

College of Nursing Facilities and Services

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Further information on campus-wide facilities and services may be found in the *MUSC Student Resources* available at the following address: <http://www.musc.edu/students.html>.

Computer Access

Computers for undergraduate, graduate and PhD student use at the MUSC College of Nursing campus are located in room 304. Each system has Windows XP Operating System, access to mail via Internet browsers, and Microsoft Office Suite. In addition, some College of Nursing specific packages will be installed.

Wireless Access

Wireless network access is available in the College of Nursing and in most locations throughout the MUSC campus.

Email

All College of Nursing students are assigned an MUSC e-mail address upon enrollment. These e-mail messages may be retrieved from any campus or appropriately equipped home computer. **Students are responsible for any message sent to them by email by faculty and should check e-mails daily, but at least twice a week.** Mail will **only** be sent to a MUSC e-mail address. Many people have more than one e-mail address. Students can have their MUSC email automatically forwarded to another email address. Please follow the instructions below concerning forwarding MUSC e-mails.

Go to <http://www.musc.edu/infoservices/exchange/faq/rules.htm> and follow the instructions.

Faculty Advisors

Upon enrollment, each student is assigned a faculty advisor. The faculty advisor assists the student with academic advising, registration, referral to College and University resources and services, and in general, serves as a student advocate. Any student who is anticipating a change in plans for completing the program (e.g., add/drop, leave of absence, withdrawal, etc.) must see the faculty advisor prior to initiating the appropriate paperwork to effect the change. Faculty

advisors are also available to assist students with career advisement, clarify College and University policies and procedures, counsel regarding academic problems, and facilitate adjustment to College and University life. Students should contact their faculty advisor at the faculty member's office (see faculty listing on the web at: <http://www.musc.edu/nursing/employeedirectory/faculty.html>) or by e-mail. Students are expected to meet with their faculty advisor at least once each semester for preregistration and general advisement.

Student Mailboxes

Undergraduate accelerated student mailboxes at the MUSC campus are located on the third floor of the College in room 304. Each student has an assigned and numbered mailbox. **Students are responsible for checking their mailboxes at least weekly** for written communications from faculty and administration.

Office of Student Services

The College of Nursing Office of Student Services is located on the second floor, room 216. The telephone numbers are 843-792-8515 and 843-792-3815. This office assists with recruitment, admission, and progression of students. It is the primary point of contact for prospective and current students seeking information about the College of Nursing and Medical University of South Carolina resources. In addition, this office provides students with information and application forms for the Federal Advanced Education Nursing Traineeship and Nurse Faculty Loan Program awards.

Forms for registration, courses add/drop, and requests for university withdrawal/leave of absence are available in this office. Students seeking information about the Admission, Progression, and Graduation Committee and variances from policy should also contact this office. Students submitting their nursing license and CPR validation forms should also contact this office.

Information about College of Nursing scholarships and fellowships (when available) is available from the Director of Student and Alumni Relations, room 221B, and can be found online at <http://www.musc.edu/nursing/departments/student-services/scholarships.htm>

Also part of the Office of Student Services is the Office of Student Records. This office is responsible for coordinating registration and maintaining student records. It is also responsible for informing students about requirements for graduation and preparing endorsements for BSN students seeking licensure as a registered nurse.

Dissemination of Information to Students

Communication of changes in College documents and publications is disseminated in a variety of methods. First, a mass e-mail is sent to all CON students by the Associate Dean of Education. Second, policy changes are published in e-CONnections, the CON monthly electronic newsletter. Information of interest to undergraduate students is posted on the bulletin board in the student resource room (CON 304). Additional student bulletin boards are located on the third

floor of the College. Specific course information is located online in the assigned WebCT course.

Professional Development

The Office of Nursing Continuing Education offers a selection of non-degree oriented courses and workshops designed to enhance the professional practice of registered nurses. The offerings address current nursing knowledge, skill development, and contemporary issues in nursing. Faculty represent national and local leaders in nursing and health care and are selected for their specific expertise. Most offerings are held in the greater Charleston area. Participants are awarded ANA accredited contact hours.

The Office of Nursing Continuing Education encourages students to attend offerings that can supplement their academic program. Special student rates are often available on a course-by-course basis. For further information about offerings, schedules, and fees, contact the Office of Nursing Continuing Education, College of Nursing, room 517A, or call 792-2651.

College Lounge

A College lounge is located on the third floor containing a kitchen with a refrigerator and microwave and vending machines (soft drinks, snacks) for use by faculty and students. Student restrooms are located on the second floor of the College.