

# ***Student Services at Research College of Nursing***

## **Access Cards**

All students are required to have a card for entry into the College of Nursing building. Cards will be distributed to all new students through the office of the Dean's Administrative Assistant. Lost cards will be replaced for a fee of \$5.00. Cards must be turned in at the time of graduation. Transcripts will not be released until cards have been returned to the Dean's Administrative Assistant.

## **Computer Labs**

Students may use the computer lab located on the third floor of the College of Nursing. This lab contains 15 personal computers that provide word processing, learning programs that support the nursing curricula and other software applications. An access code is required to enter the lab as well as internet access. Computers are also located on the Lower Level near the mailboxes for student use.

## **Copy Machines**

Copy machines are located adjacent to the Learning Resource Center and on the lower level of the College of Nursing and in the Ferris Library. The cost of copies is covered by fees paid by each student. Copiers are made available for school related work only. Students may not make personal copies using these copiers. Use of the copiers is a privilege and should not be abused.

## **Counseling**

The college years are times of rapidly expanding self awareness and it is not unusual for students to experience difficulty with adjustment to emotional and interpersonal concerns. Faculty advisors are available to assist students with their educational and personal concerns. Additionally, students may seek counseling assistance by contacting the Counseling Center at Rockhurst University. Graduate students may use the Rockhurst Counseling Center on a fee basis.

## **Employment**

Many students want or need to work at least part-time while enrolled. Many students choose to seek employment at Research Medical Center and other HCA Midwest Division facilities for the convenient location and familiarity with some job expectations and personnel.

Part-time or PRN (as needed) employment is available (when positions are open) to students. Research also offers patient care positions to qualified nursing students. Some students seek jobs in other areas of Research Medical Center such as the lab, gift shop, coffee shop, unit secretarial services, or the Child Development Center. For information call Human Resources at 276-4175.

Undergraduate and graduate nursing students may apply for Housing Work Grant or Tuition Grant funded positions at Research College of Nursing. For information on these programs see the Director of Student Affairs or the Director of Financial Aid.

## **Financial Aid**

The Financial Aid Office exists for students who, without financial assistance, would be unable to attend the college of their choice. Freshman and sophomore nursing students apply for financial aid through the Rockhurst University Financial Aid Office; junior, senior and graduate students apply through the Research College Financial Aid Office. Accelerated B.S.N. nursing students apply through Rockhurst University for courses taken prior to beginning nursing course work. Subsequent aid is coordinated through the Research College Financial Aid Office.

## **Fitness Center**

An exercise facility is provided by Research Medical Center. Memberships for three, six and 12 month periods are available to nursing students at nominal fees. Weight machines, free weights, treadmills, stationary bikes

and other exercise machines are available. Contact the Cardiac Rehab Department at Research Medical Center for more information.

### **Health Insurance**

Contracts with clinical agencies require that all students provide evidence of health insurance coverage or a waiver. Traditional B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver. Insurance for Accelerated B.S.N. students is optional; however students may enroll in a health insurance plan through Rockhurst. Accelerated B.S.N. and graduate students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Proof of insurance or a waiver must be documented annually. (See Policy on Student Illness, Injury or Exposure During Clinical/Classroom Experiences).

### **Health Services**

Students who become ill during a college class or clinical should seek care as required by the situation with their primary care provider or another resource such as Goeppert-Trinity Family Care. Seriously ill students may use the Emergency Department at the Research or Brookside campus of Research Medical Center. Research College of Nursing students are encouraged to select a local primary care provider for medical care during their college years.

### **Housing**

For on-campus housing information refer to the Residential Life section. Information about off campus housing is posted by the Student Affairs Office on bulletin boards in the College.

### **Identification Card**

Undergraduate nursing students are issued a student ID card in addition to the card issued at Rockhurst University. This card is issued within the first week of classes during second semester of the sophomore year or at registration. Graduate students are issued a student ID through Research College. The card is used for identification purposes and allows you use of facilities and services throughout Research Medical Center.

Replacement I.D. cards are available for a fee through the Human Resource Office on B-level of Research Medical Center.

### **Learning Resource Center**

The Learning Resource Center (LRC) is a centralized facility that provides coordinated educational services and learning activities to prepare the learner to enter the professional work place as a competent practitioner. The LRC has a variety of mechanisms available for the dissemination of information to a wide range of learners that best meets individual learning styles and needs. Computers, audio-visual equipment, learning models, and manikins are available for students to use in the LRC. The LRC offers a learning environment free from the traditional classroom setting. The supportive environment of the LRC allows students to become adult learners capable of independent, self-directed learning through a variety of methods. The LRC provides students with a comfortable meeting space. The LRC can be used by undergraduate and graduate students. Students are assisted in use of the LRC by the Director, LRC staff, and faculty.

### **Lobby**

The lobby provides a pleasant, comfortable environment for students and faculty to gather informally. Lounge seating and tables and chairs allow a variety of activities including socializing, studying or catching a little quiet time between classes.

**Lost and Found**

Articles lost on B-Level are turned in to the Environmental Services Department. Articles lost at the College are turned in to the Student Affairs Office. Items not claimed within a reasonable time are turned over to the Environmental Services Department. Call 276-4173 for more information.

**Notary Public**

If you need the services of a notary the Administrative Secretary for Student Affairs and the Administrative Assistant to the Dean are Notary Publics. There is no charge for this service for students.

**Professional Liability Insurance**

As an undergraduate nursing student you are not required to carry professional liability insurance. You are covered by Research Medical Center during nursing course activities. Undergraduate students may choose to carry individual professional liability insurance through an appropriate agency. Graduate students are required to carry professional liability insurance.

**Student Space**

Designated student space is located on the lower level of the College. There is a kitchen, vending machines and several computer work stations in one area. Students also have access to a lounge and there is a separate room for students to meet, study or hang out.

**Study Areas**

The College has designated specific locations as quiet study areas. On B-level the classrooms not in use are available. There are designated quiet study areas on the lower level of the College as well as in Room 142 on the first floor. Also students can use the College lobby and other sitting areas and meeting rooms on each floor when available.

The Graduate Student Office is located in Room 139 and includes a computer and other resources for research activities for graduate students.

**Travel between Rockhurst and Research**

During the Orientation Program undergraduate students are encouraged to share information with each other to assist in finding transportation. This generally means the establishment of car pools. Carpooling is the recommended way to travel between campuses. It is convenient, economical and provides an opportunity for students to get to know one another. Another way to travel between campuses and around town is the Kansas City transit system known as "The Metro." The route maps and fares for "The Metro" are available by calling 221-0660 or online at <http://www.kcata.org>.

**Tutoring**

Research College of Nursing has an undergraduate tutoring program that includes informal help sessions in group settings or individual sessions. The tutors are all traditional option students who tutor specific subjects or who can help an individual student with several different courses. Tutors can also help students practice nursing skills. Hours for tutoring vary by semester and are posted in the LRC. Designated qualified faculty serve as tutors for the graduate students. Contact the Director of the Learning Resource Center at 816-276-4740 for help with nursing courses and the Rockhurst Learning Center for help with other courses.