with this will result in disciplinary action up to and including dismissal from the nursing program.
4. All materials (such as class notes, handouts, videos, or slide presentations, etc.) posted on Canvas are solely for the use of our students for educational purposes. Materials should not be copied or distributed to anyone outside of PAC without the prior written approval of the author/instructor.
5. Representation of your personal opinions as being endorsed by the College or PAC Nursing is strictly prohibited. You may not use the College name, the PAC Nursing name/image to promote any opinion, product, cause, or political candidate. Be sure to include the statement: "This is my personal opinion and not necessarily that of Palo Alto College or the Nursing Program" when necessary.
6. While Nursing and the College do not routinely review content posted to all social media sites, it shall have the right to remove any content for any reason posted to social media sites, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
7. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations, do not plagiarize. Provide a link to the original material if applicable.

Firearms

Licensed Concealed Campus Carry

Licensed concealed campus carry of handguns at the Alamo Colleges District is permitted effective August 1, 2017. Locked-vehicle storage of firearms not prohibited by Texas Penal Code §46.05 is permitted.

Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas. License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Texas law does not allow employees or students to tell license holders to refrain from exercising their legal right to carry concealed in class, to ask whether carrying, to demand to pat down, etc. By law, only police are permitted to ask whether a person is a license holder or carrying.

If you see a person openly carrying or deliberately displaying a firearm:
- Call the Alamo Colleges District Police (210) 485-0911.
- Do not confront the person or ask if the person has a permit.

Open Carry of Firearms

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District or at any off-campus premises at a District or College sponsored activity, function or event.

Additional Alamo Colleges District information on firearms is available on the Firearm Restrictions website and in the PAC Catalog under My Rights and Responsibilities Firearms.

Campus Parking

All Alamo Colleges District students pay a $25 Campus Access Fee per semester to cover parking at any of the Alamo Colleges District campuses, off-site locations, or district offices. No sticker or decal is distributed. The Campus Access Fee is included in students' tuition and fees each semester and does not to exceed $50 per academic year. Students will be directed where to park at the SETC.

Smoking/Tobacco Policy

The entire Alamo Colleges District is designated as a smoke-free environment. Smoking is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in all buildings, to include parking lots, of the College District, and on all property, which is owned, leased, rented, or otherwise under the control of the College District. A smoke-free environment also prohibits the use of tobacco products and vapor or e-cigarettes. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action. Reference POLICY C.2.13 Smoking Education Program.

The Alamo Colleges District as a whole shall make every effort through education, counseling, and training to inform all students, faculty, and staff of the harmful effects of smoking or smoke inhalation. Programs of instruction and other materials shall incorporate information on the adverse effects of tobacco.

Smoking and/or use of any tobacco product is not permitted on the grounds of any clinical site. Smoking or use of any tobacco products on the grounds of a clinical site may lead to dismissal from the Nursing Program.

VI. COURSE RESPONSIBILITIES

Classroom Expectations

All members of the class are expected to uphold the Palo Alto College value of Respect for All. Should behavioral disruptions interfere with the instruction of the class and the ability of the class members to learn or the instructor to teach, the incident will be reported to the Student Conduct Officer in accordance with the Policy F.4.2 Student Code of Conduct.

Rationale

Faculty and students are expected to conduct themselves professionally in demeanor, use of language, and appearance in the presence of faculty, staff, other students, patients, and visitors in the classroom and in clinical and laboratory settings.

Classroom Environment

Faculty and students are expected to uphold a classroom atmosphere conducive to learning. The faculty is committed to providing the curriculum in a manner that will prepare graduates to be successful in the health care workplace.

It is expected that students will be ready to work and listen throughout the entire class. Professional behavior means that students do not have to be called to order more than once.

Classroom Conduct

Professional demeanor and courtesy to peers, faculty, and guests and/or guest lecturers in the classroom setting are essential to the teaching-learning experience. Classroom conduct is expected to demonstrate mutual respect of faculty, students and peers.

Extraneous Conversations

If students in the classroom have comments pertinent to the topic of discussion, they should share the comments with the entire classroom. Questions and comments directed to the entire group and presented in a collegial professional manner are encouraged.

To avoid disruption of the classroom learning environment, students are encouraged to refrain from extraneous conversations that are *not* pertinent to the classroom discussion. Repeat offenders will be asked to leave the classroom.

Consequences of Unprofessional Behaviors

Consequences are dependent on the disruptive behavior. The faculty has the right to expect appropriate classroom conduct. Students who demonstrate unprofessional behavior will be counseled by their instructor as part of classroom management.

If a student is non-compliant the instructor may:
Stop the lecture and remind student(s) of classroom etiquette. Ask the student(s) to respect the rules or leave the classroom.

Cell Phones

During **every** class, clinical, lab, and exam/quiz, instructors will ask that all cell phones be kept in a backpack/purse or away from the testing area. Silence phones as to not disturb other students. Using a cell phone or other electronic device during and exam/quiz/skills check off will result in a grade of zero for the assignment, disciplinary action and possible course failure and dismissal from the program.

Computer Use in Class

We encourage students to use their personal laptop in all classes to take notes or access Canvas for PowerPoints, etc. Students should not do non-class-related work or surfing the web during class. **All exams/quizzes will be taken on PAC laptops/computers.**

If you do not have a dependable computer, the college *may be able* to provide you a loaner laptop and/or hotspot, at no cost, to assist students with their educational endeavors. Please contact the PAC Information Technology Department at (210) 486-3777 to setup arrangements.

Recording in Class

Taking pictures, videotaping, or voice recording events in the program is prohibited unless permission has been given ahead of time from each individual faculty. If unauthorized Nursing Program related pictures, videos, or voice recordings appear on the Internet, appropriate disciplinary action will be taken including possible dismissal from the program. Recording will take place in the skills and high fidelity simulation lab for educational purposes only.

Food and Drink in the Classroom

Consumption of food is **not permitted** in classrooms or labs. Beverages in sealed or capped containers are permitted. Beverages are not permitted in computer labs, skills lab or the simulation lab. Each student is expected to make sure their seating area is clean prior to leaving the classroom.

Erratic Behavior

A student exhibiting erratic behavior will be removed from the clinical setting. This would be considered endangerment to the patient.

Other Lab Requirements

Each laboratory instructor will provide supervision for students during the scheduled class period. On occasion, students may be involved in using laboratory equipment outside of their regularly scheduled class period. Students may schedule additional lab practice time by appointment.

Proper care should be taken to maintain all supplies and equipment. It is the student's responsibility to report any malfunctions of the equipment to the faculty. **Students are required to CLEAN UP their area after the skills or simulation assignment.** Unless instructed otherwise, no student is allowed to leave until the laboratory setting is entirely clean.

Examination Rules

- Arrive on time.
  - **No student will be permitted to take any lecture or laboratory exam, including the final, if they are late 15 minutes or more.**
- Backpacks, pencil pouches, purses, food, or drink are not permitted on or around the desk during any exam.
- Cell phones, smartwatches and other electronic accessories capable of recording, taking photos, providing audio, etc. are not permitted; failure to remove electronic devices from your person will result in a grade of zero.
  - Please ensure that these electronics are on silent or off.
- The only items allowed at the desk will include:
  - Pens/Pencils
  - Eraser, if needed
  - Scratch paper will be provided. Students must write their full name on it and return it at the end of the exam.
  - Basic calculators will be provided
    - Calculators will not be shared
- Restroom breaks are prohibited once the exam has started unless there is an extenuating circumstance
- Once the exam has started, you will not be allowed to return/retrieve any item from a backpack, purse, etc.
- During the exam, keep all work covered. If testing on a computer, keep your eyes on your computer.
  - Talking or looking around the room may result in a zero grade for the exam.
  - Cheating or bringing in material with intent to cheat will result in a zero. See Palo Alto College Policy
- You must finish in the allotted time (exams handed in late may result in a zero).
- When you are finished with your exam, turn in your exam and quietly exit.
  - Please leave quietly to minimize disruptions for those students still taking their exams.
  - Any discussion regarding exam topics, questions or answers with anyone other than the course faculty is prohibited and will result in a zero.

Clinicals/Off-Campus Rotation

During any off-campus clinical assignment students are expected to conduct themselves in a professional manner and must meet program attire standards. If you encounter any problems during these rotations, please inform your instructor first. The instructor or program director will address these concerns with the facility as warranted. Please remember your behavior reflects on the PAC Nursing Program. Please remember you are a guest in the clinical facility and to conduct yourself in a professional manner.

VII. STUDENT HEALTH & SAFETY REQUIREMENTS

Students are responsible for taking care of themselves while in the Nursing Program. This would include eating healthy, getting enough sleep, and taking any prescribed medications as directed by your physician. Students will potentially be exposed to chemicals, radiation, and infectious diseases. It is the students' responsibility to use any and all personal protective gear required for the task. Failure to follow the program guidelines and protocols can result in bodily injury to the students, classmates and/or patients. Failure to comply with safety standards may constitute endangerment and be grounds for permanent dismissal from the program.

Safety is a primary consideration in the Nursing Program. Safety is promoted through good facilities and equipment; establishment and enforcement of safety rules; informed and trained personnel; and the use of appropriate protective clothing and equipment.

Health Insurance

Palo Alto College does not provide a health insurance policy for you as a student. You are required to have your own health insurance while in the program. As a student, you are solely responsible for medical expenses occurred at the time of injury and treatment. You will be required to upload proof of current health insurance at the beginning of each semester.

While in the program, you cannot hold the Alamo Community College District, its Board of Trustees, officers, employees, representatives, agents, cooperating clinical sites and practitioners or others acting on behalf of the Alamo Community College District liable for any and all claims, demands, actions, settlements, judgments and executions, including, without limitation, personal injury, accidents, illnesses, property damage or loss, crimes (including death) suffered or sustained while participating in the Program and while traveling to and from related events or while on any Alamo Community College District campus and/or property.

Pregnancy Policy

Because of the nature of this profession, any student who is pregnant or might be pregnant should inform their instructor. The hazards that accompany many of our clinical courses, such as use of radiation, etc., can be harmful to an unborn fetus. Any student who believes they may be pregnant has a right to privacy regarding their pregnancy and to determine the risks they take with respect to the pregnancy and unborn fetus.

Students who self-disclose that they are pregnant or parenting may meet with the Program Director to discuss any reasonable accommodations that may be needed to comply with Title IX of the Education Amendments of 1972.

The Program Director will lead a safety counseling with the pregnant student to discuss potential hazards and safety issues. After receiving safety counseling, the student must read and sign a form acknowledging that they received counseling, that they understand the risks and that they may consult with their physician about appropriate measures to ensure the safety of the unborn fetus. It is the student's choice to accept the risks and continue participation in any phase of the program that presents the risks with or without an accommodation. The student is required to meet all of the same objectives and participation standards as any other student. The Program Director will make any arrangements with the faculty or a designated clinical affiliate during the course of the student's pregnancy.

A student should inform the Program Director when they are no longer pregnant so that they continue their progress in the program without pregnancy accommodations. The Nursing Program supports students who are breastfeeding.

Types of Hazards

Physical Agents

Sharp objects, slippery floors, broken or weak supports, heavy weights, and many other conditions pose a physical hazard.

Radiation

Exposure to radiation is a hazard in clinical settings. Every member of the team must wear protective clothing. All staff working with radiation should wear a radiation badge that records radiation exposure.

Pathogens

Pathogens are live infectious bacteria, viruses, fungi, or parasites that pose a threat to humans and animals.

Mutagens

Mutagens are substances that cause changes in chromosomes and thereby induce the occurrence of mutations. Examples of such substance are high doses of X-rays and some chemicals. Carcinogens are substances that can produce cancer directly.

Toxins and Chemical:

Toxins are poisonous substances produced by bacterial, plant, or animal cells. Anesthetic gases and drugs may be toxic.

General Safety Rules:

1. Remember that accidents, cuts, scratches, and allergic reactions are the most common hazards.
2. Your safety and the safety practices of others largely depend on being alert to potential dangers.
3. Do not take unnecessary chances.
4. Read and obey posted signs and information.
5. Ask questions if you are not sure.
6. Do not hurry or rush during procedures.
7. Keep floors, walls, sinks, and all fixed equipment uncluttered and clean.
8. Place, stabilize, store, and operate movable equipment properly.
9. Wash hands with soap and /or hand sanitizer when entering and leaving a patient room.
10. Use only the disinfectants selected by a supervisor and use them precisely as directed.
11. Compressed gases are dangerous.
    a. Use caution when handling gas canisters.
12. Dispose of syringes, needles, and other "sharps" in proper containers provided.
    a. Do not allow containers to become overfilled.
    b. Do not recap needles.
13. Wear protective personal equipment (gowns, gloves, mask, googles) as instructed by instructors.
14. Report any injury and complete an incident report.
15. Absolutely no eating, drinking, or applying cosmetics in any patient care or laboratory area.
16. Place damaged equipment aside and notify a supervisor so the equipment can be repaired.
17. Utilize proper body mechanics for lifting.
    a. Do not lift heavy or awkward objects without instruction or assistance.
18. Take precaution when walking on slippery or irregular floors.

Evacuation/Safety Plan

Safety evacuation plans are prominently displayed in a sufficient number of locations in the SETC building to allow for proper evacuation in the event of emergencies. Alarms and lights will sound during an emergency.

Students shall:
1. Learn, accept and follow all safety regulations.
2. Be aware of and ready to follow evacuation procedures.

VIII. STUDENT SUPPORT SERVICES & RESOURCES

Student Life

The Office of Student Life provides the opportunity for students to meet new people by getting involved on campus. To learn more about student clubs, organizations, and upcoming Student Life events, visit AlamoExperience. Just sign in using your ACES ID, and search for "PAC Student Life."

Campus Recreation

The PAC Aquatic & Athletic Center is currently closed. Throughout the closure, the Aquatic and Athletic Center will offer alternative health and wellness programs such as Zumba, Wellness Classes, and various recreation opportunities as part of the PAC Wellness Series. These events and classes are open to students, staff, faculty, and the community, and free of charge. For more information, please visit the Campus Recreation page.

Health and Wellness Activities

Activities include Primo's Fitness Classes, Wellness Wednesdays, Healthy Food Demos, Fitness Challenges, and the PAC Mileage Challenge. Register for these events on AlamoExperience. Just sign in using your ACES ID, and search for "PAC Aquatic & Athletic Center," then "Public Events."

Extramural Sports

Extramural sports involve competitions with teams outside of Palo Alto College. PAC extramural student athletes are high performing on and off the field, and they play against highly competitive club teams from colleges and universities across Texas.

Interested in participating in PAC Athletics? Sign up for the PAC Athletics mailing list to gain more information on tryouts, webinar info sessions, and support networks to help our student athletes succeed.

E-Sports

Palo Alto College hosts an E-Sport tournament every Thursday. Join the group on AlamoExperience to get the latest tournament information, general updates, and registration requirements. To register, view PAC E-Sports on AlamoExperience.

Wellness 360 at Alamo Colleges District

Prioritizing health and well-being is key to a successful and fulfilling college experience. Affordable health care is available for Alamo Colleges District students through a partnership between the Alamo Colleges District and UT Health San Antonio's Wellness 360 program. Through Wellness 360 at the Alamo Colleges District, students can visit with a medical professional in one of our on-site clinics or via telehealth from the comfort of their homes, or anywhere they have phone and Internet access. Visit the Wellness 360 at Alamo Colleges website for more information.

Mental Health Counseling

Mental health counseling services, including short-term and crisis counseling, are provided at no cost to currently enrolled Palo Alto College students. Students are encouraged to speak with a counselor to develop strategies that will promote academic and personal success. If students need long-term help, they may be referred to the appropriate external resources. For more information, visit the Mental Health Counseling website.

Bookstore

The bookstore is located in the Rio Grande Building on the main campus of PAC. Students are **required to purchase necessary** **textbooks prior to the start of each course**. Textbooks may be purchased from the bookstore or any other alternate sources. **Textbooks are not optional**. The PAC bookstore also carries various supplies. More information is online at PAC Bookstore or by calling (210) 486-3018.

Business (Bursar) Office

The business office is located in Rio Grande, Room 110. This is where you can make cash payments for your tuition. For more information, visit their website at Business Office.

Computer Lab Use

Students are allowed to utilize the computers in the computer lab for classroom assignments when classes are not in session. **NO FOOD OR** **DRINKS ARE PERMITTED IN THE COMPUTER LAB.** Students must follow the Alamo Colleges District acceptable use guidelines or they may lose computer privileges.

Job Placement Services

Job lists are available to students seeking positions while they are in school. These jobs are posted on the PAC Facebook page. A placement coordinator is available to assist students in the job search. For more information, contact PAC Career & Experiential Learning.

Campus Police Department/Courtesy Patrol

If suspicious activity is observed, please report it to Campus Police Department and the Program Director.

Report all campus crimes in progress, severe on campus injuries/illness, fires, or child locked in a vehicle to the emergency line at (210) 485-0911.

Report all campus crimes not in progress, non-life-threatening injuries/illness and traffic accidents, and any suspicious person(s) to the non- emergency (dispatch) line (210) 485-0099.

The non-emergency (dispatch) line (210) 485-0099 can also be called for courtesy patrols, courtesy escorts, tire inflation, battery boosts, and assistance with vehicle lockouts (no charge if on-campus)

Library

Students in the Nursing Program have access to both the SETC Library and the Ozuna Library at the Palo Alto College campus.

SETC Library

The SETC Library is located on the first floor and provides onsite library materials, instructional technology, and audio/visual production for teaching and learning purposes. Books may be checked out of the library for a 2-week loan period. Hours of operation and other information about the SETC Library can be found at the PAC Library website.

Ozuna Library

The Ozuna Library is located is located on the second floor of the Ozuna Library and Learning Center at the Palo Alto College campus. Visitors to the Ozuna Library have access to computers; wireless access; quiet spaces for studying, reflection, and reading; and spaces for working in groups. Hours of operation and other information about the Ozuna Library can be found at the PAC Library website.

S.H.A.R.E. Center

Palo Alto College and the Alamo Colleges District are committed to providing resources to care for students' needs in and outside the classroom. Students receive personalized assessment and planning to help coordinate resources and monitor their health and human service needs at the PAC S.H.A.R.E. Center. Specific services offered at the S.H.A.R.E. Center are:

- *Academic Peer Coaching* Academic Peer Coaching Workshop Academic Peer Coaching Social Circles

Academic Peer Coaching One-on-One Sessions

- *Career Services*

Career Services offers career preparation services that include mock interviews, resume writing assistance, and career exploration.

- *Personal Counseling Services*

Counseling Services provides students with short-term personal counseling and crisis intervention at no cost to currently enrolled students. Students are encouraged to speak with a counselor to develop strategies that will promote academic and personal success.

Professional counselors assist students in individual counseling with issues such as depression, domestic violence, academic problems, career indecision, relationships, mental health, and other personal matters that may affect educational goals.

Small group discussions, seminars, and workshops designed to enhance students' ability to define and attain academic, career and personal goals.

When necessary, counselors provide referrals to professionals, community agencies, and resources not available at PAC. All counseling is confidential.

Counseling Services has moved to a telehealth model of care via a secure online environment. To make an appointment, you can call the office (210) 486-3750 or email pac-counselor@alamo.edu using your student.alamo.edu email account.

- *Financial Wellness*

The Financial Wellness Program offers free services, resources, and programs that help improve your financial knowledge and address financial emergencies. By gaining skills and increasing your financial awareness, you can become financially literate and create a path for long-term financial wellbeing. To get started, contact Financial Literacy Sr. Advisor Kiana Piña by calling (210) 486-3121 or emailing kpina18@alamo.edu.

IX. LICENSURE ELIGIBILITY NOTIFICATION FORM

Texas Board of Nursing

Licensure Eligibility Notification Form

I have had the following documents regarding licensure eligibility for registered professional nurses in Texas explained to me. I have had the opportunity to ask questions.

1) § 301.257 of the Nursing Practice Act,

2) §§ 213.27-213-30 of the *Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice*;

3) §§217.11 and 217.12 of the *Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice*;

4) Criminal Background Check/Declaratory Order Petition/Process.

The nursing student handbook has been explained and provided electronically.

_____

(Name – Print legibly)

_____   _____

(Banner ID)

_____   _____

(Signature)   (Date signed)