



**West Suburban College
of Nursing***

**2009-2010
STUDENT HANDBOOK**

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This planner belongs to:

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***Note: The West Suburban College of Nursing is in transition from a specialty nursing college to a health professions university. In honor of the admission of new students and faculty from other disciplines and until the time has arrived for an official name change the West Suburban College will be referred to as the College throughout this document.**

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Welcome to the College

Welcome to the College community. The administration, staff, faculty, and students look forward to joining you in our unique learning environment.

Founded in 1914, the College is a fully-accredited Catholic, upper division specialty college. The College confers three degrees: the Bachelor of Science in Nursing (BSN), the Master of Science in Nursing (MSN), and the Bachelor of Science in Health Informatics and Information Management (BSHIIM). For the Baccalaureate programs, the College accepts transfer students from any accredited community college or university, using the Illinois Articulation Initiative (www.itransfer.org) as a guideline for the prerequisite liberal arts and sciences courses. Students may apply for admission to the program after earning 31 semester hours of the liberal arts and sciences requirements, but must have all required general education and pre-professional courses completed before starting the program. The graduate program contains the following majors; Clinical Nurse Leader, Adult Health Clinical Nurse Specialist, Nurse Administrator, and Nurse Educator.

The College is owned and operated by West Suburban Medical Center, part of Resurrection Health Care, a family of health care services providing advanced medical care and exceptional customer service with compassion and hope. A not-for-profit Catholic organization sponsored by the Sisters of the Holy Family of Nazareth and the Sisters of the Resurrection, Resurrection Health Care is comprised of hospitals, nursing homes, retirement communities, home health services, behavioral health programs and other services that are conveniently located in many Chicagoland neighborhoods.

Courses are offered at the College campus, located within West Suburban Medical Center, in Oak Park, Illinois. A sophisticated community hospital, West Suburban Medical Center is ranked in the top five percent of all hospitals for care quality. In addition to West Suburban Medical Center, students have ready access to clinical facilities within the Resurrection Health Care System and throughout Chicago and the surrounding suburbs that provide for enriched clinical experiences.

Approximately 300 students are enrolled in the nursing program, and the Health Informatics and Information Management program beginning this fall. The student body is predominately drawn from the Chicago area, although enrollment from other parts of the tri-state area, and the nation, is not unusual.

The educational facilities of the College include an administrative suite, classrooms, a computer laboratory, a nursing skills laboratory, faculty offices, and student study and lounge areas. An on-site professional library contains 4,000 books and audiovisual teaching aids and subscribes to over 300 professional journals.

We believe that learning is a journey throughout one's life. The administration, faculty and staff work hard to provide you with the support services and learning environment that you require to be successful on your journey. We hope that your learning experiences with us will be enriching and rewarding personally, professionally, and in the relationships that you develop with members of our College community.

We invite you to take a few moments to become acquainted with all that the College has to offer.

Accreditation

The College is accredited or approved by the following organizations:

- Accredited by the Higher Learning Commission, a member of North Central Association of Colleges and Schools, 312/263-0456; 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; www.ncahigherlearningcommission.org
- Accredited by the Commission on Collegiate Nursing Education, 202/887-6791, fax 202/887-8476; One Dupont Circle, NW, Suite 530, Washington, DC 20036; webmaster@aacn.nche.edu
- Approved by the Illinois Department of Professional Regulation, 217/785-0800; 320 West Washington Street, 3rd Floor, Springfield, IL 62786; www.dpr.state.il.us
The College will submit the application to candidacy for the health informatics program to Commission on Accreditation for Health Informatics and Information (CAHIIM) in the Spring of 2009.

The College is a member of the following organizations:

- American Association of Colleges of Nursing
- American Health Information Management Association
- Association of Catholic Colleges and Universities
- Catholic Higher Education Research Cooperative
- Federation of Independent Illinois Colleges and Universities
- National Association of Independent Colleges and Universities
- National League for Nursing
- Healthcare Information and Management Systems Society

Vision

West Suburban College will set the standard for professional health science education within an integrated Catholic healthcare system in metropolitan Chicago.

Purpose Statement

West Suburban College prepares students for professional careers in a Catholic health care environment by providing undergraduate and graduate learning experiences, service learning and research.

History of the College

The College began in 1914, as the West Suburban Hospital School of Nursing which offered a diploma nursing program. The diploma program was offered from 1948 to 1982 in concert with Wheaton College, Wheaton, IL. In 1982, a formal agreement was established with Concordia University, River Forest, to offer the general education portion of the curriculum for a baccalaureate program.

The lasting College relationships developed by graduates of the diploma school are evidenced today by the overwhelming support of the Alumni Association. The affiliation with the Auxiliary of West Suburban Medical Center and Resurrection Health Care has also fostered positive community support by the Auxiliary of West Suburban Medical Center and Resurrection Health Care Foundation.

HISTORY OF THE PROGRAMS

As indicated above, the diploma program of nursing began in 1914 and ended in 1982. The baccalaureate program was approved on November 17, 1981, by the State of Illinois Department of Registration and Education, currently known as the Illinois Department of Financial and Professional Regulation (IDFPR).

Established in 1982, the Baccalaureate Nursing Program included both a generic and Registered Nurse completion option. Although originally developed as an upper level nursing program in affiliation with Concordia University, the baccalaureate program also offered several nursing courses at the sophomore level.

The College has been continuously approved by the IDFPR since the establishment of the program. The College was recognized by the Illinois Board of Higher Education on January 23, 1981, under "An Act Regulating Private Colleges" and "An Act Regulating the Granting of Academic Degrees" and given degree granting and operating authority to offer a nursing degree. Based on the laws governing degree granting and operating authority for independent colleges and universities, this recognition continues to date.

In 1984, the College was granted candidacy for accreditation by the North Central Association of Colleges and Schools (NCA). And, in 1986, the College was initially accredited by the North Central Association of Colleges and Schools (now known as the Higher Learning Commission) a member of the North Central Association. In 1989 and again in 1995 the College was granted the status of "Accreditation Continued." In June 2003, the Higher Learning Commission accepted the College's application to participate in the Academic Quality Improvement Project (AQIP). Accreditation status was extended, with the next comprehensive evaluation scheduled for 2009-2010.

In 1988, the College was accredited by the National League for Nursing, now known as the National League for Nursing Accrediting Commission, Inc and re-accredited in 1996. The College received preliminary accreditation by the Commission on Collegiate Nursing Education in February 1988 and has been

granted continuous accreditation for the BSN program through 2013.

In 1991, the College was approved by the Higher Learning Commission to allow “a limited number of courses at the Master’s level not applicable to degrees offered.” The addition of the graduate nursing programs was approved by the Higher Learning Commission on December 18, 2005 and by the Commission on Collegiate Nursing Education on October 12, 2005. The Masters of Science in Nursing program hosted the accreditation review process and site visit and received accreditation status for the full five years allowed which exists from June 29, 2008 through June 30, 2014.

In May 2008 the Higher Learning Commission approved the baccalaureate degrees of health informatics and information management and health care management.

Degree plans have been established to support transfer students from all surrounding colleges and universities based on the Illinois Articulation Initiative (www.transfer.org). Transfer guides are available on the website, www.wscn.edu.

Accreditation History

The College was accredited in 1988, by the National League for Nursing, now known as the National League for Nursing Accrediting Commission, Inc. The College was re-accredited in 1996. The College received preliminary accreditation by the Commission on Collegiate Nursing Education in February 1988. Accreditation has been granted for 10 years, 2003-2013.

In 1984, the College was granted candidacy for accreditation by the North Central Association of Colleges and Schools (NCA). The College was initially accredited in 1986 by the North Central Association of Colleges and Schools, now known as the Higher Learning Commission, a member of the North Central Association. In 1989, the College was granted the status of “Accreditation Continued”. In 1991, the College was approved to allow “a limited number of courses at the Master’s level not applicable to degrees offered.” In 1995, the College was once again granted the status of “Accreditation Continued”. In June 2003, the Higher Learning Commission accepted the College’s application to participate in the Academic Quality Improvement Project (AQIP). Accreditation status was extended, with the next comprehensive evaluation scheduled for 2009-2010.

The College will submit the application to candidacy for the Health Informatics Management program to the Commission on Accreditation for Health Informatics and Information (CAHIIM) in the Spring of 2009.

Values

The core values of Resurrection Health Care are:

- **Compassion:** Fosters in us sensitivity to the spiritual, physical, psychological and emotional needs of every individual inspiring each to find comfort and hope.
- **Accountability:** Calls us to responsible stewardship of the human and material resources/assets of the organization.
- **Respect:** Commits us to honor the dignity and diversity of each individual as a person created and loved by God and an inherently valuable member of the community.
- **Excellence:** Empowers us to do our best in all that we do as we work individually and collectively to meet the needs of those we serve and our co-workers.
- **Service:** Commits us to give of ourselves in order to respond appropriately to the needs of others.

The College principles described in the following section corresponds with the values of Resurrection Health Care System. The College and the Resurrection Health Care system are committed to community health care, nursing education, as well as a strong dedication to serving the poor and underserved.

Supporting College Principles

Faculty, staff, and students comprise the College community and are committed to the highest standards of educational excellence building upon a liberal arts and science foundation. We emphasize quality teaching and value scholarly activity. We are dedicated to the development of persons into knowledgeable, caring, responsive and self-directed individuals.

Those who choose to be a member of this community agree to:

- Respect all persons.
- Advocate for the pursuit of personal and academic excellence.
- Show concern and kindness towards others.
- Practice personal and academic integrity.

All members of this community must embody these values, hold each other accountable for them, and not tolerate behavior that disregards these values.

Academic Freedom

Students are entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce controversial matter which has no relation to their subject.

Students are citizens and members of the educational community. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their position in the community imposes special obligations. Therefore, they should remember that the public may judge their educational community by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

Student Code of Conduct

As a member of the College community, you are expected to conduct yourself in a manner that is consistent with the code of values, mission and goals of the College.

To ensure this, the College reserves the right to take disciplinary action against any student whose behavior compromises the academic or social purposes, safety, or order of the campus community, including affiliating agencies.

A student engaging in any of the following acts is subject to disciplinary action ranging from disciplinary warning to expulsion from the program. The following behaviors represent examples

of misconduct and should in no way be considered the only behaviors that may subject a student to disciplinary action.

Academic Dishonesty

The most common forms of academic dishonesty are cheating and plagiarism. Some examples include:

- Fabricating information;
- Violating class/assignment procedures;
- Falsifying documents, such as transcripts;
- Misrepresenting documents as your own;
- Assisting another student in cheating;
- Misrepresenting material or information as your own; or
- Failing to properly cite sources of information;
- Unauthorized duplication of materials through the use of copy and fax machines, cell phones and cameras, computer downloads or uploads.

(From Risacher, J and Slonaker, W. (1996)
Academic Misconduct NASPA Journal 33(2), 105-124)

Unprofessional Behavior

Examples of unprofessional behavior include but are not limited to the following:

1. Behavior that compromises the safety or well being of patients, students, faculty, and staff.
2. Failure to maintain patient confidentiality.
3. Noncompliance with the dress code.

Behavioral Misconduct

The exhibition of behavior which harasses or threatens any person, harms or causes to place harm to any person, or displays conduct which is lewd, indecent, obscene, or disorderly is prohibited.

General Behavioral Policies

Gambling, the unlawful or unauthorized canvassing or solicitation, unauthorized use of photocopy/fax machines or other College/Medical Center equipment is strictly prohibited.

Falsification of Information

False documentation to the College in any form (written, electronic, or verbal) is prohibited. Misrepresentation or falsification of any College records, forms, or procedures is strictly prohibited.

Theft of Property

The theft of College, private, or public property, and/or possession thereof, is prohibited. Unauthorized removal of property from or within College premises shall be considered theft. This includes library books and material, cafeteria dishes, utensils, etc. College premises include all public and private locations utilized for College events, programs, and educational experiences, including West Suburban Medical Center, and all clinical sites.

Possession of Weapons

Possession of or the keeping of any firearm, ammunition, explosive device or other weapon on College premises is strictly prohibited by College policy whether licensed or not. Exploding of any type of fireworks on the College premises is strictly prohibited.

Destruction of Property

Destroying or defacing College, private, or public property is prohibited.

Unauthorized Alteration or Use of Emergency, Safety, or Elevator Equipment

The unauthorized alteration, misuse, or destruction of any fire alarm, emergency, safety, or elevator equipment is strictly prohibited. Behavior, which jeopardizes the safety and/or security of the College premises and/or its occupants, is strictly prohibited.

Unauthorized Entry

Forcible or unauthorized entry into any building, structure, facility or room therein, or vehicle on the College premises is prohibited. Occupancy of College facilities other than published open hours is prohibited. Entry onto floors of the Student Faculty Center other than the 2nd and 3rd floor is not permitted. Providing entry to any non-member of the College community through locked or secured entrance or duplicating of any College keys is prohibited.

Alcohol and Drug Use/Abuse

The College prohibits the purchase, use, sale, distribution, or possession of alcohol or controlled substances, as defined in Illinois law, on College property unless prescribed by a physician. Students may not be on College premises, including all locations used for programs and educational experiences, while under the influence of non-prescription controlled substances. See pages 33-36 for more information on drug testing.

Smoke Free Environment

Smoking is strictly prohibited throughout the College and Medical Center.

Disregarding the Directive of a College Official

Disregarding the reasonable directive, verbal or written, of a College Official is prohibited.

Student Conduct Committee

The Student Conduct Committee consists of two faculty members and two alternate faculty members appointed by the Provost during the academic year. The Committee also includes a student representative and an alternate. Student representatives are chosen by virtue of their position in SGO. The Director of Enrollment Management and the Personal Counselor also serve on the Student Conduct Committee.

The functions of the Student Conduct Committee are as follows:

1. To evaluate and revise the Student Code of Conduct.
2. To promote professional behavior among the student body.
3. To conduct disciplinary hearings as needed through its subcommittee, the Student Conduct Committee for Disciplinary Hearings.

Disciplinary Procedures

When a student allegedly violates the Student Code of Conduct, the following procedures are followed.

A. REPORTS AND INVESTIGATION

Reports and allegations of student misconduct and/or violation of the College rules are directed to the Director of Enrollment Management. The Director investigates the reports and compiles information regarding the

alleged incident. If the investigation process reveals that a violation or act of misconduct may have occurred, the Director will notify the student in writing of the nature of the charges against him or her. The Director will interview the student(s) involved and ask for a written statement regarding his/her involvement or lack of involvement in the alleged incident. This written statement must be submitted to the Director within one week of the interview

DISCIPLINARY DECISION OPTIONS

When a disciplinary decision is to be made, the student has the right to have a hearing with (1) the Student Conduct Committee for Disciplinary Hearings or (2) the Director of Enrollment Management. The student must submit his or her choice in writing to the Director within one week of the interview. If the student does not submit his/her choice to the Director within the designated time period, the Director will make the decision.

B. STUDENT CONDUCT COMMITTEE FOR DISCIPLINARY HEARING

If a student chooses to go before the committee, the student signs a written release to allow privy information concerning the specific case to be reviewed by the committee. The committee may review the student's past academic and personal record in order to make an appropriate recommendation for disciplinary action. The committee is required to handle all of the information as confidential.

The Student Conduct Committee for Disciplinary Hearings consists of four members: two faculty members appointed by the Provost and two student members appointed by the Student Government Organization. In the event of a conflict of interest, the Director of Enrollment may appoint student or faculty alternates.

D. COMMITTEE HEARINGS

1. The Director of Enrollment Management will schedule the hearing as soon as possible.

2. The Student Conduct Committee for Disciplinary Hearings will conduct a fair and impartial hearing.

3. The Director of Enrollment Management will be present at the Student Conduct Committee for Disciplinary Hearings throughout the testimony, but will not be present during the deliberation of the committee.

4. The Director of Enrollment Management will request the student and person bringing the complaint to be present at the hearing. The student and the person bringing the complaint will appear separately. Both shall have an opportunity to speak and ask questions. Students do not have the right to counsel during campus disciplinary hearings.

- a. If the student fails to appear, the Student Conduct Committee for Disciplinary Hearings may proceed without information from that person.
- b. If the person bringing the charge fails to appear, the Student Conduct Committee for Disciplinary Hearings may proceed without information from that person.
- c. Either party may request one postponement. Such postponement must be applied for at least 24 hours prior to the hearing and will only be granted for good cause at the discretion of the Director of Enrollment Management.

5. The student will be notified of the decision of the Student Conduct Committee for Disciplinary Hearings within seven days of the hearing.

E. ADMINISTRATIVE HEARING

If a student chooses to have the Director of Enrollment Management make the decision; the decision is made without committee input. The hearing procedure is as follows:

1. The Director of Enrollment Management will schedule the hearing as soon as possible.
2. The Director of Enrollment Management will conduct a fair and impartial hearing.

3. The Director of Enrollment Management may use any and all resources available during the deliberation.
4. The Director of Enrollment Management will request the student and person bringing the complaint to be present at the hearing. The student and the person bringing the complaint will appear separately. Both shall have an opportunity to speak and ask questions. Students do not have the right to counsel during campus disciplinary hearings
 - a. If the student fails to appear, the Director of Enrollment Management may proceed without information from that person.
 - b. If the person bringing the charge fails to appear, the Director of Enrollment Management may proceed without information from that person.
 - c. Either party may request one postponement. Such postponement must be applied for at least 24 hours prior to the hearing and will only be granted for good cause at the discretion of the Director of Enrollment Management.
5. The student will be notified of the decision of the Director of Enrollment Management within seven days of the hearing.

F. STUDENT APPEAL PROCESS

All requests for appeal must be submitted in writing within 72 hours of receipt of the hearing decision.

1. If the student wishes to appeal the decision of the Student Conduct Committee for Disciplinary Hearings, the appeal process is as follows:
 - a. Director of Enrollment Management
 - b. Provost of the College of Nursing. (The Provost may agree to hear or deny the request for appeal).
2. If the student wishes to appeal the decision of the Director of Enrollment Management the appeal process is as follows:
 - a. Provost of the College of Nursing.

(The Provost may agree to hear or deny the request for appeal.)

G. DISCIPLINARY SANCTIONS DEFINED

1. Academic Dishonesty Sanction

A student found to have engaged in academic misconduct will receive an "F" in the course in which the misconduct occurred. A student found to have engaged in academic misconduct a second time will be dismissed from the College.

2. Disciplinary Warning

A disciplinary warning is a statement of the regulation or standard violated with an official warning concerning future behavior. No permanent record is made.

3. Disciplinary Probation

This is a written statement to the student indicating that her/his behavior is of such a nature as to place her/him in probationary status with the College. This probationary period will be for a specified period of time. Entry of her/his action is made on the student's personal record and will be retained in the file for a period of two years. When disciplinary probation is issued, the Director of Enrollment Management and/or the Student Conduct Committee may impose specific restrictions. The nature of the restriction(s) is up to the discretion of the Director of Enrollment Management and the Student Conduct Committee for Disciplinary Hearings.

4. Restitution

A student whose actions damage, deface, or destroy any College property, or personal property of others will be required to pay the monetary reimbursement for the property. In addition, a fine over and above the cost of service and/or repair may be imposed.

5. Suspension

This is a separation of the student from the College for a specified period of time. Entry of the action is made on the personal record and maintained for a period of two years. Upon suspension, a student is denied admission to the College, is excluded from participation in classes and other College activities, and is restricted from campus.

6. Expulsion

This is a separation of the student from the College. The conditions of re-admission, if such is permitted, shall be stated in the order of expulsion. Entry of this action is made on the student's personal record and will be retained for a period of five years.

7. Interim or Emergency Suspension

In the event that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the College, to property, to others, or to the student himself, the Director of Enrollment Management has the authority to suspend the student immediately. A disciplinary hearing will be scheduled at the Director of Enrollment Management.

Student Uniforms/Equipment

Professional Appearance Standards

Undergraduate Nursing Students

The nursing student uniform serves as a means of identifying the student with the College, promoting the image of professional nursing, enhancing self-confidence, and promoting client confidence and trust. Uniforms and/or lab coats with an identification badge are to be worn when students are in patient care areas.

The College nursing uniforms consists of the Resurrection Health Care authorized identification badge worn near the collar at all times in the college or clinical site, white cargo pants or white skirt, a burgundy polo with the College seal embroidered on the sleeve and a white lab coat with the College seal embroidered on the sleeve. A plain white long sleeve t-shirt may be worn under the uniform polo if desired for warmth during the winter months. Uniforms should be ordered at least six weeks prior to the beginning of classes, due to the fact that the polo shirt and lab coats are sent out for embroidery of the College seal. White leather oxfords or all white leather athletic shoes with white ankle high socks are required. Canvas shoes, sandals, flip flops, "Crocs", and shoes with ventilation holes larger than a pencil point are not acceptable.

Uniforms and/or lab coats are to be worn when students are in patient care areas. Strict adherence to the uniform is required. Students who are out of compliance with the standards will be prohibited from participating in the clinical experiences. Clinical time missed as a result of noncompliance is considered an absence and thus, may jeopardize successful completion of a course or in the lowering of one's final course grade.

Nursing students are expected to look professional when in uniform. One's hair is to be conservative in color, neatly pulled away from the face and restrained off the collar. One simple earring post per ear and a simple wedding band may be worn. Nails should be clean, unpolished and trimmed short (less than ¼ inch). Artificial nails, tips, and acrylic overlays are prohibited. Shoes should be polished and hosiery free of runs and holes. Jeans are prohibited in the clinical settings. Denim, t-shirts, and fad clothing are not to be worn under the lab coat. Clothing which might be perceived with gang affiliations is prohibited. Hats and caps may not be worn in the building unless for religious purposes. Tattoos need to be covered when in the clinical setting. Wearing perfume or strongly scented lotions is prohibited. (Adapted from and consistent with Resurrection Health Care Employee Handbook 9/09).

Special care is to be taken to ensure that undergarments cannot be seen through the uniform.

MSN Students

Graduate nursing students are not required to purchase a uniform. Students are expected to wear their student

identification card at all times. When working in the clinical setting, students are to adhere to the business attire requirements of the clinical site or agency where the student is placed.

Uniforms for Specialized Settings /Community and Home Health Clinical Attire

Clinical attire may vary for specialized or community settings and be different from the required College uniform. The Course Coordinator or Clinical Instructor will clarify any modifications applicable to the course setting.

Required Equipment

1. Stethoscope of good quality—preferably of Rappaport style.
2. Bandage scissors.
3. Watch with second hand or a digital watch that can measure seconds.
4. Black ballpoint pen.

Kits with these items, excluding the watch, are available from the online campus bookstore, which may be accessed via the student portal.

Uniform Purchases

Student uniforms may be purchased at Cintas – Working Class Uniforms, 9525 S. Cicero, Oak Lawn, IL 60453. Phone: (708) 424-4747.

Classroom Attire

All students are expected to adhere to attire that is conducive to a professional environment. Shorts, halter tops, blouses with deep cleavage, shirts that reveal the belly button, mini and micro-mini skirts, and flip flops, are prohibited. The student identification card must be worn at all times.

HIIM Students

Students in the Health Informatics and Information Management major will adhere to the policy on classroom attire. In addition, when working in a clinical setting, students will adhere to the business attire requirements of the location that the students are placed.

Student Services

Food Service

Students may purchase meals or snacks, on a cash basis, in the West Suburban Medical Center cafeteria. Students who present their student identification (ID) card receive an employee discount in the cafeteria. Students may also purchase a meal plan card at a discount price. The cost of the meal plan may be covered by financial aid if the student is eligible.

The Atrium Café, located on the first floor in the Medical Center Plaza, is also convenient for student use.

Housing

The College offers no campus housing. Housing is available in local communities; for additional information, contact the Oak Park Regional Housing Center at (708) 848-7150 or www.apartmentsoakpark.org.

Student Feedback

A suggestion box is located in the student lounge for anyone wishing to make anonymous suggestions or comments to administration. In addition, an anonymous e-mail address Suggestion.Box@wscn.edu is available for student feedback regarding college services. The e-messages do not identify the sender and are forwarded by instructional technology staff to College administration.

Transportation

Students are responsible for providing their own transportation to class and clinical settings. Any parking fees involved are the responsibility of the student. Students enrolled in clinical courses, must have access to a car. Additional requirements will be communicated by the faculty prior to student attendance at the clinical site.

Parking/Parking Stickers

Parking is available at West Suburban Medical Center in the parking garage on the third and fourth floors. Parking stickers are distributed to students during New Student Orientation. Parking stickers can also be obtained from security. The sticker is to be displayed in the lower left windshield on the driver's side.

- Student parking is on the 3rd or 4th levels in the parking structure.
- Parking spaces are not guaranteed.
- Vehicles parking in the lot without a parking sticker or in the reserved area will be ticketed.

Student Organizations

Students have opportunities at the College to develop leadership skills and participate in activities suited to their personal and professional interests. Student representatives are selected annually to serve on selected committees of the College.

In addition, the College is supportive of student organizations formed on campus according to student interest. The current student organizations on campus include the Student Government Organization, the National Student Nurse Association, and the R.O.T.C. program through the University of Illinois at Chicago. Other student organizations can be established; please see the Director of Enrollment Management. The Director of Enrollment Management serves as the liaison to all student organizations. Student organizations may also select faculty liaisons.

Students are invited to participate as ambassadors for the college. Students work with admissions staff to assist with recruiting, new student orientation, and other college sponsored events. Visit the Office of Enrollment Management to find out how you can serve as an ambassador.

Religious Services

The following services are offered by Spiritual Services Department in the Chapel at WSMC:

- Catholic Mass on Sunday and Thursday at 12.00 noon
- Catholic Communion Service on Tuesday and Wednesday at 12.00 noon
- First Monday of every month we have interfaith prayer service at 12.00 noon in the chapel.
- During Advent and Lent, special services are scheduled; and reflections and prayers are offered on Fridays during lent.
- Two Memorial Services are held for deceased patients at WSMC during the year. The time and venue is announced via email and posters outside the chapel.

- Memorial services are arranged for deceased WSMC employees and their immediate family members at the request of coworkers and family members.
- Every morning and evening prayers are said over the PA system for the benefit of patients, families and staff.
- Special services are conducted on Ash Wednesday, Martin Luther Kind Day, Good Friday and Special Holidays.

Counseling and Career Services

Personal Counseling

The Counseling and Career Services office provides a safe environment for students to discuss their personal issues like time management, financial difficulty, problems with significant others, children, daycare, dealing with other distracters and life stressors that interfere with schooling, as well assistance with career planning. This service is confidential and there is no cost to students. Should further counseling or assistance be needed, then students will be referred to the appropriate person, agency or to Resurrection Behavioral Health. In addition, the Counseling and Career Services office provides assistance with referral to community agencies. Students experiencing financial stress, housing, family and childcare concerns, or other issues may seek referral assistance from the personal counselor.

Career Services

Students and alumni may seek assistance with defining career goals, developing career management skills, and finding employment. Employment opportunities are posted on bulletin boards and sent via email. Students can also access job postings through the student portal. Students are encouraged to review the career center on the student portal to view job postings. In addition, the Counseling and Career Services office informs students of upcoming Career Fairs and Career events. Check the Counseling and Career Services bulletin board or the website for details. Services offered by the Career Services office are at no charge to students and alumni.

Academic Affairs/Support Services

Academic Center for Excellence

The College has an Academic Center for Excellence which provides academic tutoring and services in the areas of math,

science, reading, writing, test taking skills, and nursing skills. Individual and group tutoring is available free of charge to all students.

Reading/Writing/Study Skills Specialist

Individual sessions and group workshops to assist students with writing papers and improving study skills are available to all students. This is also a free service. Students learn how to improve writing and language usage, how to cite reference sources, and how to compose papers according to course requirements and APA style guidelines. Study skills topics covered include how to improve note-taking, listening, reading comprehension, and time management. Additional academic topics may be covered by the specialist.

Nursing Skills Specialist

Individual sessions and group workshops are available to assist students in nursing courses and with nursing skills. At times the tutor will conduct in-class presentations or academic skill reviews.

Math and Science Specialist

Individual and group tutoring sessions are available for students in the fundamental academic skills of science and math. The tutoring will occur in person with individuals or small groups. At times, the Specialist will conduct in class presentations or academic skill reviews.

Peer Tutors

Individual sessions are available to increase knowledge and understanding of the nursing courses. Peer tutors gain an opportunity to develop and enhance their leadership and teaching skills.

Faculty Advisors

College students are assigned a faculty advisor. The advisor serves as a resource to the student and can answer questions or listen to concerns on academic and professional matters. The advisor also assists the student in planning his/her course of study and approves the student's course selection prior to registration.

Nursing Knowledge Competency Testing (ATI)

The College has implemented a system of assessments of knowledge competencies in the pre-licensure nursing program. The program selected to assist in this assessment is the Assessment Technologies Institute (ATI) nursing testing program.

ATI Acquisition of ID and Password; Ordering Books and CD's

ATI Complete Assessment/Remediation Package (CARP) program of books, CD's, and on-line links are used as a supplement to content learned in the classroom and clinical areas. Students receive the complete individually packaged set upon the start of the nursing program. Maintaining these materials once distributed is the responsibility of each student. Loss of materials is not replaced by the College; however the student may purchase any of the materials from ATI directly as needed.

Nursing students must take the following ATI Assessments:

<u>Course</u>	<u>ATI Exam</u>
NUR 3125 Foundations Nursing/Orientation	Critical Thinking Entrance
NUR 3150 Pharmacology	Pharmacology
NUR 3160 CDH I	Fundamentals
NUR 4210 Childbearing	Maternal and Child
NUR 4220 Pediatrics	Nursing Care of Children
NUR 4330 Promoting Healthy People	Community Nursing
NUR 4340 Psychiatric and Mental Health	Psychiatric Nursing
NUR 4360 Nursing Leadership and Mgmt	Nursing Management
NUR 4460 CHD II	Medical-Surgical Nursing
NUR 4470 Professional Role Transition	Critical Thinking Exit
Finals Week CDH II	Comprehensive Predictor

Students should record the passwords for each practice test in the front of their ATI Review Manuals for use at later dates.

Students will be oriented to ATI and the ATI protocol at the start of their program. The College's ATI protocol follows.

1. At the beginning of the course, students will receive the code to Practice Test One. Students should access the test, create a remediation plan, and use it to guide their study of course content.
2. Proctored Exam "B" is given during week six of the term on the date scheduled.

3. Students must pass the proctored exam at a “Level 1” for Pharmacology and “Level 2” for the remaining exams.
4. Students achieving a score less than Level 2, they should remediate course and content specifics using the process outlined below. Practice Test 2 will be made available as part of the remediation process for each course.
5. Proctored Test “A” must be taken on the date scheduled. Students must pass the exam at the designated Level in order to pass the content-specific course.

ATI Comprehensive Predictor Exam (180 questions)

Nursing knowledge has been cumulated over several semesters. The integration of this knowledge is crucial to safe nursing practice. Readiness to begin nursing as a profession is assessed through the ATI Comprehensive Exam. Policies for these follow.

1. Students must take the Comprehensive Predictor Exam on the assigned date during their last semester with the College.
2. Students must achieve “90% probability of passing NCLEX” to pass the exam.
3. Upon passing, students must have their advisor sign their form and turn it in to the Registrar.
4. Students that do not pass the Comprehensive Predictor Exam will follow the process of remediation for the Comprehensive Predictor Exam as described below.

ATI Remediation Process

Remediation for the *individual courses* will be as follows:

- 1) Students who do not receive the designated level on the Proctored Exam “B” must print off a Focused Review from the ATItesting.com website.
- 2) Using the Focused Review as a guide, students will review the course textbook, ATI Review Manual, multimedia files, notes from class, and other appropriate materials to study areas of need.
- 3) After significant review, students should use Practice Test two to assess their current understanding of content and readiness for the next competency exam.
- 4) If one does not receive a 90% on Practice Exam two, repeat the study process and retest until a 90% is achieved.

- 5) Students must take Proctored Exam “A” on the designated date and achieve the required competency level. Failure to achieve this level results in course failure.

Remediation for the *Comprehensive Predictor Exam* will be as follows:

- 1) Review the “Individual Performance in the Major Content Areas” section to identify your individual scores in each area.
Identify those areas in which a score below 71.3% was achieved on the “Individual Score”.
- 2) On the ATI website, locate “Topics To Review”. Check your test results and locate the questions you missed in each major and subsequent area. Use this information to create a plan for remediation activities.
- 3) Students should use the same steps as directed in the individual course remediation instructions. After significant review, take the Comprehensive Practice Test.
- 4) Based upon your results from this test, review the reading materials again, review the questions and rationales for each, and look for the key words that will indicate what the question is actually asking for.
- 5) As necessary, continue remediation and test taking until you are confident you understand the material.
- 6) Students must take Comprehensive Proctored Exam 2 on the designated date and achieve a minimum of a 90% probability of passing NCLEX.
- 7) Those who do not pass the Comprehensive Predictor Exam 2 must enroll in and complete the Virtual ATI. Upon completion of the Virtual ATI, the ATI faculty will send a note of competency to the Program Director/Dean.
- 8) Students must pass the Comprehensive Predictor or Virtual ATI in order to graduate from the college.

ACADEMIC APPEAL PROCEDURES

The academic appeal procedures for the College provide a forum for the resolution of academic disputes for individual students. An academic dispute occurs when a student receives a course grade that s/he believes is in error. Clinical or written assignments are examples of cases that can be appealed. An exam grade that the student feels was calculated in error, is not

eligible for an Academic Appeal, instead, the student should meet directly with the course instructor who assigned the grade.

The Academic Appeal committee will consider an appeal if the student can provide evidence that one or more of the following occurred when assigning a grade:

1. In awarding the grade under appeal, the faculty was arbitrary (grade awarded on preference or whim; not for academic merit).
2. In awarding the grade under appeal, the faculty was capricious (grade awarded on some basis other than student performance or grade awarded using a more exacting standard than other students held to or grade awarded represents a substantial departure from the instructor's standards announced during the first part of the term).
3. In awarding the grade under appeal, the faculty was discriminatory (grade awarded reflects differential treatment of student based on race, religion, color, age, sex, sexual orientation, disability or national origin).

The appeal process is time limited and begins when the student receives official notification of the course grade via the Student Portal. There are several steps to the appeal process, which are outlined below:

I. Informal Procedure

In all cases, the student must attempt to resolve the course grade dispute by scheduling a conference with the faculty member involved and Course Coordinator within three working days of course grade notification. The student and faculty should maintain independent documentation of the conference.

II. Formal Procedure

If the academic dispute is not resolved during the informal process, the student may petition for an academic appeal hearing by the Academic Appeal committee.

- A. **PETITION FOR A HEARING**
The petition form, 3.501, is available from the Office of Enrollment Management, C303-307.
The petition form must be officially submitted by

the student to the Dean of Nursing or Director of HIIM within five working days of the official course grade notification. The appeal process is considered waived if the student fails to submit the petition within five working days of the course grade notification. A copy of the form is distributed to the student and faculty member involved.

It is strongly recommended that the student work with their advisor or other faculty member in the case of a conflict of interest during the appeal process. The advisor will act as a resource to the student about the appeal process. The advisor or faculty resource is a neutral party available to provide logistical guidance only.

- B. **ACADEMIC APPEAL COMMITTEE**
The Academic Appeal Committee consists of three faculty members appointed by the Dean/Director to hear a specific dispute. Committee membership will be determined upon receipt of the petition for a hearing (3.501). The Dean/Director will appoint the members. The Chairperson of the Committee will be appointed by the Committee prior to the hearing.
- C. **FACULTY RESPONSE FORM (3.502)**
The faculty member and course coordinator involved in the dispute submit the Faculty Response form, 3.502, to the Dean of Nursing or Director of HIIM at least 24 hours before the hearing date. A copy of the form is distributed to the student and Academic Appeal Committee.
- D. **HEARING**
The Dean of Nursing or Director of HIIM schedules a hearing with the Academic Appeal Committee within five working days of the student petition (3.501) unless it is determined that the complaint is not disputable with this process. The faculty and student involved in the appeal must be available to the committee at the time of the hearing at the College. However, it is up to the discretion of the Committee as to

whether the student and/or faculty member will be invited to speak at the hearing. Students do not have the right to legal counsel during campus academic appeal hearings.

E. THE ACADEMIC APPEAL COMMITTEE INVESTIGATES AND ANALYZES ALL AVAILABLE INFORMATION

At a minimum, the committee should have at its immediate disposal forms 3.501 and 3.502, course syllabus, textbook, outlines, assignments, tests, and test analysis as appropriate. The committee shall deliberate and arrive at a decision to uphold or deny the appeal by a simple majority vote. The Committee is charged with the reviewing the evidence provided by the student and with the responsibility for A and B that follow:

- a. Answer the following questions:
 1. In awarding the grade under appeal, the faculty was arbitrary (grade awarded on preference or whim; not for academic merit.)
 2. In awarding the grade under appeal, the faculty was capricious (grade awarded on some basis other than student performance or grade awarded using a more exacting standard than other students held to or grade awarded represents a substantial departure from the instructor's standards announced during the first part of the term).
 3. In awarding the grade under appeal, the faculty was discriminatory (grade awarded reflects differential treatment of student based on race, religion, color, age, sex,

sexual orientation, disability or national origin).

- b. Assure the following understandings were adhered to:
 - 1. *IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE THE EVIDENCE THAT THE FACULTY WAS ARBITRARY, CAPRICIOUS OR DISCRIMINATORY.*
 - 2. The professional judgment of the instructor is not a matter which can be challenged or appealed in an appeal process.

- F. **THE CHAIRPERSON OF THE ACADEMIC APPEAL COMMITTEE COMPLETES THE REPORT (3.503).**

At the conclusion of the meeting the report is submitted by the Chairperson of the Academic Appeal Committee to the Dean of Nursing or Director of HIIM, who distributes copies to the involved faculty and student. Before distribution, the Dean or Director confirms that the Committee report is in keeping with the committee responsibilities of A and B. If not, the report is returned to the committee for revision.

Post Appeal Procedure

A request for appeal of the decision of the Academic Appeal Committee must be submitted to the Dean of Nursing or the Director of HIIM in writing within three working days the Academic Appeal Committee's decision. The Dean of Nursing or the Director of HIIM must render a decision within three working days. A request for appeal of the decision of the Dean of Nursing or Director of HIIM must be submitted to the Provost in writing within three working days of notification of the decision. The Provost retains the right to hear or deny the appeal. This decision must be rendered within 3 working days.

ACADEMIC APPEAL PROCEDURE

Faculty submits official course grade notification.	
↓	
Informal Procedure. Attempt to resolve course grade dispute with student, faculty, advisor/advocate and Course Coordinator within 1 working day of official course grade notification.	
↓	
Formal Procedure. Student petitions for an academic appeal hearing within 5 working days of official course grade notification.	
↓	
Dean/Director reviews complaint and determines if it is disputable in this process.	
↓	
Dean/Director schedules a meeting of the Academic Appeal Committee within 5 working day of the official receipt of student petition (3.501)	
↓	↓
Dean/Director distributes copies of student petition (3.501) to faculty.	Faculty and Course Coordinator complete the faculty report form (3.502) by the date of the Academic Appeals Committee meeting.
↓	↓
Dean/Director will distribute documents 3.501 and 3.502 to the committee at the time of the meeting.	
↓	
Academic Appeal Committee reviews documents and arrives at a decision by simple majority vote. The Chairperson of the Academic Appeal Committee completes the Committee Report (3.503) at the conclusion of the meeting and submits it to the Dean/Director.	
↓	
Dean/Director confirms the Committee's report is in keeping with Committee responsibilities of A and B or report is returned for revision.	
↓	
The student may appeal the decision of the Academic Appeal Committee to the Dean/Director. Appeals to the Dean/Director must be made within 3 working days of the Academic Appeal Committee decision.	
↓	

The student may appeal the decision of the Dean/Director to the Provost.. Appeals to the Provost must be made within 3 working days of the Dean's/Director's decision. If the Provost decides to hear the appeal, the decision must be made within 3 working days.

Class Attendance

In a professional school, punctual and regular class attendance is required. Absences from class or clinical usually result in a reduced or failing grade for that course.

Class Registration

Class Registration for the following semester is usually held in November and April for all students currently in attendance. Students will receive notification from the Registrar's Office. Final late registration for each semester is listed on the academic calendar.

By registering, the student accepts the responsibility to subscribe to all policies of the College, financial and otherwise. Tuition is due in full one week prior to the start of each semester. Fulfillment of registration requirements is the individual student's responsibility and must be completed in accordance with procedures established by the Registrar's office. Failure to make financial arrangements may lead to dismissal from the program.

College Assessment Program

Evaluation of College programs assures quality for the benefit of students, the professions, and society. The College reserves the right to elicit participation by students in the curriculum evaluation process and student service offerings. In addition, as mentioned on pages 23-25, nursing students are also required to participate in the ATI assessment program.

Students are also required to release license examinations scores to the College for purposes of curriculum evaluation. Fees for any of the above examinations are the student's responsibility.

Graduation

The Bachelor of Science degree and Master of Science degrees are awarded by the College to graduates who successfully complete the curriculum. Degrees are awarded in May, August, and December with a formal commencement taking place at a location designated by the College, at the end of the Fall and

Spring Semesters. Students who complete their degree requirements at the end of the summer term, will graduate in August, and will be invited to participate in the formal graduation ceremony in December.

Students planning to graduate are to complete an "Intent to Graduate Form" later than the fifth week of the semester in which the degree requirements are to be completed.

Students who have not met degree requirements must have permission from the Dean of Nursing or the Director of HIIM to participate in the ceremony.

Mandatory Requirements (Health Information, Medical Insurance, Criminal Background Checks)

Students must submit a College Student Health Record, which has been signed by a physician or nurse practitioner, proof of health insurance, satisfactory completion of Health Stream, and current CPR certification prior to enrollment in the first nursing course. Immunizations or proof of titer are required for diphtheria, tetanus, rubella, rubeola, varicella, mumps, and hepatitis B (see the Office of Enrollment Management for more specific information). Thereafter, a PPD, current CPR certification, satisfactory completion of OSHA and other hospital requirements, and proof of health insurance are required annually. BSN for RN and MSN RN students must also submit annually a copy of a current Illinois Professional Registered Nurse License.

Expenses related to health records are the responsibility of the student. In addition, failure to comply with the required health screening, annual PPD skin testing, CPR certification, proof of health insurance, and for RNs a current license, will result in suspension from class and clinical experiences until results are received. Class and clinical time missed as a result of noncompliance is considered an absence, and thus, may jeopardize successful completion of a course.

The student health record must include the following:

Complete History & Physical Examination

Within 3 months of admission (The standard “physical” form offered through the physician for school physicals is acceptable).

Hepatitis B

Documentation of completed vaccine series **and** titer results (titer drawn after completion of third immunization) **or** signed waiver ***before beginning the series.***

Mumps

Documentation of immunization with live mumps vaccine on or after first birthday. Titer required if no documentation of immunization is available.

PPD

Documentation of a negative PPD or, if positive, clear chest x-ray or symptom check.

Rubella

Documentation of Rubella immunization on or after first birthday **and** titer results; if titer is negative, repeat immunization.

Rubeola (Measles)

Documentation of receipt of two doses of live measles virus vaccine on or after first birthday **and** titer results.

Criminal Background Checks

As a result of accreditation regulations for healthcare facilities, criminal background checks are required for all healthcare providers. All students must have a non-finger printed criminal background check on file before you start classes at the College. You must complete a criminal background form in the Office of Human Resources, and pay \$17.00. If you have a criminal background check on file with your employer, please contact the Dean of Nursing to determine its validity for the college. If the criminal background check is not cleared, you are not admissible to the College and will not be permitted to complete clinical rotations.

Health Insurance

Students may purchase health insurance through several insurance companies. To be eligible, a student must be enrolled as a part-time or full-time student. Specific information and brochures are available in the Office of Enrollment Management. All students are required to have some type of health insurance.

CPR Certification

Nursing students are required to submit evidence of current certification in cardiopulmonary resuscitation (CPR) for the healthcare provider to the Office of Enrollment Management by July 1, prior to the first day of enrollment, and then on an annual basis. Students are responsible for checking the online student portal or the Office of Enrollment Management for their personal due dates. Only the American Heart Association CPR courses are acceptable, and certification must include two man rescue and infant/child rescue for healthcare providers. It is the responsibility of the student to attain and maintain CPR certification. Failure to comply with this requirement will result in suspension from clinical course classes until verification is received. Class and clinical time missed as a result of noncompliance is considered an absence, and thus, may jeopardize successful completion of the course.

Professional Liability Insurance

Students are insured for professional liability by the West Suburban Medical Center Insurance Program only while participating in clinical, practicum, or residency experiences for college courses. Students are also insured during participation in any other college sponsored events requiring a clinical experience.

DRUG TESTING

The College has a clear responsibility to maintain an atmosphere which will promote a quality learning environment on campus and at other affiliated agencies. Because alcohol and other drug abuse may impair or block formal education and disrupt the learning environment, the College is concerned about the effect that chemical abuse has on the ability of an individual to function safely and effectively. In addition, certain clinical agencies may impose special drug testing requirements for students practicing at that clinical/internship site; such requirements are at the expense of the student. The College does not control special requirements made by clinical/internship agencies.

If a student is placed in an agency that requires drug testing, the student should report the use of an illicit drug that is being used for medical reasons, to the Dean/Director prior to the drug testing. The student may be placed in a different agency if the Dean/Director determines, after consulting with the Employee Health Department, that the student

does not pose a threat to his/her own safety or the safety of others, and that the student's performance is not significantly affected by the use of the medication.

If the student does not notify the Dean or Director of the use of a licit drug, and the drug testing returns a positive result, the following action will take place:

- Referral to the Dean/Director
- Referral to an outside treatment agency (Employee Health Services)
- Referral to inpatient or outpatient treatment
- Referral for involvement with Alcoholic's Anonymous, Narcotics Anonymous, Alanon, or Alateen

Progressive disciplinary action up to and including dismissal from the program and referral for prosecution will be taken against anyone involved in the purchase, use, sale, distribution or possession of unlawful substances while under College jurisdiction.

The College affirms that early identification of a person with chemical dependency is in the best interest of the individual, and that chemical abuse problems among family members and/or friends may harmfully affect academic life. Therefore, the College encourages any individual whose life is in any way adversely affected by problems with chemicals to seek appropriate help as soon as possible. WSCN also encourages referral to appropriate counseling agencies.

RESPONSIBILITIES

1. It is the responsibility of all faculty to identify students' behavior which leads to the suspicion of alcohol or drug use.
2. It is the responsibility of the Occupational Health Department to assess, test, and render a medical impression regarding a student suspected of alcohol or drug use or intoxication.
3. It is the responsibility of the Dean/Director to review documentation submitted by the

Occupational Health physician and initiate disciplinary proceedings if appropriate.

4. It is the responsibility of the student to know and comply with this policy.

Alcohol and Drug Abuse: Use, Possession and Distribution

Procedure

1. The faculty member identifies and documents student behavior that is suspicious of alcohol or drug possession, use, or consumption.
2. Licit drugs are defined as any substance used for a medical reason which may alter the student's physical or mental status and/or performance. A student should report to the Dean/Director that he/she is undergoing medical treatment with a substance which may affect his/her ability to perform adequately or safely. A student may continue to attend classes if the Dean or Director determines, after consulting with the Occupational Health Department, that the student does not pose a threat to his/her own safety or the safety of others and that the student's performance is not significantly affected by the use of the medication.
3. The Occupational Health physician conducts a physical assessment of the student including any and all tests deemed necessary by the physician. A student who refuses any part of the assessment or tests as ordered for diagnosis by the physician is suspended immediately and may be dismissed from the College.
4. The Dean or Director reviews all the facts relevant to each incident of suspected alcohol and/or drug use, forwarded by the faculty member and Occupational Health physician, and renders a decision on the appropriate course of action.

ALCOHOL AND DRUG ABUSE SIGNS AND SYMPTOMS

None of the following symptoms and signs listed are in themselves indicative of alcohol or drug abuse. One or more in isolation may be seen in most normal people from time to time. However, when any of these are persistent or frequently recurrent, and in conjunction with failing attendance and/or performance, the instructor should consider referring the student to the Occupational Health Department for a fitness evaluation:

- Slurred speech
- Dullness, drowsiness
- Difficulty in concentrating or making decisions, confusion
- Redness of eyes, nose
- Tremulousness
- Frequent and prolonged trips to rest room (with a change in symptoms)
- Aggressive behavior, loud talking, giggling, silliness
- Hallucinations (see or hearing things that are not there)
- Feelings that everyone is talking about him/her or are trying to hurt him/her
- Rapid speech, extreme elation, laughing
- Slow depressed speech, extreme sadness, crying
- Alternations between the last two symptoms within the same day, or within a few days
- Odor resembling alcohol on breath at any time during class or clinical hours, especially prior to class time or after lunch
- Recurrent 1 or 2 day "sickness" (especially "stomach" or "flu"), requests for "funeral" or "court" time

Campus Facilities

Selected College classrooms and certain areas of the Student Faculty Center may be reserved for student meetings and functions. Rooms are reserved through the Office of Enrollment Management. Priority is given to faculty for academic use of these rooms. Requests for facility use are made with the Office of Enrollment Management at least one week in advance.

Requests for use of Student Faculty Center equipment (TV, dishes, tables, table coverings, etc.) must also be made in advance. Facility use, set up, clean up, and care of equipment are the responsibility of the group. Food may be catered from outside vendors or by West Suburban Medical Center vendors. All requests and preparations for payment involving college accounts must be submitted one month in advance, and require the approval of the Director of Enrollment Management and the Vice Chancellor or Director of Business and Financial Affairs.

Computer Laboratory

The Computer Laboratory houses 20 personal computers for student use. Students are expected to comply with the computer lab guidelines. The computers and computer lab have been established and are maintained by the College IT Department. They are intended for use by College faculty, staff, and students in support of their work. Priority is always given to students and College-related business. Individuals using computers for personal use will be bumped for priority use.

Downloading programs/software to any lab computer from the worldwide web or uploading (personal) software to any lab computer is prohibited.

Food and/or beverage is not allowed in the computer lab.

Do not attempt to correct malfunctioning or nonfunctioning software or hardware. Please contact the IT helpdesk at extension 3070. Security for electronic transmission cannot be guaranteed. All electronic transmissions by e-mail or the internet should be regarded as public. All policies regarding confidentiality of RHC/West Suburban Medical Center information are to be strictly observed.

Use of the computers and the internet is expected to adhere to all existing state, federal, local laws and ordinances, and to all established RHC/West Suburban Medical Center policies regarding employee conduct. Users are not to engage in illegal or unethical activity and users assume all responsibility for their conduct.

Displaying, downloading, or printing pornographic or other offensive materials falls under RHC/West Suburban Medical Center's sexual harassment and hostile workplace policy and is subject to disciplinary action up to and including termination or

expulsion. College staff reserves the right to terminate lab access to users who violate these guidelines.

Because of the wide range and unregulated nature of information available on the internet, neither the College nor RHC/West Suburban Medical Center makes any guarantee of its completeness, accuracy or reliability. Provision of access does not mean or imply endorsement or sanction of content or point of view of information found on the internet.

Library

The Walter Lawrence Memorial Library is a professional health science library, which supports the students of the College in locating and obtaining information to further their education. Neither food nor beverages are permitted in the library at any time. In consideration of all library users, patrons are requested to study quietly. Personal phone calls may not be initiated or received within the library.

Library Hours

September - May:

- Monday-Thursday 8:00 AM - 8:00 PM
- Friday 8:00 AM - 4:00 PM
- Sat 8:00 AM - 12 noon ; Sun 9:00 AM - 12 noon

May - August:

- Monday through Thursday 8:00 AM - 7:00 PM
- Friday 8:00 AM - 4:00 PM

Library hours are subject to change.

Library Services Available

1. Bibliographic Searching
Library personnel will teach students to search the nursing literature using online and print resources. This is done with groups or individuals upon request.
2. Interlibrary Loans
The library will process interlibrary material loans for students not available at West Suburban Medical Center.

Interlibrary loans take 3-7 days, so students should allow for this time frame.

3. Photocopying

Copy cards are available for purchase in the library for use with the library duplicating machines. Copy cards are designed for use with the library duplication machines in the Professional Library (C-318). These cards may be purchased from the library.

Sign Out and Return Procedures

1. All library materials must be signed out before they leave the library.
2. Books, which are considered Reference, can only be used in the library.
3. Books with white cards may be checked out for two weeks.
4. Journals do not circulate.

Check out books at the library office window. To check out a book, sign the card, stamp it and the date-due slip in the book with the date-due stamp, and put the card in the box on the window sill.

Library materials may be returned to the shelf at the office window.

Overdue Library Materials

Fines are charged for all overdue material; \$.25 per day per item for regular loan items and \$1 per day per item for reserve materials and videos. Fines are calculated for each day the library is open, and borrowing privileges are suspended until fines are paid. After two weeks, the library will send a statement of fines accrued to notify the student that if the book is not returned in another two weeks, they will not be able to register for the following semester. If the book is returned, the library may elect to waive overdue fines. If the book is lost, the student must pay a replacement fee equal to the cost of the book. Until all fines are paid, transcripts and grades will not be released.

Bookstore

College students purchase their books through the online bookstore MBS Direct at <http://www.mbsdirect.net/Index.htm> . The bookstore will also purchase used books and some required clinical supplies in addition to textbooks.

Lockers

Lockers are located on the 2nd floor of the College Student Faculty Center. They are available to students enrolled in courses at the College on a first-come, first-served basis. Students must provide their own locks. Locks and locker contents must be removed whenever a student is not currently enrolled or at the end of each semester. Items left in lockers after a student is no longer enrolled or at the end of the semester will be removed and discarded.

Student Lounge

The second floor in the Student Lounge is a large area with study tables, comfortable furnishings, two televisions, and a small kitchen area with a microwave. The lounge is not locked, and discretion should be used in leaving items unattended. The College is not responsible for lost or stolen property. Students

Communication and Technology

Microsoft Outlook is the e-mail system currently used and all students receive an e-mail account upon entry into the College.

Email, provided by the College is the official means of communication between the College and students. Students are responsible for checking their e-mail on a regular basis.

Campus Portal is used to view official grades, students academic history (degree audit), and class schedules.

EdTek is used to access courses, course assignments, and the course syllabus, are responsible for keeping the lounge clean and free of food items or other debris. The lounge area will be closed to all students if there is a consistent violation of lounge regulations. Entry to the Student Lounge is permitted from the 2nd floor of the College of Nursing.

Cell Phones on Campus

The use of wireless communication devices is not permitted in patient care areas. Wireless devices are defined as portable telecommunications devices such as cellular telephones, two-way radios and wireless hand held devices (PDA's, palm pilots, blackberry devices). This policy applies to all users of wireless devices inside WSMC buildings, including patients, visitors, employees, physicians, and students. The only wireless devices acceptable for use in patient care areas are hospital owned and

issued devices. Use of cell phones is prohibited in the classroom. Please turn your cell phone off during class time.

Designated areas for wireless communication devices are limited to:

- a. Construction zones
- b. Designated waiting rooms
- c. Cafeteria
- d. On-call rooms
- e. Private offices without adjoining clinical area
- f. College of Nursing
- g. Employee break rooms
- h. Front lobby
- i. Courtyard
- j. Non-patient care hallways

Wireless Computer Access

Wireless internet access is available throughout the College campus. A list of requirements for wireless access is available in the IT department.

Lap Top Requirement

All students are required to have and bring a lap top computer to class and for course exams. For information regarding computer specifications, contact the office of Instructional Technology at (708) 763-3070.

Campus Policies

Leaflets and Petitions

All leaflets and petitions must be cleared and initialed by the Director of Enrollment Management before being distributed. Only an authorized student group may set up a table to distribute material. A recognized group may distribute items originating from an outside organization after written permission is obtained from the Director of Enrollment Management. Literature and material from an outside group may not be sold on campus.

Publicity

All signs, notices, and publicity pieces must be authorized by the Director of Enrollment Management and the West Suburban Medical Center Communications Office prior to posting or distribution. AT NO TIME may items be posted without approval or posted on walls, windows, in elevators, etc. In addition, the

following policy pertains to publicity in the Medical Center and must be adhered to:

“No signs or posters may be posted in public places in the Medical Center. Notices of events may be listed on the permanent display board in the main lobby with the approval of the Communications Department.”

Children on Campus

Children are not permitted in the Computer Lab at anytime. Children are not permitted in the classrooms while classes are in progress unless permission has been given in writing by the Dean of Nursing. The written permission must be submitted to the faculty member teaching the class before the class has convened. In all other areas of the College and Medical Center, children must be accompanied and supervised by an adult.

All School Meetings

Administration may periodically hold school meetings. Attendance is mandatory at such meetings. Students are invited to the annual Fall Convocation. Student town meetings may be held once a semester.

Class Registration

Class registration takes place twice a year; usually in November and April.

New Student Orientation

New student orientation is a two-day event at which students complete and turn in required paperwork, learn about the student information system (Campus Vue), and meet with faculty advisors. Family members are invited to learn about the Resurrection Health Care system and college purpose statement, as well as other important information. Academic expectations and policies are reviewed at the orientation with the Deans and faculty.

Solicitation of Goods or Services on Campus

No solicitation of goods or services is allowed at the College without written permission from the Director of Enrollment Management. Requests for student organization fundraising project approval should be obtained at least two weeks prior to the date of the proposed activity. All fund raising projects that effect the Oak Park, WSMC, or broader communities must be approved by the RHC foundation. Student organizations will

need to contact the Director of Enrollment Management when selling goods at West Suburban Medical Center.

Campus Safety

Injury During Clinical

A student who sustains an injury, e.g., a needle stick, while participating in a clinical experience should notify the course instructor immediately. If the injury occurs while at West Suburban Medical Center (WSMC) the student will be directed to the Emergency Department for the appropriate treatment. A copy of the injury report must be sent along with the student. A student who sustains an injury while participating in a clinical/internship experience outside of WSMC should follow the protocol of the affiliating institution. The initial visit following the injury must be done at the institution where the incident occurred. As soon as possible following the initial visit, an appointment should be made to see the student's personal physician. Expenses that the student incurs for treatment immediately following the injury will be the responsibility of the student. Follow-up treatment, regardless of where the incident occurred, will be the fiscal responsibility of the student.

Disaster and Snow Days

The Medical Center Disaster Plan outlines the duties of all medical center personnel. A "disaster" could be defined as any unexpected occurrence that requires the immediate medical attention to a large number of injured people. It could occur at any time or place. The West Suburban Health Care Disaster Plan manual is located in the Chancellor's Office. In the event of the school closing due to weather, etc. (an incident before the school day starts), a message stating whether the school is open can be heard at (708) 763-6530; information can also be found on the student portal, and an automated text message will be sent to students who have disclosed their cell phone number to the College. In the event of a school closing after the work/class day has begun, you will be contacted by college officials.

Fire and Emergency Procedures

The procedures for fire, evacuation, and other external or internal disaster drills are posted throughout the College.

The following precautions should be taken during the evacuation for fire or other emergencies:

1. Do not use any elevator.

2. Walk quickly and quietly, but do not run or push in the stairwells.
3. Wear shoes to guard against broken glass or other debris.
4. Never ignore the fire alarm.

Complete cooperation is vital to protect all persons within the College and Medical Center.

The following is the West Suburban Medical Center procedure for all staff regarding fire or suspected fire (smoke):

R=Respond
A=Alarm
C=Contain
E=Extinguish

The following is the fire extinguisher procedure:

P=pull the safety pin from the handle
A=aim at the base of the fire
S=squeeze the handle firmly
S=sweep back and forth at the base of the fire

West Suburban Medical Center Emergencies

The emergency phone number is 8888 (Communications Department) for all emergencies. The following table explains the emergency codes.

<u>Code</u>	<u>Topic</u>
<u>Code 42</u>	<u>Cardiac Cath team notification</u>
<u>Code 54</u>	<u>Stroke Team notification</u>
<u>Code 67</u>	<u>Trauma (St. Francis Hospital only)</u>
<u>Code Temp 33</u>	<u>Therapeutic Hypothermia team notification</u>
<u>Red</u>	<u>Fire discovered or suspected</u>
<u>Blue</u>	<u>Cardiac or Respiratory Arrest</u>
<u>Blue Minor</u>	<u>Cardiac arrest team, infant or child</u>
<u>Gold</u>	<u>Patient elopement</u>
<u>Gray</u>	<u>Security Assistance Needed</u>
<u>Pink</u>	<u>Missing infant, child or youth</u>
<u>Purple</u>	<u>Evacuation</u>
<u>Green</u>	<u>Loss of utility function</u>

<u>Silver</u>	<u>Bomb threat or suspicious article</u>
<u>Orange external</u>	<u>Patient(s) requires decontamination</u>
<u>Orange internal</u>	<u>Chemical spill</u>
<u>Black</u>	<u>Severe weather alert</u>
<u>Yellow external</u>	<u>Mass Casualty Incident</u>
<u>Yellow internal</u>	<u>Internal disaster</u>
<u>White</u>	<u>Emergency Dept. diversion prevention</u>
<u>Code Rapid Response</u>	<u>Designated team responds to patient</u>
<u>All Clear</u>	<u>Emergency situation resolved</u>

Campus Safety Report

The College has adopted a Security Policy and a Sexual Assault Policy. A Safety Report is published annually. The college is committed to the safety and security of all of its constituents. The security policy and procedures have been developed to ensure that the college environment supports the academic needs of its students while maintaining a safe environment.

The College prohibits any form of harassment because of race, color, religion, national origin, sex (with or without sexual conduct) age, disability, or other characteristics protected under federal, state, and/or local law. Harassment and discrimination based on such protected characteristics is prohibited by federal and local law and the Illinois Human Rights Act.

Guest Pass Policy

If a student wishes to bring a guest to class, the student must receive written permission from the Dean or Director at least 48 hours before the class convenes. A guest pass will be issued and must be worn at all times.

Identification Badges

A College laminated picture ID is required for all students. The College ID Badge must be worn at all times while in the Medical Center and off campus clinical sites.

Identification cards are issued at new student orientation each year and at other times during the year through the Human Resources department at West Suburban Medical Center. ID Badges are the property of West Suburban Medical Center and

must be returned upon graduation or withdrawal from the nursing program.

Security Considerations and Procedures

West Suburban Medical Center Security Department services the College. Security rounds are made through the classroom area and selected areas of the Student Faculty Center. In addition, a security camera operates continuously over the third floor entrance to the Student Faculty Center. The guest pass policy outlined in this chapter also serves to protect the security of all students and College personnel.

A procedure exists within the College and Medical Center for calling the Communications Department in any emergency situation. The Communications Department (dial "8888" from any house phone) is called, and the caller states the type of emergency and identifies his/her location. This call will result in an immediate Security response to that location. Students should not hesitate to make this call if an emergency situation exists or appears to exist. Calling Security directly (ext. 1111) may also be done.

Students are also required to make an immediate call to Security (ext. 1111) when a suspicious person is seen on the premises or near the premises of the Hospital and College.

Students are also advised to take precautions to ensure their personal safety whether on campus or in the area. These include:

1. Do not walk alone after dark.
2. Request a security escort (from West Suburban Medical Center personnel or village police officers) when walking to your car alone.
3. Use public transportation during heavy traffic periods only. Maintain familiarity with routes and schedules.
4. Let others know your whereabouts if you are planning to be away for an extended time.

5. Contact West Suburban Medical Center security immediately in the event of an accident or incident on campus or if a suspicious situation exists.
6. Per the 1998, Jeanne Cleary Disclosure of Campus Policy and Crime Statistics Acts, the College publishes an annual campus security report. The report is e-mailed to students of record and is available in the Enrollment Management office. Annual campus security and crime prevention programs are conducted by the College.

Safety Policies

For safety reasons, the following policies are in effect for the Student Faculty Center and classroom areas:

1. Use of matches, lighters, candles, or any open flame is strictly prohibited. Smoking is prohibited.
2. The use of cooking appliances or other heating elements with the exception of those provided are prohibited.
3. The use of extension cords or multi-plug outlets is not permitted due to the fire hazard they create.
4. The use of the elevator “stop” and emergency buttons are not permitted except in emergency situations.

Legal Policy (FERPA)

Student Records

It is the policy of the College that students be afforded privacy rights and access to their education records in accordance with the Family Rights and Privacy Act of 1974, as amended.

In short, this means that students are afforded the right to inspect and review their education records according to established procedure.

It also means that personally identifiable student information from education records cannot be disclosed without prior written consent of the student, except when such consent is not required by the Family Rights and Privacy Act of 1974.

Family Educational Rights and Privacy Policy Act

The Family Educational Rights and Privacy Policy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean of Nursing or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest

if the official needs to review an education record in order to fulfill his or her professional responsibility.

An exception to this disclosure is Directory Information. The Family Education Rights and Privacy Act, designates certain information related to students as Directory Information and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the student specifically requests in writing that all such information not be made public without their written consent. The following items are considered Directory Information: student name, address, telephone number, e-mail address, photograph, major field of study, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, class (year in school), activities, and current enrollment status. Currently enrolled students may withhold Directory information by notifying the Registrar's Office in writing anytime within a semester of enrollment. Requests for non-disclosure will be honored by the College until the student submits a signed authorization requesting that it be removed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by West Suburban College of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Non-Discrimination Policy

It is the policy of the College not to exclude, expel, or limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of the College because of sex, creed, race, color, national or ethnic origin, or disability.

In keeping with its mission and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College supports an environment of respect, and support

for persons with disabilities. The three recognized categories of individuals with disabilities are:

1. Individuals with a physical and/or mental impairment that substantially limits one or more major life activities.
2. Individuals with a record of physical or mental impairment that substantially limits one or more major life activities.
3. Individuals who are regarded as having such an impairment whether they have it or not.

(Major life activities include caring for oneself, performing manual tasks, ability to ambulate, see, hear, breathe, learn, and work.)

Nursing Program

The nursing faculty, having determined that nursing is a practice discipline with cognitive, sensory, affective, and psychomotor requirements have adopted the list of Functional Abilities Essential for Competent Nursing Practice developed by the National Council of State Boards of Nursing. Thus, the applicant or student, with or without reasonable accommodation, must at the time of application and throughout the duration of the program, have and maintain the following abilities.

It is the policy of West Suburban College of Nursing to make such reasonable accommodations on behalf of individuals as may be required by the Americans with Disabilities Act, the Rehabilitation Act, or other applicable law. To that end, any applicant, student or other individual who believes that a reasonable accommodation is necessary to permit such applicant, student or other individual to seek admission, enroll or otherwise participate in any course or program, is invited and encouraged to contact the College for the purpose of discussing such possible reasonable accommodation.

Yocom, C.J. (1996). Validation study: Functional abilities essential for nursing practice. Chicago: National Council of State Boards of Nursing.

Examples include but are not limited to:

Gross Motor Skills

- Ability to move within confined spaces
- Sit, stand and maintain balance
- Reach above shoulders and below waist

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands
- Write with pen or pencil
- Key type, using computer

Physical Strength

- Push, pull, support, and lift 25 pounds
- Defend self against combative client
- Upper body strength to perform CPR
- Move equipment
- Carry supplies

Mobility

- Twist
- Bend
- Move quickly
- Walk

Hearing

- Hear normal speaking levels
- Hear faint body sounds
- Hear auditory alarms
- Hear in situations in which masks are used

Visual

- See objects up to 20 inches away
- See objects more than 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity

Tactile

- Palpate pulses
- Detect temperature
- Feel differences in surface characteristics

Smell

- Detect odors

- Detect smoke
- Detect gases

Reading

- Read and understand written documents

Arithmetic Competencies

- Read digital displays
- Calibrate equipment
- Convert numbers to and from metric system
- Tell time
- Use measuring tools
- Count rates
- Add, subtract, multiply, divide whole numbers and fractions
- Use a calculator
- Record numbers accurately

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to stressful environment
- Deal with unexpected events
- Focus attention
- Handle strong emotions
- Perform multiple activities concurrently

Analytic Thinking

- Transfer knowledge from one situation to another
- Process information accurately
- Evaluate outcomes
- Prioritize tasks
- Use short term and long term memory

Critical Thinking

- Identify cause-effect relationships
- Plan and control activities for others
- Synthesize knowledge
- Sequence information

Interpersonal Skills

- Negotiate interpersonal conflicts
- Respect differences in clients and co-workers
- Establish rapport with clients and co-workers

Communication Skills

- Ability to teach
- Explain and give information
- Speak on the telephone
- Direct activities of others
- Convey information in writing and orally

Therefore, applicants for admission, progression to clinical courses, and graduation from the College must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to themselves may be denied admission, progression, or graduation. The College's assessment of an applicant or student's threat to the safety and welfare of self or others will be based on an individualized assessment that relies on current medical evidence or on the best available objective evidence that assesses the nature, duration, and severity of the risk and the probability that the potential for injury will actually occur.

Students with Disabilities Policy

Disability Services is part of Student Services within the Office of Enrollment Management. It provides access for students through consultation with faculty, staff, and other campus departments.

1. After a student is admitted to the College, a letter describing the functional abilities essential for nursing practice will be mailed to the student.
2. The student will need to self-report if they can perform those functions or if they will need reasonable accommodations.
3. If a student needs reasonable accommodations, a confidential interview will be scheduled with the student and the Director of Enrollment Management. The student will need to present documentation pertinent to the disability and dated within the last three years. The Director will determine the validity of all documentation, but when medical assistance is needed to interpret student's ability to meet competencies, those files will be referred to the Department of Occupational Health. It is the policy of West Suburban College of Nursing to make

available such reasonable accommodations on behalf of individuals as may be required by the Americans with Disabilities Act, the Rehabilitation Act, or other applicable law. To that end, any applicant, student, or other individual who believes that a reasonable accommodation is necessary to permit such applicant, student, or other individual to seek admission, enroll, or otherwise participate in any course or program is invited and encouraged to contact the college for the purpose of discussing such possible reasonable accommodation.

4. Individuals seeking admission and progression to clinical courses, and graduation from the college must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression, or graduation. The college's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk and the probability that injury will occur.

***Document Criteria**

Disability Services relies on students to self-report impairments, conditions and disabilities as well as documentation from professionals in order to determine accommodations. Disability documentation submitted to the Office of Enrollment Management from primary caregivers should conform to the following criteria:

1. Documentation must be from a professional who has undergone appropriate and comprehensive training, has relevant experience and licensure appropriate to profession.
2. Reports must be on letterhead and signed by documenting professional, including titles and license descriptors as appropriate. The Office of Enrollment Management reserves the right to request additional documentation.
3. Diagnostic statements identifying each condition. These statements must be ICD or DSM codes as appropriate, date/copy of most recent full evaluation, and dates/copies of additional evaluations.
4. Current functional impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to condition(s), include current functional impact on physical (mobility, dexterity

and endurance), perceptual, cognitive (attention, distractibility, communication), and behavioral abilities. Descriptions should provide sense of severity, information on variability over time or circumstances, and potential environmental triggers.

5. Treatments, medications or assistive devices/services currently prescribed or in use, and their estimated effectiveness in ameliorating the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance.

6. The expected progression or stability of the impacts described over time. This information should provide an estimate of the change in the functional impacts of the condition(s) over time and/or recommendations concerning the predictable needs for reevaluation of the condition(s). If the condition is variable, describe interventions (including self-care) for exacerbations.

7. Recommended accommodations, modifications and services. Recommendations should be logically related to the impact of each condition. When connections are not obvious, they should be explained. Recommendations will be deferred to whenever possible, but will be evaluated by the Office of Occupational Health.

****Reasonable Accommodations**

To be eligible for accommodations at the College, students must register with the Office of Enrollment Management and must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has: (a) a physical or mental impairment that substantially limits one or more major life activities (such as walking, standing, seeing, speaking, hearing, sitting, breathing, reading, learning, thinking, performing manual tasks, taking care of oneself); (b) has a record of such impairment; or (c) is regarded as having such an impairment. In addition, please refer to the list of technical standards on pages 44-46 of this document.

A reasonable accommodation is a modification or adjustment to instructional methods and/or a course, program, service, activity or facility that enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to similarly-situated students without a disability. The College is obligated to make a

reasonable accommodation only to the known functional limitations of an otherwise qualified student with a disability. To determine reasonable accommodations, the Office of Enrollment Management may seek information from appropriate college personnel regarding essential standards for courses, programs, services and activities, or status of facilities. Reasonable accommodations are determined through the collaboration of the Office of Enrollment Management, with the student, faculty, individual departments, and outside professionals as warranted.

Reasonable accommodations are identified by examining:
The interaction between functional limitations and the campus environment;
Potential modifications or adjustments to be made;
Access to the course, program, service, activity or facility;
essential components of the course, program, service, activity or facility.

In order to obtain accommodations by the start of a semester, the student should meet with the Director of Enrollment Management as soon as possible, preferably at least six (6) weeks before the first day of classes. Such notice will allow students and the Office of Enrollment Management staff a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, and to implement the resources for any necessary aid in a timely manner. If you require materials for document conversion, please contact the Director of Enrollment Management as soon as print materials and syllabi are obtained.

The Office of Enrollment Management will write an individualized Letter of Documentation (LOD) which certifies that the student has a disability, cite the circumstances for which accommodations are needed, and describes the reasonable accommodations recommended by the College's Disability Office. The LOD will be distributed to the Dean or Director and the student's academic advisor

The Dean or Director will contact individual faculty members as necessary to discuss the purpose and rationale for the recommended accommodations, as well as the process by which they could be most effectively implemented. Faculty will be expected to assist with the provision of accommodations when reasonable and necessary. Faculty are not expected to compromise essential elements of the course or evaluation standards.

The student with a disability will be responsible for contacting the Dean or Director if reasonable academic adjustments are not implemented in an effective or timely way. The Dean or Director will work with College personnel and students with disabilities to resolve disagreements regarding recommended academic adjustments/modifications. In addition to providing academic support services and other assistance to students enrolled at the College, The Office of Enrollment Management consults with other campus units in providing access to students with disabilities. In these instances the Office of Enrollment Management is primarily concerned with:

Advising and referring students to these and other campus units on matters for which those units have sole responsibility.

Assisting in the coordination of services and accommodations with other campus units.

Facilitating access to College programming, services, activities, and facilities through the provision of services and/or resources that the other campus units do not offer.

Reasonable accommodations are individualized and flexible, based on the nature of a student's disability and the academic environment. To request reasonable accommodations, students must contact the Office of Enrollment Management and schedule an interview. The following is a partial list of accommodations offered by the College.

- Academic/Program Modifications
- Access to Facilities
- Classroom Access
- Communication Access
- Exam Accommodations
- Information Referral
- Priority Registration
- Parking

Sexual Harassment Policy

It is the right of all students to be free from sexual harassment. Sexual harassment against any member of the college community by another member is prohibited. Students who

believe that they have been sexually harassed should report such activity to the Dean of Nursing. The right of confidentiality will be honored in both formal and informal procedure, insofar as possible. Violations of the policy will result in disciplinary action up to, and including, expulsion. Sexual harassment is illegal under the terms of Title VII of the Civil Rights Act of 1964 for employees, under the terms of Title IX of the Education Amendments of 1972 for students. In addition, the State of Illinois discrimination laws prohibit sexual harassment.

Sexual harassment may include a variety of behaviors. It may be defined as unwanted, offensive behavior or comments of a sexual nature inclusive of, but not limited to verbal, non-verbal, or physical harassment or coerced sexual relations.

Financial Aid

Financial Aid for students is administered through the Office of Financial Aid. The telephone number for that office is 708/763-1426. Students applying for financial aid can start the process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and listing West Suburban College of Nursing as the institution to receive the information. The College school code is 022141. Eligibility for federal, state, and institutional aid is determined by an analysis of the data provided on the FAFSA.

Students applying for financial aid need to complete the Free Application for Federal Student Aid (FAFSA), listing West Suburban College of Nursing as the institution to receive the information. Eligibility for federal, state, and institutional aid is determined by an analysis of the data provided on the FAFSA.

Each year, eligible students may receive a Monetary Award Program (MAP) grant, the Federal Pell Grant, Federal Stafford Loans, and Federal Parent PLUS Loans, as well as various private loans. Eligible students may receive the West Suburban College Need Award, the Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study funds. Student worker positions exist in the following areas: library, tutoring, clerical support, computer lab. Nurse externships may also be supported by federal funding.

Satisfactory Academic Progress Policy

Students are also subject to a quantitative measure of progress. Full-time students must complete their program within 150 percent of the traditional program length of two years, or three years. Part-time students must complete their program in no more than six years. Given the rigors of the academic program, it is rare that any student spends in excess of five years at West Suburban College. No financial awards are processed for academic years beyond this time period, except by appeal for professional judgment to the Office of Financial Aid.

The Office of Financial Aid evaluates student academic progress at the beginning of each award year. Students are evaluated on the basis of grade point average (GPA), credit hour completion and maximum time frame limitation. To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as a cumulative GPA of 2.0 for undergraduate students and a 3.0 cumulative GPA for graduate students. Financial Aid students must complete at least 67% of their enrollment for the term.

If a student is determined not to be in compliance with these standards, he or she will be notified via mail of placement in a probationary status for the following year, during which time he or she will continue to receive financial aid. At the conclusion of this probationary period, the student will not be permitted to receive financial aid if satisfactory academic standing has not been achieved. All appeals pursuant to this policy must be made in writing and directed to the Office of Financial Aid.

Scholarships

Undergraduate Nursing Scholarships

The College scholarships require a completed application each year. Information concerning applications and deadlines is distributed to all students through the campus email system.

Chancellor's Scholarships

All newly admitted and continuing undergraduate nursing students are considered each year for a Chancellor's Scholarship, awarded on the basis of accumulative grade point average of 3.5 or higher and fulltime enrollment. The scholarships are awarded up to \$10,000 for based per academic year and are applied to tuition and fees charges.

Cathryn M. Johnson Scholarship

This scholarship is awarded to an undergraduate nursing student on the basis of financial need, scholarship, and involvement in co-curricular activities. One \$500 scholarship is awarded annually.

Ethel Fearing Brown Memorial Scholarship

This scholarship is awarded to an undergraduate nursing student on the basis of financial need, scholarship and involvement in co-curricular activities. One \$500 scholarship is awarded annually.

Kurtz Mesenbrink Scholarship

One scholarship of \$500 is awarded annually to an undergraduate nursing student. This scholarship is based on financial need.

Dr. Michael and Charlotte Mizen Geriatric Nursing Scholarship

This scholarship is awarded to an undergraduate nursing student on the basis of demonstrated interest in serving the health care needs of the elderly. One \$500 scholarship is available annually.

Olive Pendill Nursing Scholarship

This scholarship is awarded to an undergraduate nursing student on the basis of financial need, scholarship and co-curricular activities. One \$500 scholarship is awarded annually.

Rehwaldt Scholarship

One scholarship of \$500 is awarded annually. This scholarship is based on financial need.

West Suburban Distinguished Nursing Alumni Scholarship:

This scholarship is available to juniors and seniors nursing students who are enrolled full-time. It is awarded on the basis of superior academic achievement, clinical qualities, scholarship, professionalism and leadership. A faculty letter of endorsement, an interview with the College Scholarship Committee and an essay are required for eligibility. One \$5,000 scholarship is awarded annually.

West Suburban Distinguished Nursing Scholar Scholarship:

This scholarship is available to juniors and seniors nursing students who are enrolled full-time. It is awarded on the basis of superior academic achievement, clinical qualities, scholarship, professionalism and leadership. A faculty letter of endorsement,

an interview with the College Scholarship Committee and an essay are required for eligibility. One \$5,000 scholarship is awarded annually.

West Suburban Medical Center Auxiliary Scholarship:

Several scholarships are award based on financial need, and general co-curricular involvement on campus. The scholarships are awarded to undergraduate nursing students. The Auxiliary Scholarships are:

WSMC Auxiliary Scholarship:

These scholarships are awarded to juniors and seniors nursing students. The number of scholarships and the amount awarded vary from year to year. Recipients are selected based upon financial need and academic performance.

The Ralph Jepsen Nursing Scholarship: One scholarship is awarded to a student who will be a junior or senior next year. The amount varies, but is usually about \$250.

The Margaret Houck Nursing Student Award from the Muehrcke Family Foundation: One scholarship is awarded annually to a junior or senior. The amount varies each year, butt is usually about \$400.

The Sharon E. Bolin Nursing Student Award: One \$1,000 scholarship is awarded annually to a senior. The award was established to honor Dr. Sharon Bolin, long-time Dean of West Suburban School of Nursing and College of Nursing.

The Bud and Lupie McClevey Scholarship: One \$1,000 scholarship is awarded annually to a junior or senior nursing student based on their financial need and academic achievement. Recipients are selected based upon financial need and academic performance.

Undergraduate Health Informatics and Information Management Scholarships

The College scholarships require a completed application each year. Information concerning applications and deadlines is distributed to all students through the campus email system.

Chancellor's Scholarships

All newly admitted and continuing students are considered each year for a Chancellor's Scholarship, awarded on the basis of a cumulative grade point average of 3.50 or higher and full-time enrollment. The scholarships awarded are \$5,000 per academic year and are applied to tuition and fees charges.

Graduate Nursing Scholarships

College scholarships require a completed application each year. Information concerning applications and deadlines is distributed to all students through the campus email system.

Chancellor's Scholarships:

All newly admitted and continuing students are considered each year for a Chancellor's Scholarship, awarded on the basis of a cumulative grade point average of 3.50 or higher and full-time enrollment. The scholarships awarded are \$ 5,000 per academic year and are applied to tuition and fees charges.

Graduate Nursing Assistantship

A graduate nursing assistantship is available in support of the Sr. Gregory Krzak, C.R. Endowed Chair of Nursing Education. See the College administration for more information.

2009-2010 ACADEMIC CALENDAR

FALL SEMESTER 2009

Monday, August 10 Faculty Return
Wednesday, August 19 Faculty Clinical Day
Thursday & Friday, August 20 & 21 Late Registration
Friday, August 21 Orientation for New Students
Saturday, August 22 New Student Family Orientation
Monday, August 24 Fall Semester Classes Begin
Monday, August 24 Convocation
Friday, August 28 Last Day to Add/Drop a Term A Class without Penalty
Monday, September 7 Labor Day Holiday (No Classes), College Closed
Friday, September 11 Census Day
Friday, September 25 Last Day to Withdraw from Term A Fall Semester Classes
Friday, October 9 Term A Classes End
Monday thru Wed. October 12-14 Final Exam days for Term A Classes
Thursday, October 15 Final Grades Due by 5:00 pm for Term A Classes
Thursday and Friday, October 15 & 16 Mid-term Break for Students (No Classes)
Monday, October 19 Term B Classes Begin
Friday, October 23, Last day to Add/Drop a Term B Class without Penalty
Monday thru Friday, November 2-6 Class Registration for Continuing Students for Spring 2010
Friday, November 20, Last Day to Withdraw from all Fall Semester Classes
Monday thru Friday, Nov. 16-20 New Student Class Registration
Thurs & Friday, November 26 & 27 Thanksgiving Holiday, (No Classes), College Closed
Friday, December 4 Term B Classes End
Mon thru Wed, December 7-11 Final Exam Days for Term B Classes
Thursday, December 10 Final Grades Due by 5:00 pm for Term B Classes
Friday, December 11 Fall Semester Closes
Saturday, December 12 Graduation Ceremony
Mon, December 14- Fri, January 8 Semester Break
Thursday, December 24 Christmas Eve Holiday, College Closed

Friday, December 25 Christmas Holiday, College Closed
Thursday, December 31 New Year's Eve Holiday, College Closed

SPRING SEMESTER 2010

Friday, January 1 New Year's Holiday, College Closed
Tuesday, January 5 Faculty Return
Thursday & Friday, January 7 & 8 Late Registration
Friday, January 8 Orientation for New Students
Saturday, January 9 New Student Family Orientation
Monday, January 11 Spring Semester Classes Begin
Friday, January 15 Last Day to Add/Drop or Register for Classes without Penalty
Monday, January 18 Martin Luther King Holiday, (No Classes), College Closed
Friday, January 29 Census Day
Friday, February 12 Last Day to Withdraw from Term A Spring Semester Classes
Friday, February 26 Term A Classes End
Mon thru Wed, March 1-3 Final Exam days for Term A Classes
Thursday, March 4 Final Grades Due by 5:00 pm for Term A Classes
Thurs & Friday, March 4-5 No Classes
Mon thru Fri, March 8 - 12 Spring Break (No Classes)
Friday, March 12 Spring Break Day, College Closed
Monday, March 15 Term B Classes Begin
Friday, March 19 Last day to Add/Drop a Term B Class without Penalty
Friday, April 16 Last day to Withdraw from Term B Semester Classes
Monday thru Friday, April 6-10 Class Registration for Continuing Students for Summer and Fall 2008
Friday, April 10 Good Friday, (No Classes), College Closed
Friday, April 30 Term B Classes End
Monday thru Wednesday, May 3-5 Final Exam Days for Term B Classes
Thursday, May 6 Final Grades Due by 5:00 pm for Term B Classes
Friday, May 7 Spring Semester Closes
Saturday, May 8 Graduation Ceremony
Friday, May 14 Faculty last day of Spring Semester
Mon thru Fri, May 10-14 New Student Class Registration

SUMMER SESSION 2010

Monday, May 17 Summer Session One/First Class Day

Friday, May 21 Last Day to Add/Drop or Register

Monday, May 31 Memorial Day Holiday, (No Classes), College Closed

Friday, June 25 Finals/Summer Session One Ends

Monday, June 28 Final Grades due 8:00 am

Monday, June 28 First Class Day/Summer Session Two

Monday, July 5 Independence Day Holiday, (No Classes), College Closed

Friday, August 6 Final/Summer Session Two Ends

Monday, August 9 Final Grades Due 8:00 am

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