



## CHAPTER SIX: STUDENT SERVICES

A wide range of student services is provided for Lutheran School of Nursing students in support of academic, professional, and personal goals. Major resource areas include personal and social counseling, career planning and placement assistance, and student leadership development.

### COUNSELING SERVICES

The Associate Director of Student Development provides **confidential** counseling services to students with concerns about academic and personal issues on a walk-in or appointment basis. There is no charge for these services. Referrals for specialized concerns are also available.

### FACULTY MENTOR

Students are assigned to a faculty member who provides support and guidance outside the classroom. Introductions will occur during Orientation. The ongoing relationship is the responsibility of the student and faculty mentor.

### GROUP WORKSHOPS/INDIVIDUAL SERVICES

Students are encouraged to request assistance in dealing with adjustment to the program, progression through the training, and the transition to employed professional upon graduation. Group workshops are scheduled on stress management, academic skills and study enhancement, professional development and other areas of personal change. All sessions are open to interested students. Any student can obtain information on an individual basis.

### STUDENT AT RISK PROGRAM

LSN recognizes that today's student is faced with many pressures and sources of distraction which may detract from optimal performance in the program. While LSN cannot take total responsibility or guarantee success for everyone, the *Student at Risk Program* will identify students at risk and outline the responsibilities and procedures to be taken between instructor and student. Details of the *Student at Risk Program* can be found in Chapter 4.

### NEW STUDENT ORIENTATION PROGRAM

A comprehensive orientation program provides assistance to new students as they make individual adjustments to the LSN student role. Specific programs are designed to address the special needs of both traditional students (less than five years out of school, under 26 years of age, single) and the non-traditional student (out of school longer, over 25 years of age, may be married and/or have a family). Orientation elements include:

**Student Orientation:** distribution of Student Handbook, course calendar, information on required books and uniforms, informational presentation on administrative requirements, financial aid, general student information.

**Foundations Program** is a 3-day program that includes a comprehensive assessment, CPR, computer instruction, nursing school success seminars, uniform fittings, and an individual conference with a faculty mentor.

**Residence Life Move-In Day and Orientation:** Move in day for those students assigned to housing. Brief orientation and policy review will be conducted.

**THE CAMPUS CRIME REPORT:** The current campus crime report is available at <http://ope.ed.gov/SECURITY/search.asp>. An updated crime report is distributed to all students and staff each October.



## SERVICES FOR STUDENTS WITH DISABILITIES

At Lutheran School of Nursing the Associate Director of Student Development assists admitted students with documented disabilities to acquire the accommodations, auxiliary aids, and modifications required to afford them access to information and opportunity for success at Lutheran School of Nursing on a basis equal to that enjoyed by LSN students without such disabilities. The Associate Director of Student Development also monitors, and oversees the delivery of services to admitted students with disabilities.

## PERFORMANCE OF STUDENTS WITH DISABILITIES

Neither academic nor behavioral standards will be lowered for students with disabilities. Students must be able to perform the Essential Functions of a Student Nurse with appropriate accommodations. Teaching and testing strategies, however, will be modified to meet their academic needs.

At the post-secondary level, Section 504 of the Rehabilitation Act and The Americans with Disabilities Act (ADA) govern decisions about disabilities and the definition of disability itself. The goal of Section 504 and the ADA, as they apply to college students, is to ensure that students with disabilities have equal access to their education, equal opportunities to learn and to show what they have learned.

What is considered a disability by these laws? Individuals are disabled (as defined by Section 504 and the ADA) if their physical or mental impairment substantially limits them in one of more major life activities. Recent Supreme Court decisions interpret this as meaning the student must be substantially limited in comparison to most people. The comparison is not to the average college student, the average Lutheran School of Nursing student, or to the student's strengths, but rather to capabilities of individuals of the same age. Major life activities may include caring for ones' self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The definition includes people with visible disabilities – persons who are blind, deaf or use a wheelchair – and people with psychological problems, learning or attention disorders and some chronic health impairments. However, students with disabilities must be able to perform the Essential Functions of a Student Nurse with appropriate accommodations.

Students who seek disability-related accommodations at LSN must follow an established procedure. To obtain disability-related accommodations and/or services, students must submit professional documentation of their disability. If the documentation substantiates disability status, accommodations and services will be discussed with and implemented for the student. If students are found to not meet eligibility requirements, additional documentation may be submitted. Regardless of eligibility, guidance and information about academic resources will be provided to address academic needs.

- ◆ Students requesting services should *contact the Associate Director* of Student Development at or before the beginning of *each semester*.
- ◆ *Students who are registering for the first time must schedule an appointment with the Associate Director* after submitting their documentation.
- ◆ *Students who are already registered and receiving accommodations must submit their course schedule and exam schedule each semester* in order to continue receiving accommodations.
- ◆ Accommodations and services are determined on a case-by-case basis.
- ◆ Information provided on forms will be used solely to assist the Associate Director and the student in identifying appropriate accommodations and services at Lutheran School of Nursing.
- ◆ *All documentation related to a student's disability will be maintained in a locked file and treated as confidential records. Copies of documentation are not released without written consent.*



## ACCESSING SERVICES – REGISTRATION

### REGISTRATION IS A FOUR-STEP PROCESS:

#### 1. SUBMIT DOCUMENTATION OF YOUR DISABILITY

You must submit documentation of your disability to the Associate Director of Student Development if you have not previously registered and been approved for services. To receive prompt accommodations and services, your documentation must be received 2 weeks before the beginning of your first semester of enrollment. Some diagnoses require annual updates from the diagnostician.

- ◆ Exact descriptions of necessary documentation for various disabilities is available from the Associate Director of Student Development

Once your documentation is received, the Associate Director will assess it for completeness and eligibility. It is **your responsibility** to inquire as to whether your documentation has been approved. If you are told that your documentation is incomplete, you will be told which specific points of the criteria need to be addressed. You will always be welcome to submit additional documentation but it is your responsibility to resubmit the new documentation to the Associate Director. Accommodations and services cannot be provided before your documentation has been approved.

Documentation of a student's disability is maintained in a private file in the Associate Director's office. This documentation is not part of the academic record. All information related to a disability is treated as private and may be disclosed only with the student's written consent or to those with a genuine "need to know," consistent with the Lutheran School of Nursing's policy and federal laws.

Because the courts can reinterpret the relevant laws governing the definition of disability states, documentation requirements may change over the course of enrollment. The Associate Director will contact students under such conditions and adequate time will be provided for the student to obtain additional documentation. Should the student fail to do so, and thus no longer be in compliance, accommodations and services can be suspended.

#### 2. MEET WITH THE ASSOCIATE DIRECTOR OF STUDENT DEVELOPMENT

Once you have determined that your documentation has been approved, you must **schedule an appointment** to meet with Associate Director of Student Development. Your needs will be assessed and a plan for reasonable services and accommodations will be determined.

#### 3. COMPLETE REGISTRATION FORM

You must complete the registration form at the beginning of each semester. If the Associate Director of Student Development does not have your registration form, Lutheran School of Nursing cannot assure you timely accommodations.

- ◆ Forms need to be completed at the initial registration and updated promptly whenever this information changes.

#### 4. DELIVER CONFIRMATION OF REGISTRATION FOR SERVICES TO YOUR INSTRUCTORS

Following completion of your registration form, a letter will be prepared for each instructor in whose course you request accommodations. This letter confirms your registration and lists your specific accommodation(s). This letter does not reveal the nature of your disability.

The final step in your registration each semester is for you to pick up and deliver your official confirmation letters to your instructors. **These letters must be picked up from the Associate**



**Director of Student Development and personally delivered by you to your instructor at your next class meeting. At delivery, briefly describe the content of the letter to your instructor.** This will allow you to introduce yourself and to notify the instructor that you are registered for services.

## GENERAL SERVICES

### COMMUTER LOCKERS

Lockers are located in the recreation room of the Nurse's Residence Hall and are available for student use. For a locker assignment, a student must determine a locker for use and report the number of the locker to the receptionist desk. Students are responsible for providing a locking mechanism on their assigned locker. The School of Nursing does not assume responsibility for items left in the locker. If a locker is locked and has not been properly assigned, the School of Nursing has the right to remove the locking mechanism and the contents of the locker, if needed.

### COMMUTER ROOMS

LSN students can make arrangements for overnight accommodations in the Nurse's Residence Hall by contacting the Associate Director of Student Development. Arrangements should be made at least 24 hours in advance of the night of stay. A minimal charge is incurred for students wanting to stay and should be paid in advance. All Residential Life Policies and Procedures must be followed during stay.

### FORMAL LOUNGE

This area is used for presentations, seminars and meetings. With the expectation of special events, food is not permitted in the formal lounge area. Video equipment used in formal lounge must be coordinated by librarian.

### MAIN LOBBY

The lobby is located inside the main entrance of the Nurse's Residence Hall. Study groups and social gatherings are encouraged. In an effort to keep this area looking its best, students should refrain from eating in the lobby area.

### NURSE'S RESIDENCE HALL FRONT DESK

Located on the main floor of the Residence Hall and staffed on a twenty-four hour basis during the academic year. Receptionists provide assistance to students, resident students and guests for routine matters and emergencies. The staff monitors entry to the residence hall during evening hours, and provides limited services such as change for laundry or vending machines. Students are not to leave books, bags, recorders, or other items with the front desk receptionist, even for short periods of time. The desk cannot be responsible for the exchange of items. Students are encouraged to leave a written message with the receptionist for the appropriate mailbox and coordinate the exchange of items (books, notebooks, equipment) on their own.

### RECREATION ROOM

The recreation room is located on the lower level of the Residence Hall and is provided to give students an area for studying, eating and visiting. This area and the entire facility is a non-smoking area.

### STUDENT RESOURCE ROOM

Two computers with MS Office products loaded and internet access, reference material, fiction books, study and test taking handouts, NCLEX review information, and continuing education material are located in the Student Resource Room across from the Student Development Office.



## TELEPHONES

A hospital campus phone is located near the main offices for use by students to call St. Alexius Hospital. There are no pay phones available for use. **Please do not request to use the receptionist telephone; it is not for student use.**

## STUDENT LEADERSHIP PROGRAMS

Various opportunities are available for interested students to develop leadership skills through several programs in selected, appointed, and volunteer positions.

### STUDENT RECEPTIONIST

Specially selected and trained students serve as the Residence Hall Receptionist during the weekend day shift. Students selected are responsible for the daily operation of the front desk, responding to inquiries about the school, responding to emergencies, etc. Students selected for this position receive a tuition discount for nursing classes only.

### STUDENT LIBRARY ASSISTANTS

Each academic year, students are selected from a pool of applicants to be library assistants during non-class hours and weekend hours. These students assist the Librarian with the daily operation and special projects of the library. Library Assistants also serve to represent the student body as student members of the Library Committee. Students selected for this position receive a tuition discount for nursing classes only.

### RESIDENCE HALL ASSISTANTS

Carefully selected and trained students serve as the Residence Hall Assistants. Students selected are responsible for responding to the needs of LSN residents. This position is available when needed according to the population of the residence hall. Minimum of 6 hours per week is required in exchange for dorm fees.

### STUDENT BODY GOVERNMENT ASSOCIATION

Each student is a member of the Student Body Government Association (SBGA) upon their enrollment at LSN **and** payment of the mandatory activity fee. This organization provides students with a voice in the administration of the program, social activities and functions, and promotes professional development and standards. Among the major activities of SBGA are the annual fall picnic, annual spring banquet, Red Cross blood drives, fundraising activities and contributions to charitable organizations. **The mandatory Student Activity Fee provides funds for these and other SBGA social and developmental activities.**

### SBGA OFFICERS AND REPRESENTATIVES

Each level elects students to represent their class. These elected members meet twice monthly to plan activities, serve as committee chairpersons, and address areas of student concern. Regularly scheduled SBGA meetings are open to all students.

### STUDENT DEVELOPMENT COMMITTEE

Each class of the student body also elects a representative to be a voting member of the Student Development Committee. This committee meets monthly and provides students with a voice in the administration of the program, development of educational programming and is part of the Faculty Organization. Membership includes students, faculty, and school administration.



**STUDENT BODY GOVERNMENT ASSOCIATION  
LUTHERAN SCHOOL OF NURSING  
BY-LAWS  
Revised January 2005**

**ARTICLE I: NAME**

The name of this organization shall be the Lutheran School of Nursing Student Body Government Association, also known as SBGA.

**ARTICLE II: PURPOSE AND FUNCTIONS**

**SECTION 1**

The purpose of the LSN Student Body Government Association (herein after referred to as SBGA) shall be to aid in the preparation of student nurses for the assumption of professional responsibilities.

**SECTION 2**

The functions of SBGA shall include and will be:

1. To aid in the development of the student nurse as a democratic citizen by broadening the members horizons as an individual and as a member of a group.
2. To encourage the student nurse to promote and maintain high educational and professional standards and provide opportunity for exchange of ideas.
3. To provide a closer bond and more unified spirit among the student nurses and promote professional and social unity within the school.
4. To provide opportunity for self-expression on the part of each individual member.
5. To assist in the formation of a line of communication between the student body, the faculty, and the administration.

**ARTICLE III: MEMBERSHIP**

**SECTION 1**

Each student is a member of the Student Body Government Association (SBGA) upon their enrollment at LSN **AND** payment of the activity fee. **Students accepted into the generic RN program must pay a one-time activity fee of \$45.00. Students accepted into the LPN-RN Articulation program must pay a one-time activity fee of \$35.00.** This activity fee is mandatory and non-refundable. Each student remains a member until completion of their studies or withdrawal from the program, except, as noted below in the section on non-payment of dues.

**SECTION 2**

The mandatory, non-refundable student activity fee is payable by each student on or before the first day of classes. SBGA Board allocates expenditures of student activity fee funds for business and activities conducted by SBGA during each academic year.

1. Unpaid student activity fees will result in the following collection activity by SBGA Executive Board:
  - A. Students with unpaid fees will receive an initial reminder letter one month after due date and a second reminder letter two months after original due date from SBGA.
  - B. A monthly assessment of \$5.00 will be added to the balance due beginning the third month from the original due date. This assessment will continue to be added each month until complete payment is received.
  - C. Final exam, semester grade reports and transcripts will not be released for any student reported to the Associate Director of Student Development as owing SBGA student activity fees and/or late fee assessments. Grades and records will be released when verification of full payment is made by SBGA.
2. Policy for collection of student activity fees from transfer students, returning students and late graduating students will be determined by SBGA, as needed, in the first official SBGA meeting of the academic year.
3. Payment of all student activity fees and assessments will be made to SBGA by check, cash or money order.
4. Payments by check which are returned for any reason, including insufficient funds, and which result in a charge to the SBGA account, will also result in a fine being levied to the student in an amount equal to the amount of the fines *plus* the original amount due. The total fine must be paid in cash or money order. All late payment penalties apply and accumulate until full payment is received.

**ARTICLE IV: REPRESENTATIVES****SECTION 1**

The representatives of SBGA shall consist of:

1. The Executive Board includes all interested nursing students with a minimum elected:
  - A. One (1) representative for 1-15 members of the class
  - B. Two (2) representatives for 16-30 members of the class
  - C. Three (3) representatives for 31-45 members of the class
2. Student members of the Faculty Organization Committees:
  - One (1) representative of the Student Development Committee Members
  - One (1) representative of the of SBGA
  - One Library Committee Member

**SECTION 2**

All elected Executive Board members shall be nurses in good standing at Lutheran School of Nursing. **Good standing is defined as maintaining a cumulative grade point average (CGPA) of 2.0 or better on a 4.0 point scale for all course work while enrolled at LSN, including both nursing and college courses.**



1. The **SBGA Executive Board** shall:
  - A. Attend all SBGA Board and Student Body meetings.
  - B. Report on activities of their class at regular meetings.
  - C. Provide information to class members regarding all SBGA activities and decisions on a regular basis.
  - D. Collect input from students of their class regarding proposed student activities, issues, and policies which may be considered by SBGA board.
  - E. Serve on SBGA committees as interested.
  - F. Represent members of their class on issues of concern to those members within SBGA and LSN.
2. The **Student Development Committee members** shall:
  - A. Attend all Student Development Committee meetings.
  - B. Report in writing to SBGA Executive Board regarding all committee activities and issues.
  - C. Collect input from SBGA board and the entire Student Body as appropriate regarding issues and topics of concern to students.
  - D. Represent the views of students and SBGA to the Student Development Committee on issues and topics under consideration or discussion.
  - E. Attend Executive Board, SBGA board and entire Student Body meetings as appropriate to provide information regarding issues and concerns of interest to students under consideration or discussion by the committee.
2. The **Library Committee members** shall:
  - A. Attend all Library Committee meetings.
  - B. Report in writing to SBGA Executive Board regarding all committee activities and issues.
  - C. Collect input from SBGA board and the entire Student Body as appropriate regarding issues and topics of concern to students.
  - D. Represent the views of students and SBGA to the Library Committee on issues and topics relative to the library that are under consideration or discussion.
  - E. Attend Executive Board, SBGA board and entire Student Body meetings as appropriate to provide information regarding issues and concerns of interest to students under consideration or discussion by the committee.
  - F. Develop and assist with special library projects, to include suggestions and/or recommendations for new materials and policies for effective use of the library.

## **ARTICLE V: MEETINGS**

### **SECTION 1**

The Executive Board will meet bi- monthly. These meetings are considered open. Currently SBGA meets on the second and fourth Mondays of every month.

**SECTION 2**

SBGA board will meet according to the posted schedule unless a change is posted at least one week prior to the scheduled meeting. Elected SBGA board members in attendance have voting privileges. Any student may attend regular SBGA meetings. Upon placement on the agenda, any student may address the SBGA board regarding issues or topics of concern. Non-elected student members do not have voting privileges.

**SECTION 3**

A quorum to conduct business at the first regular meeting of SBGA board shall be the number of members in attendance. A quorum to conduct business for all other meetings during the year shall be set at the first meeting of the academic year.

**SECTION 4**

The entire Student Body may meet at the discretion of the Executive Board. All students may attend, address the Body, and vote on issues or topics of concern.

**SECTION 5**

No quorum needs to be established to conduct business at meetings of the entire Student Body. Business can be conducted with the number of students in attendance.

**SECTION 6**

Attendance for voting members is mandatory for all called and regularly scheduled SBGA board, Student Development, Library, and SBGA committee meetings.

**ARTICLE VI: COMMITTEES****SECTION 1**

The Executive Board sets SBGA board agendas, coordinates SBGA business, and submits a written report on SBGA activities to the Chairperson of the Student Development Committee at the end of the academic year for presentation at the last Faculty Organization meeting of the academic year.

**SECTION 2**

SBGA board consists of the Executive Board elected from all classes. This committee conducts the business of SBGA and serves as the main forum for issues and topics of concern to students.

**SECTION 3**

Committees are developed to meet the programming needs of SBGA. Examples of committees can include: Banquet, Picnic, Fund-raising, and Special Interest. Representatives on the committees should include members of different classes. If additional members for the committees are needed, SBGA board members can recruit from the student body.

**ARTICLE VII: FACULTY ADVISORS****SECTION 1**

The Associate Director of Student Development will serve as the Advisor.

**SECTION 2**

One (1) Faculty Advisor shall be appointed by the Director of Nursing Education. This appointment is renewable on an annual basis.