

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

School of Nursing and Health Professions (SON&HPs)

Student Manual



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Compliance Policies

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and complies with all applicable laws regarding equal opportunities in all its activities, programs, and employment. It does not discriminate on the basis of race, color, religion, creed, national origin, gender, age, or qualified disability. The College complies with non-discriminatory regulations under Title VI and Title IX.

"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 the Compliance Officer, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Title IX and Sexual Harassment

The Title IX of the Education Amendments of 1972 is the federal law that prohibits discrimination on the basis of sex (gender) in any educational program or activity that receives federal funding.

Mississippi Gulf Coast Community College (MGCCC) is committed to ensuring an institutional environment free from discrimination on the basis of sex or gender. An environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. We take all forms of sexual harassment and other misconducts very seriously and place particular emphasis on responding effectively.

Any individual seeking to obtain a written copy of the Title IX and Sexual Harassment Policy of the MGCCC Policy and Procedure Manual may contact the Title IX Coordinator, telephone number 601-528-8735, email address compliance@mgccc.edu. More information on how to report sexual harassment or view Title IX training materials may be found on the College website at <https://mgccc.edu/disclosures-and-compliances/title-ix-sexual-harassment/>.

Title IX: Pregnancy and Parenting

Mississippi Gulf Coast Community College is committed to providing a supportive and inclusive environment for all employees and students, including those who are pregnant or parenting. The Pregnancy Discrimination Act of 1978 and the Civil Rights Act of 1964 prohibit employment discrimination based on pregnancy, childbirth, or related medical conditions. Title IX of the Education Amendments of 1972 prevents discrimination in academic and other College programs based on sex, which includes pregnancy and parental status. As such, Mississippi Gulf Coast Community College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

The Title IX Coordinator is responsible for overseeing compliance with Title IX, including the provision of accommodations for pregnant students.

Pregnant or parenting students are entitled to reasonable accommodations as required by applicable law to students, to ensure their academic success and access to educational opportunities. To learn more about the types of accommodations Mississippi Gulf Coast Community College offers, contact the Title IX Coordinator.

Mississippi Gulf Coast Community College prohibits retaliation against any individual who files a complaint or participates in an investigation regarding pregnancy discrimination. Any student who believes they have been discriminated against on the basis of pregnancy should report the incident to the Title IX Coordinator.

If a student is seeking an accommodation due to pregnancy or childbirth, the person should contact the Title IX Coordinator, telephone number 601-528-8735, email address compliance@mgccc.edu. More information regarding pregnancy and parenting rights may be found on the college website at <https://mgccc.edu/disclosures-and-compliances/pregnancy-and-parenting/>

Drug-Free Workplace Policy

In compliance with the Drug-Free Workplace Act of 1988, as revised by the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, Mississippi Gulf Coast Community College is required to notify employees and students that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited in the college environment. The College has adopted and implemented an educational, assistance, and referral program for students and employees.

Rehabilitation Act and Americans with Disabilities Act (ADA)

Mississippi Gulf Coast Community College complies with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision. If you require special services because of a disability, students and potential students should notify the CTE Support Services Personnel at the campus/center on which you expect to enroll and employees should notify Human Resources department at District Office. Detailed information on processes and contact personnel for potential and current students can be found in the [Students with Disabilities](#) of this catalog. This voluntary self-identification allows Mississippi Gulf Coast Community College to prepare appropriate support services to facilitate your learning and/or employment.

Student Right-To-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, November 8, 1990, Mississippi Gulf Coast Community College is required to under Title I: Section 103, to disclose completion or graduation rates of certificate- or degree-seeking, full-time students entering an institution to all students and prospective students. Title II of this act is known as the Crime Awareness and Campus Security Act of 1990. Institutions must share information about campus safety policies and procedures and provide statistics concerning whether certain crimes took place. For further information, contact the Dean of Student Services on each campus. The Annual Fire Safety and Security Report can be found on the college website under Disclosures and Compliances.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and its subsequent revisions deal with educational records of students. The purpose of the law is to define who may or may not have access to student records. The law allows students and parents of dependent students, as defined by the IRS, access to the individual student's educational records. MGCCC will release directory information on students to any interested member of the public unless the student requests that it be withheld. The Request to Withhold Directory Information is available in the Enrollment Services Center at each campus. Directory information is defined as follows: (1) the student's name; (2) address; (3) telephone listing; (4) date and place of birth; (5) major field of study; (6) participation in officially recognized activities and sports; (7) organizations and sports; (8) College attendance; (9) student photo with identifying name; (10) weight and height of athletic team members, (11) dates of attendance; and (12) degrees received, honors and awards received. Except as provided by law, data released to sources outside the college will be in aggregate form and no personally identifiable information will be made available. Further information concerning provisions of the Act may be obtained from the campus Dean of Student Services or the Administrative Dean of College Centers. Additional information can be found in [Statement No. 714 of the Policies and Procedures Manual](#).



Message from the Desk of the Associate Vice President, School of Nursing and Health Professions

Dear SON&HPs Students:

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

At Gulf Coast, healthcare programs remain popular across the MGCCC four-county district - George, Jackson, Harrison, and Stone counties. Popularity is constant for two reasons: (1) employment outlook is excellent; and (2) 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 the School of Nursing and Health Professions (SON&HPs), we encourage you to do the following:

1. First, familiarize yourself with the career interest and thereafter with the program of interest. This can easily be done by researching the duties and responsibilities, including the physical, emotional, academic, and financial demands as a student in school and as a graduate.
2. Next, review the college's Healthcare webpage at [MGCCC Healthcare Programs](#) and thereafter speak with a MGCCC Enrollment Specialist or School Chair to determine whether your interests and strengths align with the rigors that typically accompany healthcare programs; and lastly
3. Utilize the program's checklist, found on the program's webpage, to review, complete, and check-off the requirements to make application for enrollment.

At MGCCC, we are all happy to assist you. Again, we thank you for your interest in Mississippi Gulf Coast Community College and in the School of Nursing and Health Professions; and we wish you the very best!

Sincerely,

Dr. Joan Hendrix

Preface

The purpose of the School of Nursing and Health Professions (SON&HPs) Student Manual is to assist 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 career options offered at MGCCC. This manual outlines step by step instructions on how to make application for program acceptance. It is also designed to provide information that will aid the SON&HPs employees and students access to better achieve instructional excellence and student success.

As a supplement to the College Catalog, the college and program websites, and the Student Handbook, program administrators reserve the right to change admission guidelines, policies and procedures that reflect both andragogy and health-related best practices.

MISSION, VISION AND VALUES

Excelerate

Inspiring Excellence & Accelerating Achievement

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 inspires excellence and accelerates achievement.

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 honesty 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.

Social Responsibility: An ethical, inclusive approach to serve and engage our community.

School of Nursing and Health Professions Mission and Goals

MISSION

The mission of the School of Nursing and Health Professions is to educate, train, and successfully prepare its students to demonstrate competent, caring qualities that best represent the expectations of professional healthcare providers.

To fulfill its mission, the SON&HPs has established the following goals:

GOALS

1. To promote 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 healthworkforce needs.
3. To work collaboratively with higher educational institutions and partner with community affiliates to achieve common educational goals to enhance the SON&HPs 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 the School of Nursing and Health Professions education.

Accreditations

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, MS 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, Telephone number 404-975-5000.

EMS-PARAMEDIC — (CAAHEP) Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of (CoAEMSP) Committee on Accreditation of Educational Programs for the EMS Professions, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, Texas 75088, Telephone number 214-703-8445, Website www.coaemsp.org.

MEDICAL ASSISTING – (CAAHEP) Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of (MAERB) Medical Assisting Education Review Board, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, Telephone Number 800-228-2262. Website www.maerb.org.

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, info@naaccls.org.

PRACTICAL NURSING — Mississippi Department of Education/Mississippi Community College Board (MCCB), 3825 Ridgewood Road, Jackson, MS 39211, Telephone number 601-432-6518 and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Telephone number 404-975-5000.

RADIOLOGIC TECHNOLOGY — (JRCERT) 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.

RESPIRATORY CARE TECHNOLOGY – (CoARC) Commission on Accreditation for Respiratory Care, 264 Precision Blvd, Telford, TN 37690, Telephone number 817-283-2835. Website www.coarc.com

SURGICAL TECHNOLOGY – (CAAHEP) Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of (ARC/STSA) Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120, Telephone number 303-694-9262, info@arcstsa.org

The following program has been awarded *Provisional Accreditation*.

- PHYSICAL THERAPIST ASSISTANT

The following program has been awarded *Candidacy*.

- OCCUPATIONAL 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.

ATTENDANCE

Prompt and regular attendance is required for class, clinical, lab, and experiential learning environments. Excessive tardiness or absences from class or clinical, which is 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. Hybrid/Hyflex (virtual) attendance policies must also be adhered to.

MANDATORY COURT APPEARANCE OR MILITARY DUTY

Students who are jury summons, must 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 program's makeup policy.

EMAIL ADDRESS

MGCCC 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 the MGCCC 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:

1. respectful of others during all postings and comments; and
2. professional and responsible for all activity conducted using the MGCCC email address and the Canvas Learning Management System

Violation of any of the above standards are subject to disciplinary action, including the possibility of permanent dismissal from School of Nursing and Health Professions programs at MGCCC.

CELL PHONES / PAGERS / ELECTRONIC DEVICES

The use or abuse of cell phones, pagers and PDAs is not allowable in any SON&HPs 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, partnered assignments, etc., owned by one student may not be copied or used by another student.

STANDARDIZED TEST

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 School of Nursing and Health Professions students to have medical

malpractice/liability insurance. The College liability insurance covers you as a health care 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 School of Nursing and Health Professions may require health care 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 MGCCC health care program. Information on purchasing health insurance can be provided by the Nursing or Allied Health Department Chair.

HEALTH POLICY

Students enrolled in a SON&HPs program are expected to be in good health and free of communicable disease in order to attend clinical. Students need to be aware that participation in a clinical environment may create exposure to blood and other potentially hazardous materials. Although prevention, universal precautions, and communicable diseases and their transmissions are included in most curricula, exposure/diagnosis may still occur. Failure to adhere to the correct, safe procedures may result in disease for you and others.

Due to the clinical/lab responsibilities of health care 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.

ACCIDENTAL INJURY/EXPOSURE

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 School Chair and the Associate Vice President, School of Nursing and Health Professions. The student is required to follow the policies and procedures of the institution where the injury occurred. The college, the School of Nursing and Health Professions, or 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 health care program.

MISSISSIPPI GULF COAST COMMUNITY COLLEGE
SCHOOL OF NURSING AND HEALTH PROFESSIONS

ACCIDENTAL INJURY/EXPOSURE REPORT

Student name: _____ M# _____

Health Care 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 Emergency Center?

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?

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

NATIONAL PATIENT SAFETY GOALS

The SON&HPs 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

Students enrolled in the SON&HPs must respect and 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. 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 all MGCCC SON&HPs students and will be strictly enforced by Mississippi Gulf Coast Community College and School Administrators.

- 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. Students enrolled in a SON&HPs program 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 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

All SON&HPs students must seek assistance for any care which poses special problems or that their instructor has not previously provided directions. 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 Bryant Center Healthcare Simulation Center is an 8,000 square foot six (6) bed simulated hospital, accredited by the Society for Simulation in Healthcare (SSH). The Center includes Emergency/Triage, Obstetrics/Pediatrics, Intensive Care/Critical Care, and Medical-Surgical teaching/learning opportunities. Focusing on interprofessional and interdisciplinary services, the MGCCC Bryant Center Healthcare Simulation Center promotes a variety of simulation scenarios and debriefing instructional designs supervised by the Director of the Simulation Center and School of Nursing and Health Professions faculty. Those enrolled within the SON&HPs will experience simulation activities as part of the coursework to help meet learning outcomes and program success.

CORE PERFORMANCE STANDARDS

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

HEALTH AND COMPLIANCE REQUIREMENTS

The SON&HPs requires the use of a cloud-based immunization compliance management system to submit health and compliance program requirements. Examples include proof of immunizations, CPR, physical forms, substance testing and criminal background check forms. MGCCC partners with Medical Analysis for health care services, including health physicals and substance/drug testing; and utilizes the MGCCC Campus Police Department for the performance of criminal background checks. Upon program entrance, detail information will be provided. Failure to provide compliance documentation as requested will result in the student not meeting entry requirements or the inability to progress.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

Several SON&HPs programs require students to maintain Cardiopulmonary Resuscitation (CPR) Certification for BLS Providers issued by the American Heart Association (or equivalent) throughout program enrollment. 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

Health care students are expected to dress and act in a professional manner. This includes in the classroom, laboratories, and clinical settings.

- **UNIFORM:** Students must wear the official student uniform for the specific health care program as outlined in the program handbook. Each time uniforms are worn, they are to be clean, fresh, pressed/ironed and appropriately sized. MGCCC Uniforms are not to be worn in everyday home settings.
- **IDENTIFICATION:** 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 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
SCHOOL OF NURSING AND HEALTH
PROFESSIONS**

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 include: 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, School of Nursing and Health Professions 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 School of Nursing and Health Professions 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 healthcare 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 School of Nursing and Health Professions 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 program's website, an MGCCC Campus Police Department, or a nursing or health professions department.

After successful completion of the program, or upon graduation, Health care graduates 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/may conduct additional criminal background investigations. A clear criminal background/fingerprinting check, which permits a student to perform clinical experiences while enrolled in a MGCCC healthcare 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 SCHOOL OF NURSING AND HEALTH
PROFESSIONS**

CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING

CBC w/ FINGERPRINTING INSTRUCTIONS

1. Print and completely fill in the Fingerprint Information Form (Included Below).
2. Contact the Student Services Representative to schedule an appointment for processing your background check: REBECCA STUART, BRYANT CENTER AT TRADITION – 228.267.8637 Forms are processed only during the times listed below and only at the Bryant Center at Tradition (19330 Hwy. 67 Biloxi, MS 39532).

MONDAYS: 9 A.M. – 11 A.M.

WEDNESDAYS: 2 P.M. – 4 P.M.

The information provided on the form will be entered into the state's database system. A valid government issued picture I.D. (driver's license, etc.) is required.

3. Following data entry, the \$65 CBC Payment will need to be made at a MGCCC Business Office. The fee will need to be paid in the business office at the campus/center where the criminal background check will be performed. Please check the business office's operating hours ahead of time.
4. Bring the CBC Payment Receipt with you on the scheduled test day. CBC fingerprints will not be made without the proper payment receipt and a government issued picture I.D. It is strongly recommended to make an appointment with campus police at least 24 hours in advance.
5. To obtain your CBC Result (clear results only), you will need to return to the Bryant Center at Tradition with your government issued picture I.D. Pickup days and times are:

TUESDAYS: 2 P.M. – 4 P.M.

THURSDAYS: 9 A.M. – 11 A.M.
6. A result considered by the State Department of Health as having a "disqualifying event" is mailed out, by the State Department of Health, to the applicant's listed mailing address. Only a result that's considered "clear" is available for pickup at the Bryant Center at Tradition.
7. It is the applicant's responsibility to safeguard the CBC letter for future needs. Once a healthcare applicant is notified of being conditionally accepted into a MGCCC healthcare program, the original CBC fingerprinting letter or a legible copy is submitted, by the applicant, to the program's coordinator by the announced deadline date.
8. Please make copies of this official document, as needed. Lost or misplaced documents will require payment and completion of a new criminal background check.

CAMPUS/CENTER BUSINESS OFFICE HOURS

TIME	DAYS	LOCATION
8 A.M. – 5 P.M.	MONDAY – FRIDAY	JACKSON COUNTY
9 A.M. – 11 A.M.	MONDAY – WEDNESDAY	HARRISON COUNTY/ PERKINSTON
1 P.M. – 3 P.M.	MONDAY – WEDNESDAY	HARRISON COUNTY/ PERKINSTON
6 P.M. – 8 P.M.	MONDAY, TUESDAY, THURSDAY	GEORGE COUNTY

CAMPUS/CENTER POLICE & BUSINESS OFFICE CONTACT INFORMATION

Perkinston Campus Police
601-928-6327

Perkinston Campus Business Office
601-766-6451

Jackson County Campus Police
228-497-7697

Jackson County Business Office
228-497-7801

Harrison County Campus Police
228-896-2516

Harrison County Business Office
228-896-2503

George County Center Police
601-766-6447

George County Business Office
601-766-6451

MISSISSIPPI GULF COAST COMMUNITY COLLEGE
School of Nursing and Health Professions
Criminal Background Check Procedure

Healthcare programs, credit and non-credit, under the School of Nursing and Health Professions (SON&HPs) are required to meet clinical facility and state requirements for the criminal background check (CBC) and fingerprinting which includes having a “clear” or “acceptable/approved” result.

Once the criminal background check and fingerprinting 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, a MGCCC staff or administrator will review each applicant’s information via a secure login and password provided by the Licensure/Criminal History Record Check Unit of the Mississippi State Department of Health Office. Following final processing, 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.

To obtain the CBC result from the Bryant Center (clear result only), the applicant will need to return to the Bryant Center at Tradition (with government issued photo ID) on one of the following “pickup” days during the times listed below:

- Tuesdays 2p.m. – 4p.m
- Thursdays 9a.m. – 11a.m.

During the days/times listed for pickup, a MGCCC staff will allocate office time to print and distribute “clear” letters. A letter or result that’s considered as having a “disqualified event,” (also referred to as a “Rap Sheet,”) is mailed directly to the applicant’s mailing address by the Mississippi State Department of Health. For program consideration and acceptance, the original “Rap Sheet” **must be delivered by the applicant** to the designated nursing or health professions program coordinator. Within seven (7) college working days following the healthcare program’s application deadline (i.e., April 1, May 15th, July 1, or November 1 – see website for the specific deadline for the program of interest), the School of Nursing and Health Professions CBC Clearance Committee will review the details of all disqualifying event letters and rap sheets, along with all other substantial documentation requested or submitted by the applicant, 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.” Each applicant will be notified of the committee’s decision by the program’s

coordinator or department chair.

If an applicant 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 Clearance Committee to **not** allow initial or continued admission or enrollment into a Nursing or Health professions program at Mississippi Gulf Coast Community College. However, upon the completion of a legal expungement, the committee may revisit the decision.

Additional Information:

- Information will be kept confidential and only shared with Program Administrators and clinical affiliates as needed.
- The CBC/Fingerprinting letter contains an expiration date. In order to remain in the program, students enrolled in a MGCCC healthcare program, up to the date of expiration, are required to complete the entire process and receive committee clearance, if applicable.
- All Criminal Background Checks needed for admission into a healthcare program at MGCCC must be obtained from a MGCCC Campus Police office
- Please see the MGCCC College Directory for Campus Police contact information
<https://www.mgccc.edu/police/>
- School of Nursing and Health Professions contact information:
 - Health Professions Chairperson: District Office – Office Phone: 228-497-7769
 - Nursing Year I/HCA Chairperson: Bryant Center – Office Phone: 228-267-8642
 - Nursing Year II Chairperson: Bryant Center – Office Phone: 228-267-8688
 - Continuing Education Coordinator: District Office - Office Phone: 228-267-8676

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 in its programs and activities. For further information, contact the Compliance Officer, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Fingerprint Information Form
Complete all Information Requested
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 Security Number: _____
Place of Birth: _____
Street Address: _____
City: _____
State: _____ **Zip Code:** _____

I am confirming that all information provided is true and accurate to the best of my knowledge.

Signature: _____ **Date:** _____

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SUBSTANCE TESTING POLICY & PROCEDURES

Mississippi Gulf Coast Community College (MGCCC) implements a Substance Testing Policy for current and future students applying to the School of Nursing and Health Professions. Students enrolled in the School 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, students are prohibited from using any legal drug in a non-prescribed, irresponsible or illegal manner. Use of any legal or illegal 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 School of Nursing and Health Professions has a zero tolerance of illegal substance use/abuse and misuse of legal substances.

All School of Nursing and Health Professions students are required to utilize the MGCCC Medical Analysis Clinic for substance testing - this rule applies to students entering and progressing in a MGCCC School of Nursing and Health Professions program. Visit the MGCCC Website for clinic locations. Substance testing results from vendors other than from the Medical Analysis Clinics (identified by the program) will not be accepted.

Each semester, prior to the official acceptance, progression, or readmission into the program of choice, health care students are *required* to submit to the substance testing drug screening. The testing will be a real-time observed collection (urine, hair, blood, saliva, etc.) with the observer being the same gender as the donor (when possible) with results reported to the designated administrator within School of Nursing and Health Professions.

Following program acceptance, testing timeframes will be provided by the appropriate program director or coordinator. Directives such as site, date, time and cost will be provided following official acceptance/progression or program readmission.

Submission of the Health Form, including current medications, must be submitted prior to enrollment in the first class. Any additional medications throughout enrollment that alters cognitive, emotional, or psychomotor functioning must be documented and submitted to the respective program faculty prior to testing.

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 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.

Required Documents for testing are:

- Two picture I.D.s at the testing site for identification
 - One I.D. must be the MGCCC picture ID
 - The second I.D. must be a valid driver's license or valid military picture ID.

The cost of all testing is the responsibility of the student (including retesting and probable cause testing).

A positive substance test result for an illegal substance or an unsubstantiated prescription drug, refusal to undergo substance testing, failure to adhere to the testing deadline, failure to provide a required specimen, or deliberately interfering with the substance testing procedure can result in immediate dismissal from the respective program within the School of Nursing and Health Professions.

The procedures for probable cause testing and/or dismissal will be followed according to Statement NO-717 Student Rights and Responsibilities located in the MGCCC Student Handbook

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 may require notification of any positive test result. Substance test results.

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 must be submitted to the respective School Chair or to the Director of Simulation (non-credit health care programs only).

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.

A student dismissed from a MGCCC health care program due to a positive substance test may be eligible for consideration to re-enter the program. However, a second dismissal results in permanent discharge with no opportunity for future admission (both credit and non-credit healthcare programs).

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. Eligibility to re-enter the program (not necessarily at the program level or term of dismissal) may be granted if the following criteria are met:

1. Dismissed for at least six (6) months from the respective MGCCC healthcare program – beginning with the date of the positive test result.
2. Complete, at the student's expense, a pre-approved substance dependence evaluation and treatment center pre-approved by the School Chair
3. 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 respective School's Chair.
4. 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 School of Nursing and Health Professions program.
5. Submission of all official documentation required with appropriate medical signatures.
6. Space availability within the respective program
7. Meet all program requirements upon re-entry

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 School of Nursing and Health Professions 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 School of Nursing and Health Professions 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 School of Nursing and Health Professions when the initial test is unable to be completed.
- Substance Testing Company: The substance testing company designated by the School of Nursing and Health Professions and approved by MGCCC to perform the substance testing.
- Substance Testing Site: The specific location where the substance testing specimen is collected.

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 School of Nursing and Health Professions are committed to a drug-free workplace and learning environment.

LICENSURE/CREDENTIALING ELIGIBILITY

After successful completion of the program, or upon graduation, students enrolled in a School of Nursing and Health Professions program 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 credit or non-credit health related 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.

School of Nursing and Health Professions PROGRAM DEADLINES

Spring Semester Programs

November 1st

Summer Semester Programs

April 1st - Radiologic Technology

May 15th - ADN Transition (LPN, EMS-P. and Respiratory Therapist)
(traditional and hybrid tracks)

Fall Semester Programs

July 1st

PROGRAM ORIENTATIONS

Pre-Professional Health Care Students

A Program Orientation for the pre-enrolled students interested in a health care program at MGCCC is available on-line. The Orientation is one of several program entry requirements that must be completed in order to receive the supplemental application link. Additionally, healthcare career options are discussed, including admission requirements, enrollment policies, tuition cost, fees, and program expectations. Completion of the Pre-orientation is a mandatory requirement and can be located on the MGCCC Website under a School of Nursing and Health Professions program option.

SUPPLEMENTAL APPLICATION

To complete and submit the online Supplemental Application:

- Visit [Web Services](#)
- Enter the GCID (M#) and Password
- Select Student
- Select Supplemental Application
- Thereafter, the applicant MUST read the guidelines carefully. In order to complete and submit the application, college admission and ALL pre-requisite requirements MUST be satisfactorily met.

APPLICATION SUBMISSION

The retrieval and submission of a School of Nursing and Health Professions 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, however you may be only able to submit one application. This is required due to the total number of applications typically submitted each semester.

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 health care programs offered at MGCCC.

ACHIEVEMENT AND RECOGNITION

The School of Nursing and Health Professions Pinning Ceremony is held in conjunction with the MGCCC Commencement (usually the morning prior to the commencement). Graduates who successfully complete a SON&HPs program are encouraged to participate. In order to participate, policies, procedures, rules and the MGCCC Code of Conduct must be adhered to. Families and friends are invited and encouraged to attend this memorable ceremony.

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 achievements. Selection is made based on academic grades, clinical performance, caring attitudes toward others, and attendance.

GIFTS

As healthcare professionals, SON&HPs students or employees do not accept personal gifts from clients, patients, residents, family members, or clinical partners. Therefore, it is inappropriate for SON&HPs students or employees to give or receive presents of any kind to/from clients, patients, or family members.

SOCIAL MEDIA

The School of Nursing and Health Professions 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 School of Nursing and Health Professions, it should be clear that any views expressed are not those of the college or the School. 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:

1. respectful of others during all postings and comments; and
2. 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 School of Nursing and Health Professions programs at MGCCC.

STUDENT ORGANIZATIONS

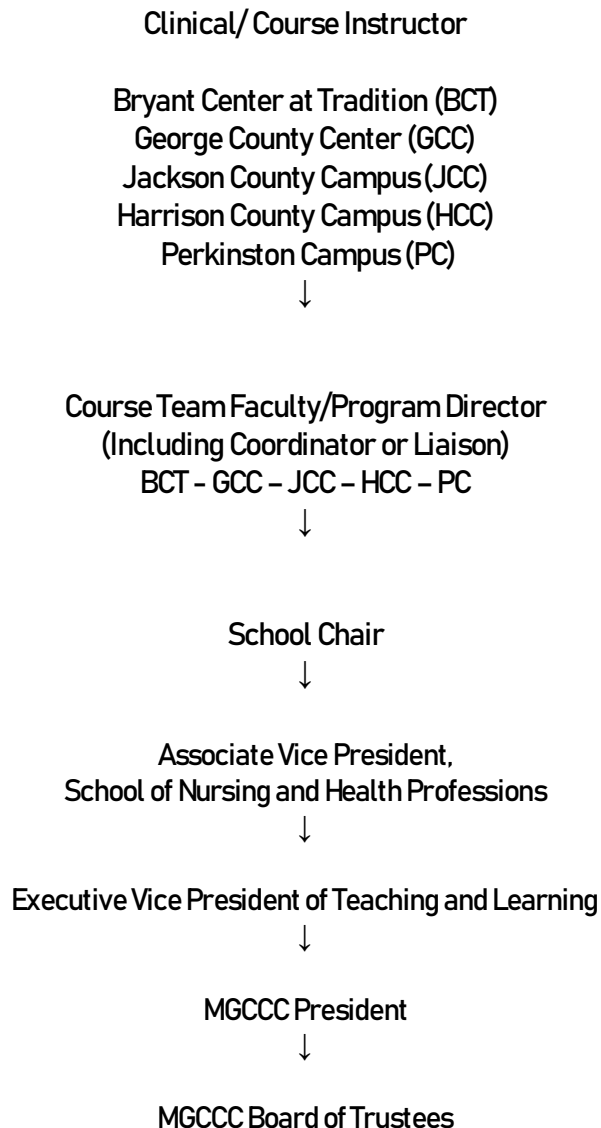
Students are encouraged to participate in college activities and their respective student associations and organizations. Students may also be elected or appointed to college- wide, or state committees. Students so designated are encouraged to accept and fulfill the responsibilities of committee participation.

SELECTIVE RANKING

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

Mississippi Gulf Coast Community College
School of Nursing and Health Professions
Lines of Communication

It is the expectation that all School of Nursing and Professions students follow the designated line of communication when attempting to make complaints, solve problems, offer suggestions, ask questions, etc. This line of communication begins with the student's course/program instructor and proceeds as follows:



APPEAL PROCESS

The School of Nursing and Health Professions maintains an open door policy and encourages students to speak with the appropriate employee, as needed. 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 (General Students Complaints), 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 that are not within the School of Nursing and Health Professions - 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 that are in the School of Nursing and Health Professions, students must follow the procedure listed in the Student Grievance Procedures within the specific program handbook. Forms can be obtained from the course faculty or program administrator. The student is responsible for obtaining and using the correct forms at each level of an appeal.

THE SCHOOL OF NURSING AND HEALTH PROFESSIONS

APPEAL PROCESS

(Grievances related to classroom/instructional activities)

Student Appeals of Faculty Decisions in the School of Nursing and Health Professions (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.
 - A. If the matter is not resolved with the faculty member, the student may appeal to the Course Faculty Team (including Coordinator or Liaison) within five working days. 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. Within five working days after the hearing, the Course Faculty Team will make a decision on the merits of the student complaint and will provide a written response to the student.
 - B. If the matter is not resolved with the Course Faculty Team (including Coordinator or Liaison), the student may appeal to the respective School Chair within five working days. 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. The respective School Chair may attempt to resolve the problem with the student and Course Faculty Team (including Coordinator or Liaison), or may call for a department review. Within five working days after the hearing, the respective School Chair will make a decision on the merits of the student complaint and will provide a written response to the student.
 - C. If the matter is not resolved at this level, the student may appeal in writing to the Associate Vice President for the School of Nursing and Health Professions within five working days. The Associate Vice President for the School of Nursing and Health Professions may attempt to resolve the problem with the individuals involved or may call a meeting of the College-wide School of Nursing and Health Professions Judicial Committee to hear the grievance.
4. If necessary to resolve the complaint, an informal hearing will be conducted by the appropriate College-wide School of Nursing and Health Professions Judicial Committee within 10 working days after the Associate Vice President for the School of Nursing and Health Professions 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 and names of persons expected to attend the hearing. Issues or evidence not directly related to the initial appeal will not be considered.

- A. 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 and Community Campus who will notify the student in writing as to the resolution of the grievance.
 - B. Should the student desire to appeal the decision of the Executive Vice President of Teaching and Learning and Community Campus, 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.
5. These additional guidelines apply to student appeals regarding Unsafe Clinical Performance, Clinical Dismissal, and/or Final Grade:
- A. 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.
 - B. The appeal of a final 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 due to inclement weather, all School of Nursing and Health Professions classes and clinical are cancelled. Check the same resource 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.

To enhance communication efforts, please review the following checklist:

- To ensure notification through Blackboard Connect, visit Web Services by logging in through the college website. Once you have logged in to the secure area, update your emergency notification information at the bottom, left-hand side of the page under the Personal Information tab. It will ask you to provide both a cell phone number and emergency email address. You will receive emergency information as a telephone call/voice mail, as a text message and as an email message.
- Employees and students are encouraged to check the website, check the MGCCC Facebook page and follow the college's Twitter feed or call the college's toll-free phone number, 1-866-735-1122, for periodic college updates during severe-weather situations.
- If evacuation becomes necessary, students and employees who evacuate will find important updates through local television, radio and newspapers as well as the Mississippi Public Broadcasting's statewide network of radio and television affiliates. MPB's radio frequencies are listed on all state evacuation signs.

The safety of our employees and students is of the utmost importance to our institution and we will continue to keep you informed as more information is available.

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Healthcare Programs

MGCCC has a variety of one- and two-year health care programs designed to offer students career opportunities in the fastest-growing job sector.

The links 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
Occupational Therapy Assistant (Candidacy)
Physical Therapist Assistant (Provisional Accred.)
Radiologic Technology (Radiography)
Respiratory Care Technology
Surgical Technology

Nursing Professions

Health Care Assistant

- HCA – Certified Nursing Assistant (CNA)
- HCA – Phlebotomy

Nursing: Generic / Prelicensure

- Associate Degree Nursing (ADN)
- Practical Nursing (PN)

Transition into Professional Nursing Pathways

- MA-to-LPN
- LPN-to-RN
- EMS / Paramedic-to-RN
- Respiratory Therapist-to-RN

Non-Credit Health Care Professions

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

**We
Wish You
the
Very Best!**