

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Health Sciences Division



Student Manual



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**Mississippi Gulf Coast Community College
Health Sciences Division
Student Manual**

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Message from the Associate Vice President, Health Sciences Division

Dear HSD Student:

Thank you for your interest in healthcare programs at Mississippi Gulf Coast Community College. We are delighted that you have selected MGCCC as your academic institution to pursue a health-related profession.

Healthcare programs at Gulf Coast remain popular throughout the four-county district served - George, Jackson, Harrison and Stone counties. This is constant for two reasons – the employment outlook for jobs in healthcare is excellent; but more importantly, because individuals have a strong will and desire to help others. You may ask the question, “How do I get started?” This is a great question, and this manual intends to answer that question with as much detailed information as possible. Let’s first discuss the groundwork.

With your interest in a MGCCC Health Sciences Division (HSD) program, we encourage you to do the following:

- A. Familiarize yourself with the program/s of interest by exploring expectations and duties and responsibilities;
- B. Review the college’s Healthcare webpage at [MGCCC Healthcare Programs](#) and thereafter speak with a counselor or HSD department chair to determine whether your interests and strengths align with the rigors of healthcare-related occupations; and lastly
- C. Utilize the checklist, found on the program page, to complete the programmatic requirements for enrollment, and thereafter successful completion.

At MGCCC, faculty, staff, and administrators are enthusiastic to assist all students to completion. We believe that educational success is a joint endeavor between students and MGCCC employees. As faculty members facilitate and enhance learning, we ask that you challenge yourself, research your career choice, and contact the Health Sciences Division if you have questions or need assistance.

Again, we thank you for your interest in our healthcare programs at Mississippi Gulf Coast Community College and wish you the best of luck!

Sincerely,

Dr. Joan Hendrix

**Mississippi Gulf Coast Community College
Health Sciences Division
Student Manual**

Preface

The purpose of the Health Sciences Division (HSD) Student Manual is to assist the HSD Program Administrators at Mississippi Gulf Coast Community College (MGCCC) to continue to provide a consistent service to students seeking important information regarding enrollment in health professional programs. This manual outlines step by step instructions on how to make application for program acceptance for each HSD program at MGCCC. It is also designed to provide information that will aid HSD employees and students to better achieve instructional excellence and student success.

As a supplement to the College Catalog, the college and program websites, and the Student Handbook, the HSD Program Administrators reserve the right to change admission guidelines, policies and procedures that better reflect health-related best practices, as deemed necessary.

MISSION, VISION AND VALUES

Making a positive difference...

MISSION

The mission of Mississippi Gulf Coast Community College is to meet the educational and community needs in George, Harrison, Jackson, and Stone counties by providing superior instruction through traditional and technological formats to offer workforce pathways, certificates, diplomas, and associate transfer and applied degrees. The college embraces lifelong learning, productive citizenship, service learning, and leadership development in a dynamic and innovative learning environment.

VISION

Mississippi Gulf Coast Community College will be a globally competitive learning community with an entrepreneurial spirit that cultivates student success.

CORE VALUES

Accountability: An acceptance of responsibility for appropriate actions, obligations, and duties.

Collaboration: A process that facilitates transfer of knowledge, skills and attainment of common goals.

Excellence: A motivation where the highest standards are viewed as benchmarks to surpass.

Integrity: A commitment to honest and ethical behavior in all situations.

Leadership: A process of directing groups of people toward a common goal.

Respect: A feeling of esteem or regard for the unique qualities of all individuals.

Service: An action performed for others without the desire for personal gain.

Mission and Goals for Health Sciences Division Programs at MGCCC

MISSION

The mission of the Health Sciences Division programs is to educate, train, and successfully prepare HSD students to demonstrate competent, caring qualities that best represent the expectations of professional healthcare providers.

To fulfill its mission, the HSD has established the following goals:

GOALS

1. To promote a HSD student-centered focus that reflects success in recruitment, advisement, enrollment, progression, and retention.
2. To promote high quality healthcare education by establishing and successfully implementing value-added programs that reflect job market and allied health workforce needs.
3. To work collaboratively with higher educational institutions and partner with community affiliates to achieve common educational goals to enhance the HSD Mission and foster the needs of the health care environment.
4. To enhance student success through effective communication, teamwork and interdisciplinary educational endeavors.
5. To successfully provide technological formats that represent current trends and best practices throughout the various healthcare disciplines.
6. To maintain the recognition of a unified Division advocating for Health Sciences Division education.

Accreditation

Mississippi Gulf Coast Community College is accredited by the Mississippi Commission on College Accreditation and by the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Gulf Coast Community College.

The Commission on Colleges may be contacted only if there is evidence that Mississippi Gulf Coast Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at <http://www.sacscoc.org/principles.asp>.

The following programs hold specialized Professional Accreditation:

- ASSOCIATE DEGREE NURSING — Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211 (601-432-6486) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.
- EMS-PARAMEDIC — Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), 8301 Lakeview Pkwy, Suite 111-312 Rowlett, Texas 75088, Telephone number 214-703-8445
- MEDICAL ASSISTING TECHNOLOGY — Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB) 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606 (1-800-228-2262).
- MEDICAL LABORATORY TECHNOLOGY (NAACLS) — National Accrediting Agency for Clinical Laboratory Sciences, 5600 N River Road, Suite 720, Rosemont, IL 60018-5119, Telephone number 773-714-8880.
- PRACTICAL NURSING — Mississippi Department of Education/Mississippi Community College Board (MCCB), 3825 Ridgewood Road Jackson, MS 39211 (601-432-6518) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.
- RADIOLOGIC TECHNOLOGY — The Joint Review Committee on Education in Radiological Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606- 3182, Telephone number 312-704-5300, mail@jrcert.org
- SURGICAL TECHNOLOGY — Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek, Suite 110, Littleton, CO 80120, Telephone number 303-694-9262

The following program has been awarded **Provisional Accreditation**:

- RESPIRATORY CARE TECHNOLOGY - Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Belford, Texas 76021-4244, (817) 283-2835 www.coarc.com (Provisional Accreditation)

The following program has **pending** initial accreditation:

- PHYSICAL THERAPIST ASSISTANT

LEARNING ENVIRONMENT

All MGCCC students have rights and responsibilities related to expectations and conduct in the learning environment. These rights and responsibilities, including the student code of conduct are outlined in the *MGCCC Students Handbook*, STATEMENT NO-717.

CONTINUOUS NON-DISCRIMINATION NOTICE

“In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability.”

Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by Dr. Stacy M. Carmichael, Associate Vice President of Administration, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-6672, email address stacy.carmichael@mgccc.edu.

ATTENDANCE

Prompt attendance is required for class, clinical, lab, and experiential learning environments. Excessive tardiness or absences from class or clinical, based on the number of credit hours assigned to that course or the specific program’s attendance policy, may be grounds to drop the student from the program.

MANDATORY COURT APPEARANCE OR MILITARY DUTY

Students who are required to attend jury duty, appear in court, or participate in required scheduled military duty must notify the instructor in writing at least 3 days prior to the appearance. It is the student’s responsibility to obtain assignments and makeup any work/clinical missed. Missed tests will be made up on the designated day assigned and/or according to each HSD program makeup policy.

EMAIL ADDRESS

HSD Students are issued a college email address upon registering. The college email address will be used by faculty and students to communicate. Students should check their email regularly for messages, including summer semesters, and college holidays. MGCCC will not tolerate comments from students that are seen as harassment, inflammatory, prejudicial or negative. It is a program expectation that students are:

- a) respectful of others during all postings and comments; and
- b) professional and responsible for all activity conducted using the MGCCC email address and Canvas Learning Management System

Violation of any of the above standards are subject to disciplinary action, including the possibility of permanent dismissal from Health Sciences Division programs at MGCCC.

CELL PHONES / PAGERS / ELECTRONIC DEVICES

The use or abuse of cell phones, pagers and PDAs is not allowable in any HSD program. Although each program has specific policies regarding use of electronic devices, students are strongly encouraged not to make or receive calls, texts/picture/e-mail messages, or pages during class or clinical. Any cell phone or pager that rings/beeps during class or clinical -- or otherwise disturbs class or clinical -- may be confiscated by the instructor. Students will be provided with an emergency contact number for class/clinical experiences. Specific numbers and directive will be provided each semester by the course faculty.

PLAGIARISM, CHEATING, COPYING

Plagiarism, cheating, and/or copying by students are not tolerated and are grounds for dismissal from the program. Minimum penalty for such action is no credit for the work/exam. Workbooks, E-books, etc. owned by one student may not be copied or used by another student.

STANDARDIZED TEST

HSD students may be required to participate in 3rd Party standardized testing for program admission and/or progression. Information on registering for a particular standardized test can be found on the program website.

LIABILITY INSURANCE

MGCCC requires Health Sciences Division students to have medical malpractice/liability insurance. The College liability insurance covers you as a HSD student in the clinical setting while you are officially enrolled and matriculating in the program under the supervision of an instructor. Coverage does not extend to other settings or to employment settings if you choose to work while enrolled.

HEALTH INSURANCE

Clinical agencies and affiliates utilized by the Health Sciences Division may require HSD students to obtain health insurance prior to being assigned to clinical duties. It is strongly encouraged that students purchase health insurance coverage while you are officially enrolled and matriculating in a HSD program. Information on purchasing health insurance can be provided by the Nursing or Allied Health Department Chair.

HEALTH POLICY

HSD students are expected to be in good health and free of communicable disease in order to attend clinical. Students may be exposed to blood and other potentially hazardous materials. Students will be taught current information about communicable diseases, their transmission, and universal protective precautions to be used while caring for clients or handling potentially infectious materials. Once a student has been taught these precautions, s/he will be expected to use the precautions while caring for clients to minimize risk of disease transmission. Failure to adhere to the correct, safe procedures may result in disease for you and others.

Due to the clinical/lab responsibilities of the HSD students in the clinical area, it is essential that changes in the current medical condition of a student be promptly reported to the instructor(s).

- Any febrile or afebrile illness or communicable disease must be reported to your clinical instructor.
- Any medication which may cause drowsiness or is a controlled substance must be reported to your clinical instructor.
- As some clinical areas are hazardous to an unborn child and a pregnant woman, students must report pregnancy to their clinical instructor.

Therefore, for client and student safety, any time a student has a change in health status, the student is required to present a physician's statement of fitness to continue in or return to class and/or clinical activities. This statement must be given to your clinical instructor. Examples of changes in health status include (but are not limited to) pregnancy, orthopedic problems, substance abuse, communicable disease, surgical procedures, hospitalization, serious illness, and emotional/ psychiatric illness.

If a student is injured during college laboratory or clinical experience time, an Accidental Injury/Exposure form must be completed, signed by the student and the instructor and shared with the Campus Nursing or Allied Health Department Chairperson and the Associate Vice President, Health Sciences Division. The student is required to follow the policies and procedures of the institution where the injury occurred. The Nursing Division, the college and the clinical agencies assume no liability for injuries or illnesses which occur during or as a result of clinical experiences. Students are responsible for the cost of illnesses or injuries that occur during college laboratory or clinical experiences.

A number of products used in health care are made of latex (gloves, syringes, tubing, etc.). While non-latex products are available, latex reactions can be severe. Individuals with latex sensitivity/allergy should verify with a health care provider that he/she will be able to meet the objectives required to complete the HSD program.

**MISSISSIPPI GULF COAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
ACCIDENTAL INJURY/EXPOSURE REPORT**

Student name: _____ M# _____

HSD Program: _____

Clinical Instructor: _____

Date of incident: _____ Clinical location: _____

Nature of incident: accidental injury _____ exposure _____

Accidental Injury/Exposure

Description of the incident: _____

Was the student taken to the Health Care Services or ECC?

Yes _____ No, student declined _____

Reason Declined:

Describe the treatment/counseling received by the student.

Name of the care giver: _____ Follow-up treatment required? _____

Did the student receive counsel regarding the implications of the exposure?

Is the source patient known? _____

Was permission received from the source for appropriate testing?

Yes _____ No, source declined _____

Reason Declined:

What follow-up is recommended for the student?

Signature: _____

Date: _____

NATIONAL PATIENT SAFETY GOALS

The HSD Division at Mississippi Gulf Coast Community College encourages and supports practices which are in compliance with current *National Patient Safety Goals*. The National Patient Safety Goals are updated regularly by the Joint Commission and may be accessed via the following web address:

<http://www.jointcommission.org/PatientSafety/NationalPatientSafetyGoals/>

LEGAL RESPONSIBILITIES

HSD students must maintain the client's right to privacy when explaining and giving care. Clinical agency records are legal documents which must contain accurate and truthful information. Any alteration, falsification, photocopying or misuse of information in agency records is illegal. HSD students must follow designated legal requirements in regard to clinical agency records and administration of controlled substances.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an important federal law that affects how confidential health information is handled. HIPAA required the Department of Health and Human Services to develop and implement standards to protect the privacy and security of individually identifiable health information. This law includes penalties for anyone violating client privacy. **Those who compromise confidentiality can be fined as much as \$250,000 or go to jail for up to 10 years.** HIPAA guidelines apply to HSD students and will be strictly enforced by Mississippi Gulf Coast Community College, the Health Sciences Division and the clinical agencies.

- Client information must be kept in strictest confidence and is to be accessed only by persons participating in that client's care. Failure to adhere to this policy may result in dismissal from the program.
- Information about any client is not to be shared with anyone (e.g. relatives, friends, or peers) not directly involved in the care of the client except in a structured learning activity (e.g. post conference) or private conference with your instructor or unless required by law.
- Clients and health care personnel are not to be identified by name or initials on any written work.
- Statements about clients, institutions or health care personnel are not to be made in public (e.g. cafeterias, restaurants, hallways, elevators, etc.) or any place where the comments can be overheard by individuals not directly involved in the care. HSD students are not to discuss their clients and/or assignments except in authorized circumstances. Concerns are to be directed to the instructor in private.

- Breach of confidentiality is a serious matter that could result in legal action against the student by a client or clinical agency as well as academic sanctions up to and including dismissal from the HSD Program.

Copying and/or removing any portion of a patient's medical record, or printed patient information from an agency or institution are strictly prohibited. In order to maintain patient confidentiality at all levels, patient data must not be copied or transmitted using electronic devices such as scanners or fax machines. Students not adhering to this policy will be subject to disciplinary action up to and including dismissal from the program.

LAB/CLINICAL

HSD students must seek assistance for any care which poses special problems or that their instructor has not previously provided directions. HSD students must inform their instructor if their clinical assignment involves giving care to a relative or close friend. Children, other relatives, or friends are not to be brought to campus during class or lab time or to the clinical setting, even when assignments are being researched.

SIMULATION SCENARIOS

The MGCCC simulation center, a 5,000 square foot simulated 4-bed hospital including an Emergency Department/Triage area with ambulance bay, Obstetric/Pediatric Patient Room, Intensive Care/Critical Care Patient Room, Medical-Surgical Patient Room, Nursing Station, and four Debriefing locations, has access to a wide variety of simulation scenarios that have been written and designed by the Director of the Simulation Center and Health Sciences Division faculty. Students attending HSD programs at MGCCC will experience simulation each semester as part of their coursework to help them be successful in their programs and provide safe and quality care to their patients.

CORE PERFORMANCE STANDARDS

Critical performance standards and activities are identified as essential for enrollment, and successful progression and completion of the HSD programs. Students with a diagnosed disability who are unable to meet these standards are advised to contact the Associate Vice President, Health Sciences Division or the Campus Nursing or Allied Health Department Chairperson or the Campus Dean of Student Services at the campus of their choice prior to program admission.

HEALTH AND COMPLIANCE REQUIREMENTS

HSD students must have proof of immunizations, CPR, Criminal Background checks and any other appropriate compliance documentation on the first day of class and/or prior to the first clinical assignment. Failure to provide compliance documentation will result in the student not meeting entry requirements or the inability to progress.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

Most HSD students are required to maintain Cardiopulmonary Resuscitation (CPR) Certification for BLS Providers issued by the American Heart Association (or equivalent) throughout enrollment in an HSD Program. It is the student's responsibility to obtain the acceptable training and to maintain currency throughout the program. Proof of currency must be kept on file in the student's record.

PROFESSIONAL DRESS POLICY

HSD students are expected to dress and act in a professional manner in the classroom, laboratories, and clinical settings.

- **UNIFORM:** Students must wear the official student uniform for the specific HSD program as outlined in the program handbook. Each time uniforms are worn, they are to be clean, fresh, pressed/ironed and appropriately sized. HSD students should not wear designated MGCCC uniform in everyday settings.
- **IDENTIFICATION:** HSD students must wear their college picture ID as their name tag at all times in the clinical setting. The college picture ID serves as your identification as a MGCCC HSD student and must be clearly visible at all times while in clinical areas.
- **HYGIENE:** Good body hygiene is required. This includes good dental hygiene, clean hair, well-groomed nails, and clean skin that is free of odor. Daily bathing and use of an effective deodorant/ antiperspirant are expected.

**MISSISSIPPI GULF COAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION**

CRIMINAL BACKGROUND HISTORY

The Mississippi Legislature in 2003 passed House Bill 1077 requiring criminal background checks for employees of licensed health care facilities. Essentially, the law states that anyone who has been convicted, pleaded guilty or pleaded nolo contendere (no contest) to any of the following crimes will be unable to work in a licensed health care facility. The crimes includes: possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f) of the Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult. Section 45-33-23 (f) of the Mississippi Code of 1972 refers to the registration of sex offenders. This section of the law lists those individuals who must report to any government agency whose duty it is to obtain information from a criminal sex offender upon conviction and to transmit that information to the Mississippi Department of Public Safety. The list includes: a criminal sex offender who has been released from the custody of the Department of Corrections, a criminal sex offender released from a county jail, a criminal sex offender released from a municipal jail, a sex offender who has been in the custody of youth court, a criminal sex offender placed on probation, including conditional discharge or unconditional discharge, without any sentence of incarceration, an offender who has been committed to a mental institution following an acquittal by reason of insanity, and a criminal sex offender released from a jurisdiction outside this state or who has a prior conviction in another state and who is to reside in this state.

Although not employed by health care agencies, Health Sciences Division students perform direct patient care during clinical experiences in health care agencies. Therefore, the law was amended by Senate Bill 2607 to clarify the requirements for students providing direct patient care. Clinical facilities in the MGCCC four-county district have mandated that all Health Sciences Division students must meet facility requirements for criminal background checks and fingerprinting and a “clear” or “acceptable/approved” result is necessary. A letter indicating a clear or acceptable/approved background check result must be presented to the department chair, lead instructor or program director before a student will be officially admitted to the program of choice and/or allowed to enter a clinical agency.

Any student who is unable to obtain a clear or acceptable/approved criminal background/fingerprint clearance will not be able to attend clinical in a licensed health care agency and, therefore, will not be able to complete the requirements of the HSD program. The cost of the criminal background check/fingerprinting at MGCCC is approximately \$65.00 and must be paid by the student at the campus Business Office prior to his/her prescheduled appointment for fingerprinting. MGCCC Campus Police will provide criminal background history checks with fingerprinting for all MGCCC Health Sciences Division Students and/or Employees. See the information below regarding policies and procedures for obtaining the criminal background check with fingerprinting at MGCCC. In addition, information may be obtained from the MGCCC HSD Websites, MGCCC Campus Police, or a nursing or allied health department.

After successful completion of the program, or upon graduation, Health Sciences Division

students may apply to take the appropriate licensure or certification exam and/or apply for employment in a health care agency. Each licensure/certification or employing agency will conduct additional criminal background investigations. **A clear criminal background/fingerprinting check, which permits a student to perform clinical experiences while enrolled in a MGCCC HSD program does not guarantee that the licensure or certification agency will allow a graduate to take the appropriate exam or that a licensed health care agency will employ the graduate.**

**MISSISSIPPI GULF COAST COMMUNITY COLLEGE
CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING SCHEDULE**

Location: CAMPUS POLICE OFFICE

AT

JC, JD, GC & PERKINSTON CAMPUS or CENTER

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9 AM – 11 AM	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	
1 PM – 3 PM	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	JACKSON COUNTY JEFFERSON DAVIS PERKINSTON	
6:30 PM – 9 PM	GEORGE COUNTY	GEORGE COUNTY		GEORGE COUNTY

INSTRUCTIONS:

- It is strongly encouraged to make the Criminal Background Check appointment with the MGCCC Campus Police at least 24 hours in advance
- Appointments outside of the scheduled days or hours may be honored for extenuating circumstances if approved by a Health Sciences Division Chair
- The fee is paid in the Business Office at the campus/center where the Criminal Background Check will be performed. Please check the Business Office operating hours ahead of time. The payment fee is \$65. Please visit the Health Sciences Division or website for additional information.
- Bring the Criminal Background Check payment receipt with you on the scheduled day to test. Prints will not be made without the proper payment receipt
- Bring a government issued photo ID for verification of identity. Prints will not be made without the proper photo ID
- Bring the completed, signed Fingerprint Information Form to expedite the data entry process. The form can be obtained in the HSD Department or printed from the webpage.
- Information regarding mailed print results and submitting test results for program admission can only be obtained in the HSD Department or webpage. Results will be mailed to the student's address by the State Department of Health. Campus Police/office workers are not privileged to test results.

Perkinston Campus Police
Perkinston Campus
(601) 928-6327

Jackson County Campus Police
Jackson County Campus
(228) 497-7697

Jefferson Davis Campus Police
Jefferson Davis Campus
(228) 896-2516

George County Center Police
George County Center
(601) 766-6447

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Criminal Background Check Procedure for All Health Sciences Division Programs

All MGCCC Health Sciences Division (HSD) pre and/or post professional students who have or will have 1 or more clinical components attached to their educational program will be required to meet clinical facility and state requirements for Criminal Background Checks (CBC) and fingerprinting with a “clear” or “acceptable/approved” result.

All HSD students are required to submit to CBC testing and fingerprinting at a MGCCC Campus Police Office which is located at the Jackson County Campus, Jefferson Davis Campus, Perkinston Campus or George County Center. The payment must be paid in advance at the Business Office at the campus or center scheduled for testing prior to the test. A paid receipt must be submitted to the Campus Police on the day of testing, prior to the test. The student is also required to read and sign the Informed Consent/Release for Criminal Background Investigation form prior to testing. Please contact Campus Police for specific testing hours and the appropriate identification required.

Once the criminal background check and fingerprint scanning has been completed by MGCCC Campus Police, the scanned fingerprints will automatically transmit to the MS Criminal Information Center (Department of Public Safety) and to the FBI for a national criminal history record check. Thereafter, the HSD Administrators will check each student’s information via a secure login and password through the Licensure/Criminal History Record Check Unit of the Mississippi State Department of Health Office. Following final processing, documented communication will include one of the following results: (1) clear, (2) processing, (3) need information, or (4) facility notified (Disqualified Event)/Rap Sheet report required.

Within 10 college business days after testing, HSD Administrators will print the student’s clearance letter on MGCCC letterhead, place it in a sealed envelope and forward it to the Campus Police Office where the prints were submitted for the student to pick up.

If a *disqualified event* letter is received, the student will receive this at his/her listed home address with an official “Rap Sheet” report from the State Department of Health. For program consideration, the clearance letter or non-clearance letter with original “Rap Sheet” **must be forwarded by the student** to the designated Health Sciences Division Chairperson who supervises the student’s healthcare program of interest on or before the program’s orientation day.

Prior to the programs initial class meeting, the HSD Chairperson receiving the students background check, the HSD Administrative Clearance Committee will review the details of all letters and Rap Sheets that contain the phrase “*May have a disqualifying Event*” along with all other substantial documentation requested or submitted by the student and make a final committee decision on program acceptance. All decisions will be based upon “an identifiable violation(s) on the history described as pursuant to MS Code 43-11-13 that would prevent clinical attendance and/or licensure, if applicable.” Each student will be notified of the committee’s decision by a HSD Department Chair.

Please note that if a student has one (1) or more identifiable violations on the history described as pursuant to MS Code 43-11-13 that would prevent clinical attendance and/or licensure, if applicable, the decision will be made by the HSD Administrative Clearance Committee to **not** allow initial or continued admission or enrollment into a Health Sciences Division professional program at Mississippi Gulf Coast Community College. However, upon the completion of a legal expungement, the committee may revisit the decision.

Additional Information:

- Following completion of all criminal background checks, the information will be kept confidential and only shared with Program Administrators and clinical affiliates as needed.
- MGCCC students do not have to repeat the criminal history record check/fingerprinting as long as they are continuously enrolled at Mississippi Gulf Coast Community College.
- All Criminal Background Checks needed for admission into a healthcare program at MGCCC must be obtained from the Campus Police at Mississippi Gulf Coast Community College
- Please see the MGCCC College Directory for Campus Police contact information <https://www.mgccc.edu/police/>
- Health Sciences Division contact information:
 - Allied Health Chairperson: JC Campus – Office Phone : 228-497-7769
 - Nursing Chairperson: Bryant Center at Tradition– Office Phone: 228-267-8642
 - Year I Coordinator: Bryant Center at Tradition– Office Phone: 228-267-8638
 - Year II Coordinator: Bryant Center at Tradition– Office Phone: 228-267-8640
 - Simulation Director: Bryant Center at Tradition – Office Phone: 228-267-8664

Health Sciences Division Student Fingerprint Information
Sheet All Blocks Must be Filled out Completely for
Processing Please Print Legibly

Last Name: _____

First Name: _____

Middle Name: _____

Suffix (Jr, Sr, etc): _____

Sex: _____

Race: _____

Eye Color: _____

Hair Color: _____

Height: _____

Weight: _____

Date of Birth: _____

Social Sec
Number: _____

Place of Birth: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

All of the information provided above is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

SUBSTANCE TESTING POLICY & PROCEDURES

Mississippi Gulf Coast Community College (MGCCC) has implemented a Substance Testing Policy for current and future Health Sciences Division programs. All HSD students are required to utilize the MGCCC Medical Analysis campus or community clinics for substance testing - this rule applies to students entering and progressing in a MGCCC HSD program. Substance testing results from vendors other than Medical Analysis Clinics on a MGCCC campus or community site (identified by the program) will not be accepted. Following program acceptance, testing timeframes will be provided by the HSD program director or coordinator.

Definition of Terms

- Abuse of Legal Substances: Use of an otherwise legal substance to the extent that the substance causes physical, mental or emotional impairment.
- Chemical Impairment: Inability to function due to drug or alcohol use.
- Follow-up Testing: Substance testing performed at a student's request as a follow-up to a positive substance result. Follow-up testing is only performed on the initial specimen.
- Illegal Substances: Drugs which are prohibited by law. Examples include but are not limited to marijuana (aka cannabis, THC), cocaine, LSD, heroin, methamphetamine, PCP, and ecstasy.
- Illegal substances also include use of controlled substances available with a healthcare provider's prescription when used without a prescription. Examples include but are not limited to opiates, benzodiazepines, amphetamines, barbiturates, anesthetics and marijuana.
- Legal Substances: Prescription drugs, over-the-counter drugs, and alcohol.
- Periodic Substance Testing: Substance testing that is required of all Health Sciences Division students at periodic intervals during enrollment. Hair testing is used to identify substance use within the preceding three months.
- Positive Substance Test: Substance test results that indicate the presence of illegal substances in the body or validate the abuse of legal substances.
- Post-rehabilitation Testing: Substance testing performed after the student has completed rehabilitation and before applying for a program. Post-rehabilitation testing must be performed by the MGCCC approved Substance Testing Company and have a negative result.
- Probable Cause Substance Testing: Substance testing required when a HSD student exhibits cognitive, emotional, or psychomotor symptoms/behaviors that suggest chemical impairment. Urine, blood, hair or saliva specimens may be required for probable cause substance testing.
- Repeat Substance Testing: A repeat test required by the HSD Programs when the initial test is unable to be completed.
- Substance Testing Company: The substance testing company designated by the HSD Programs and approved by MGCCC to perform the substance testing.
- Substance Testing Site: The specific location where the substance testing specimen is collected.

Policy

I. STATEMENT. Health Sciences Division students at Mississippi Gulf Coast Community College (MGCCC) are strictly prohibited from manufacturing, using, possessing, selling, conveying or distributing any illegal drug or controlled substance in any amount in any manner in the college environment or at a college-sponsored/related activity. Additionally, Health Sciences Division students are prohibited from using any legal drug in a non-prescribed, irresponsible or illegal manner. Use of any substance to the extent that it impairs mental acuity or physical dexterity is strictly prohibited, especially in the classroom, lab, and clinical settings even if the student has a prescription for the substance. The Health Sciences Division Programs have a zero tolerance of illegal substance use/abuse and misuse of legal substances.

II. PROCEDURES AND RESPONSIBILITIES

A. To insure a drug-free workplace and learning environment, Health Sciences Division students are required to submit to laboratory examination of either urine, hair, blood or saliva testing prior to program admission, periodically, randomly, and for probable cause. Substance Testing will be performed by an authorized substance testing company designated by the Health Sciences Division Programs as approved by MGCCC. A positive substance test result for an illegal substance or an unsubstantiated prescription drug, refusal to undergo substance testing, failure to provide a required specimen, or deliberately interfering with the substance testing procedure results in immediate dismissal from the HSD program.

B. Information concerning a student's substance test is confidential. Positive test results will be released only to authorized individuals with a need to know. For students who hold a current license or certification, the licensing or certifying agency will be notified of any positive test result. Substance test results for Health Sciences Division students will be securely maintained under the supervision of the Associate Vice President, Health Sciences Division.

C. Students with a positive substance test may request a follow-up test performed by the college's designated substance testing company. The student must make request for a follow-up test in writing within 24 hours of receiving notification of the positive test results. Follow-up testing is only performed on the initial specimen. Written notification is given to the campus Nursing Department Chairperson for nursing students and to the Allied Health Department Chairperson for allied health students. Students who test positive for prescription drugs must provide acceptable documentation of the prescription within one working day of the day the student is notified of the positive test. Students cannot attend class or clinical/lab until acceptable documentation of the prescription is provided.

D. The student is responsible for the cost of all substance testing.

E. A student who has been dismissed from a HSD Program one time due to a positive substance test is eligible for consideration to re-enter the program. Please see *Substance Testing Policy and Procedures for Health Sciences Division Programs* for information on criteria for consideration to re-enter the program. A second dismissal from an HSD Program due to a positive substance test will result in permanent dismissal from the program with no opportunity for future

admission to any MGCCC HSD Program or health-related continuing education program.

F. In accordance with the MGCCC HSD Program admission requirements, each prospective student must submit required Health Forms, which include the student's medications, prior to enrollment in the first class.

G. Throughout enrollment in an HSD Program, students must report any additional medications that will alter their cognitive, emotional, or psychomotor functioning to their instructor.

H. Periodic Testing is defined as an annual, semester or other defined period of time as determined by the administration whereby, upon notification, all or individual Health Sciences Division students will go to the designated substance testing site on the scheduled date and time and provide the required hair, urine, blood, and/or saliva specimen. Students are required to show two picture I.D.s at the testing site for identification. One I.D. must be the student's MGCCC picture ID. The second I.D. must be the student's valid driver's license or valid military picture ID.

I. The procedures for probable cause testing will be followed according to the *Substance Testing Policy and Procedures for Health Sciences Division Programs*.

J. Each semester, prior to your official acceptance, progression, or readmission into your program of choice, you are required to submit to a substance testing examination. The testing will be performed by an authorized substance testing company designated by the Health Sciences Division Programs as approved by MGCCC. Directives such as site, date, time and cost will be provided following your official acceptance/progression or program readmission. Detailed information on these procedures may be found in the respective program's handbook.

K. Criteria for Consideration to Re-enter the Program:

The student is responsible for the cost of all substance testing fees including follow-up testing requested by a student after a positive substance test.

A student who has been dismissed from the HSD Program one time due to a positive substance test is eligible for consideration to re-enter the program provided the following criteria are met:

- a. Dismissed at a minimum at least six (6) months from a HSD program due to a positive substance test.
- b. Complete, at the students expense, a pre-approved substance dependence evaluation and treatment center pre-approved by the MGCCC HSD Department Chair.

- c. Provide an official post rehabilitation letter from the pre-approved treatment facility verifying completion of a healthcare professional drug treatment plan and an official recommendation for consideration for re-entry into the program. The letter must be mailed by the treatment facility directly to the HSD Department Chair.
- d. Provide a negative post-rehabilitation substance test report from the college's designated substance testing company dated within three days of making application to a HSD program.
- e. Meet all requirements for re-entry to the program.

The HSD Programs reserve the right to establish stipulations regarding additional substance testing for students who are readmitted after treatment, which may include hair testing.

A second dismissal from the HSD Program due to a positive substance test will result in permanent dismissal from the program with no opportunity for future admission to any MGCCC HSD Program or health-related continuing education program.

ALCOHOL/CONTROLLED SUBSTANCES

Possession and/or consumption of alcoholic beverages and/or controlled substances on college property or at college-sponsored activities are expressly prohibited by law and are not allowed under any circumstances. MGCCC and the HSD Division are committed to a drug –free workplace and learning environment.

LICENSURE/CREDENTIALING ELIGIBILITY

After successful completion of the program, or upon graduation, Health Sciences Division students may apply to take the appropriate licensure or certification exam and/or apply for employment in a health care agency. Each licensure/certification or employing agency will conduct additional criminal background investigations. A clear criminal background/fingerprinting check, which permits a student to perform clinical experiences while enrolled in a MGCCC HSD program does not guarantee that the licensure or certification agency will allow a graduate to take the appropriate exam or that a licensed health care agency will employ the graduate.

HSD PROGRAM DEADLINES

Spring Semester Programs

November 1st

Summer Semester Programs

May 15th – Radiologic Technology

May 15th – LPN Mobility (traditional and hybrid tracks)

Fall Semester Programs

July 1st

PRE HEALTH SCIENCES DIVISION ORIENTATION

The Pre-HSD orientation is available on-line and are designed to provide information regarding Health Sciences Division as career choices. Additionally, healthcare professions are discussed including the admission requirements, enrollment policies, tuition cost, fees, and program expectations. Completion of the Pre-HSD orientation is a mandatory requirement for entry into any HSD Program. Please visit the healthcare program of interest webpage located on the MGCCC Website for the orientation link.

ACHIEVEMENT AND RECOGNITION

An annual college-wide Pinning Ceremony will include Health Sciences Division Students. The annual event will be held at the end of the spring semester for all spring, summer and fall graduates. The ceremony will take place at the Mississippi Coast Coliseum on the morning prior to the college's graduation commencement. Only those students who successfully complete the HSD program requirements will be able to participate. Policies, procedures, rules and the students' Code of Conduct must be adhered to in order to participate. Families and friends are invited and encouraged to attend this memorable ceremony.

Health Sciences Division students completing their program requirements during the summer and fall semesters will not have a "college-sponsored" event but are encouraged to participate in the annual spring ceremony which will occur in May of each academic year.

All HSD students are eligible for the President's and Vice President's Lists as described in the student handbook. During the Awards Day and/or Pinning ceremony students are recognized for outstanding achievement. Selection is made based on academic grades, clinical performance, caring attitudes toward others, and attendance.

GIFTS

As healthcare professionals, HSD students or employees do not accept gifts from clients, patients, or family members. Therefore, it is inappropriate for HSD students or employees to give or receive presents of any kind to/from clients, patients, or family members.

SOCIAL MEDIA

The Health Sciences Division at MGCCC is excited about the availability of social media and related technologies that enhance student learning. However, students are expected to adhere to professional standards of behavior when using such media sites. Students will be subject to disciplinary actions and/or dismissal for violating the following behaviors: (1) Posting items (text, comments, videos, photos, etc.) that represent unprofessional behaviors or malicious intent; (2) Posting personal and/or confidential information regarding peers, faculty, patients, families or agencies; and (3) Violating HIPAA regulations.

If students identify themselves as being affiliated with MGCCC or the MGCCC Health Sciences Division, it should be clear that any views expressed are not those of the college or the Division. If opposing views should occur on a social media site or the college's IT platform, students will utilize professional judgment. MGCCC will not tolerate comments from students that are seen as harassment, inflammatory, prejudicial or negative. It is a program expectation that students are:

- a) respectful of others during all postings and comments; and
- b) professional and responsible for all activity conducted using the MGCCC email address and Canvas Learning Management System

Violation of any of the above standards are subject to disciplinary action, including the possibility of permanent dismissal from Health Sciences Division programs at MGCCC.

STUDENT ORGANIZATIONS

All HSD students are encouraged to participate in college activities and their respective student associations and organizations. Students may also be elected or appointed to HSD, college-wide, or state committees. Students so designated are encouraged to accept and fulfill the responsibilities of committee participation.

SELECTIVE RANKING

HSD students are selectively ranked based on predetermined admission guidelines, and policies and procedures. Specific information on the selective ranking process for a particular HSD program can be found on the program's website.

**Mississippi Gulf Coast Community College
HSD Division
Lines of Communication**

In the HSD Division, students should utilize the designated line of communication when attempting to make complaints, solve problems, offer suggestions, get questions answered, etc. This line of communication begins with the student's course/program instructor and proceeds as follows:

Clinical/ Course Instructor

Bryant Center at Tradition
George County Center (GCC)
Jackson County Campus (JCC)
Jefferson Davis Campus (JDC)
Perkinston Campus (PC)



Course Team Faculty/Program Director

GCC – JC – JD – PC – Bryant Center



**Nursing Department Chairperson or
District Allied Health Department Chairperson**



**Associate Vice President,
Health Sciences Division**

or

HSD Appeal Committee



Executive Vice President of Teaching and Learning



MGCCC President



MGCCC Board of Trustees

APPEAL PROCESS

The HSD faculty maintains an open door policy and encourages students to speak with them about any concern they may have. Every effort will be made to resolve issues without filing a formal complaint.

GRIEVANCE PROCEDURE

Students have a right to appeal college decisions which they believe to have an adverse effect on their pursuit of an education or participation in college programs. In order to receive due consideration, the student must enter a formal appeal in accordance with the Student Grievance Procedures, MGCCC Statement No.718, which can be found in the MGCCC Student Handbook online at the MGCCC website, www.mgccc.edu.

- For appeals related to non-classroom issues, students must follow the procedure listed in the Student Grievance Procedures, Section II.A.
- For appeal of a faculty decision related to classroom/instructional activities in a *non-HSD* course (i.e. academic support courses), students must follow the procedure listed in the Student Grievance Procedures, Section II.B.
- For appeal of a faculty decision related to classroom/instruction activities in a HSD course, students must follow the procedure listed in the Student Grievance Procedures within the specific program handbook. Forms to use for each level of the appeal can be found on the [MGCCC Forms Drive](#). The student is responsible to obtain and use the correct forms at each level of an appeal.

**STUDENT APPEALS OF FACULTY DECISIONS IN THE HEALTH SCIENCES DIVISION
(Grievances related to classroom/instructional activities)**

1. The instructor has authority over all matters affecting conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor.
2. If a student has a complaint about classroom activities or grades given by an instructor, the student may appeal the faculty member's decision within 10 working days of the decision. In all cases, the appeal process will assure due process for both the instructor and the student.
3. The student must first discuss the issue with the faculty member involved and explain the basis for his/her appeal.
4. If the matter is not resolved with the faculty member, the student may appeal to the Course Faculty Team (nursing) or Program Director (allied Health) within five working days, depending on the faculty member's program authority. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty member.
5. Within five working days after the hearing, the Course Faculty Team or Program Director, depending on the faculty member's program authority, will make a decision on the merits of the student complaint and will provide a written response to the student.
6. If the matter is not resolved with the Course Faculty Team or Program Director, depending on the faculty member's program authority, the student may appeal to the Department Chairperson within five working days.
7. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the Course Faculty Team or Program Director. The Campus Department Chairperson and/or Associate Vice President, Health Sciences Division may attempt to resolve the problem with the student and Course Faculty Team, or may call for a HSD Department review.
8. Within five working days after the hearing, the Campus Department Chairperson will make a decision on the merits of the student complaint and will provide a written response to the student.
9. Depending on the level of authority within the program, if the matter is not resolved at the Departmental level, the student may appeal in writing to the Associate Vice President, Health Sciences Division within five working days. The Associate Vice President, Health Sciences Division may attempt to resolve the problem with the individuals involved or may call a meeting of the college-wide HSD Judicial Committee to hear the grievance.

10. If necessary to resolve the complaint, an informal hearing will be conducted by the appropriate college-wide HSD Judicial Committee within 10 working days after the Associate Vice President, Health Sciences Division receives the student's grievance. The hearing will provide the student and faculty member an opportunity to present their positions and supporting facts.

The student will be required to provide the Committee an advance copy of:

- the major issues
- documents to be included
- names of persons expected to attend the hearing
- Issues or evidence not directly related to the initial appeal will not be considered.

The Committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. The hearing will be conducted in a manner that is fair and equitable for the student. Within 10 working days following the hearing, the Committee will make a recommendation to the Executive Vice President of Teaching and Learning who will notify the student in writing as to the resolution of the grievance.

11. Should the student desire to appeal the decision of the Executive Vice President of Teaching and Learning, a written appeal must be made to the President of the College within 10 working days. The President may rule on the student complaint or may appoint a committee to review the decisions to assure that the student and instructor have been afforded due process.

- ❖ For appeals of decisions other than final grades, unsafe clinical performance, and/or clinical dismissal, the student will be permitted to remain in class for the term in which the appeal is initiated until the appeal is settled.
- ❖ The appeal of a final posted grade in a class must be made within 30 working days of the posting of the course grade.

EMERGENCY PREPAREDNESS/INCLEMENT WEATHER

In the event of inclement weather (e.g. hurricanes, storms, floods, etc.) students are directed to check the college website for information about the college closing. If the college closes for bad weather, all HSD classes and clinical are cancelled. If the college website is not available, students should check the local Channel 13, WLOX, for information about the college closing.

Students should contact their clinical instructor if there is a question about clinical attendance during inclement weather. If the college closes, students should use the same resources to check when the classes will resume.

During an emergency, MGCCC will endeavor to keep students informed through the Connect-ED system, the Web site and the college's toll-free number 1-866-735-1122. To ensure notification through Connect-ED, students are asked to visit Web Services by logging in through the college Web site to update emergency contact information. In the event that the main Web site becomes unavailable, a back-up site will be available at <http://mgccc.blogspot.com>. If evacuation becomes necessary, students and employees who evacuate will find important updates through the local television, radio and newspapers as well as the Mississippi Public Broadcasting's state-wide network of radio and television affiliates. MPB's radio frequencies are listed on all state evacuation signs.

Please be aware of the following important hurricane preparedness sites:

http://www.nhc.noaa.gov/HAW2/english/disaster_prevention.shtml

<http://www.nhc.noaa.gov/>

<http://www.mpbonline.org/>

<http://www.wunderground.com/tropical/>

<http://www.ready.gov>

MESSAGES

When emergencies arise that necessitate contacting a student during class or clinical, the individual should call a HSD Administrative Assistant for Allied Health or for Nursing at 228-497-7660 or 228-267-8639. Except in extreme emergencies, messages will be delivered at the end of the class period.

APPLICATION SUBMISSION

The retrieval and submission of a HSD program application occur once the student has met all pre-requisite requirements. Once met, a supplemental application link will appear in Web-Services. This process has to be complete by the published application deadline for each program. Please note that more than one application link may appear and you are strongly encouraged to complete the supplemental application for all programs of interest. This is encouraged in the event your first priority fills prior to your assigned ranking number. Following completion and submission of the supplemental application, a confirmation email will be sent to your MGCCC Bulldog email address. Notification of acceptance will be sent to the applicant via the student's college email address within 10 working days of the application deadline. In the event a student declines a seat offered, declination notifications are intentionally delayed up to the first day of class. If denied entry due to ranking, students are encouraged to seek other HSD programs offered by MGCCC.

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Healthcare Programs

Welcome to Health Related Careers at Gulf Coast! The college has several health related career and technical programs with quality instruction and up-to-date, state-of-the-art equipment. Many of our programs are led by nationally certified instructors and have earned specialized accreditations. Courses in most of the health related programs may transfer to state universities.

Like the caduceus image, health related professions have been represented throughout history by various combinations, each of which has significant meanings. Caduceus, derived from a Greek root word meaning herald's wand or badge of office, was originally an olive branch, but it was later replaced by a staff entwined with snakes. The caduceus is strongly associated with healing and health.

Gulf Coast prides itself on preparing students for global employment through flexible education and training. We provide career and technical programs at four campuses and four centers and through distance learning. And, rest assured, we know this global society is changing. That's why our classes are designed to accommodate a variety of lifestyles and job-market requirements.

The link below provides additional information regarding program requirements, prerequisite courses, application process, special clinical requirements, approximate costs for the programs and much more. If you have trouble accessing any of the links on this page, please go to the MGCCC Home page at www.mgccc.edu and click healthcare programs.

<https://mgccc.edu/programs/healthcare/>

Allied Health Professions

Emergency Medical Sciences EMT-Basic
Emergency Medical Sciences Paramedic
Medical Assisting Technology
Medical Laboratory Technology
Physical Therapist Assistant
Radiologic Technology (Radiography)
Respiratory Care Technology
Surgical Technology

Nursing Professions

Associate Degree Nursing
Healthcare Assistant
Practical Nursing
LPN to RN Transitional

Non-Credit Health Care Professions

<https://mgccc.edu/programs/healthcare/non-credit-health/>

HEALTH SCIENCES DIVISION
STUDENT MANUAL CERTIFICATION
(Signed by student following program acceptance)

I have read and understand the policies, procedures and information included in the Health Sciences Division Student Manual. I understand that the policies, procedures and information therein apply to me and that changes or additions to these policies and procedures may be made while I am enrolled in a HSD program at Mississippi Gulf Coast Community College. Notification in writing of the policy and/or procedural changes will be binding upon me.

My signature below constitutes my acceptance of the information noted in the Health Sciences Division Student Manual and my acceptance of future amendments given to me in writing.

Signed: _____

DATE: _____

Name (print): _____

M#: _____

Program Enrolled: _____