



QUICK REFERENCE HANDOUT

Hello and welcome! Please keep handy for future reference.

Who are members of your support team?

- Dr. Jeannette Andrews, Dean and Professor
- Dr. Kathleen LaSala, Associate Dean of Academic Affairs (LASALA@mailbox.sc.edu)
- Dr. Stephanie Burgess, Associate Dean for Practice, Director, DNP/MSN Program (SBURGESS@mailbox.sc.edu)
- Dr. Sheryl Mitchell, Assistant Director, Family Nurse Practitioner (FNP) Program (SLMITCH@mailbox.sc.edu)
- Dr. Tena Hunt McKinney, Director of Graduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Nursing Program (HUNTS@mailbox.sc.edu)
- Dr. Kathrene Brendell, Assistant Director, PMHNP Program (bergerk@mailbox.sc.edu)
- Dr. Amber Williams, Program Director for MSN Organizational Leadership (OL) program (PROCTORA@mailbox.sc.edu)
- Dr. Helen Mulhern Halasz, Student Services Coordinator – Nurse Executive Leadership program (HALASZ@mailbox.sc.edu), (803) 777-0290
- Ms. Larialmy Allen, Student Services Coordinator – FNP program (LARIALMY@mailbox.sc.edu), (803) 777-6185
- Ms. Allison Toney, Student Services Coordinator – Adult Gerontology Acute Care Nurse Practitioner (AGACNP) program (ATONEY@mailbox.sc.edu), (803) 777-8437
- Ms. Courtney Fleck, Student Services Coordinator – PMHNP program (HOOVER5@mailbox.sc.edu), (803) 777-3026
- Mr. John Suggs, Student Services Coordinator – MSN OL program (JSUGG@mailbox.sc.edu), (803) 777-9616
- Ms. Gail Vereen, Academic Affairs Systems Manager (gail.vereen@sc.edu)
- Ms. Meagan English, Administrative Assistant/Clinical Contracts Manager (ENGLISHM@mailbox.sc.edu), (803) 777-9505
- Ms. Vera Polyakova Norwood, Director of Online Learning (vnorwood@mailbox.sc.edu)
- Ms. Cheryl Nelson, Director of Student Affairs (cheryl.nelson@sc.edu)

How does the College of Nursing communicate with me?

- Communication is through Blackboard site, program specific virtual community, and USC issued email address. All new USC students are assigned a general USC email address (username@email.sc.edu) upon their admission. This is how the University sends out the majority of their messages to students. **To better serve you, it is pertinent that you ONLY use your University email address to correspond with the College of Nursing faculty and staff. Outside email addresses are often blocked as spam and or are**

delayed, if received at all. You can access this email address through <https://my.sc.edu/>. Select "Personal" > "Online Directory Data and Alias". You can change this email to an address that you check more regularly by simply selecting "Go to Update Form". To forward USC email to another account: Please visit <http://www.sc.edu/studentemail/forward.shtml>.

- **It is vital that you check the virtual community for messages, information, reminders, and handout at least 2-3 times a month.**

What can you find in the Virtual Community?

- Announcements
- What The Site Is All About
- Program Information
- Clinical Information and Documents
- Technology Information
- Discussion Board
- Graduation Information
- Employment Opportunities

Academic Policies (found in Graduate Bulletin <http://sc.edu/bulletin/>):

- Breaks in Enrollment
 - Graduate students in Master's, specialist, and certificate programs have a period of six years, inclusive and continuous, in which to claim the rights of a specific *Graduate Studies Bulletin*. Doctoral students have a period of 10 years.
 - If you stop taking courses for 1-2 years, you must reactivate enrollment.
 - If you stop for 3 years or more, you must reapply for admission. Any student whose admission lapses for three years loses the right to claim a previous Bulletin and becomes bound to the Bulletin in force when readmitted
- Academic Standing
 - Graduate students MUST maintain a GPA of 3.0 or higher every semester.
 - If the GPA falls below 3.0, student is placed on probation and has one calendar year to bring the GPA up to 3.0. Note if GPA falls below 3.0 as a result of an incomplete grade, the student has one semester to bring the GPA up to 3.0.
 - Graduate students MUST have a 3.0 GPA on courses in the Program of Study in order to graduate.
 - Graduate students MUST have a 3.0 GPA on all 700 or above courses taken in order to graduate.
 - Graduate students MUST have an overall GPA of 3.0 in order to graduate.
- Academic Suspension
 - Graduate students MUST earn a grade of B or better in designated core and clinical courses.
 - Any designated course is required to be repeated if a grade of "C" is earned. A grade of "B" or higher must be earned to remain in the program.
 - Graduate students cannot enroll in a course for which a prerequisite course has an incomplete grade.
 - Graduate students who receive 2 "C" grades in graduate nursing courses or courses required by program of study, regardless of credit hours will be dismissed from the College of Nursing.
 - Graduate students who receive a grade of "D" or "F" in any graduate course required for the program of study will be dismissed from the College of Nursing.

- Graduate students who are banned from a clinical agency because of unprofessional, unethical or illegal behavior will be dismissed from the College of Nursing.
- Graduate students who have their professional (RN or APRN) licensure suspended or revoked will be dismissed from the College of Nursing.

Student Services General Information:

- College of Nursing Scholarships: The application deadline for submission of a graduate student scholarship application is March 15th each year. To be considered for a CON scholarship, you must be a full time student enrolled in the BSN, MSN, DNP or PhD degree program and meet specific criteria and deadlines. If you are awarded a scholarship, you must reapply each year. The application submission period is typically December 1st through March 15th. Announcements are posted in Blackboard when the submission period begins. Additional questions regarding scholarships can be directed to Cheryl Nelson at cheryl.nelson@sc.edu or 803-777-8777.
- Federal Nurse Traineeship is a federally funded program to increase the number of advanced education nurses trained to practice as primary care providers and/or nursing faculty to address the nurse faculty shortage that inhibits nursing schools from educating the number of nurses needed to meet demand. The availability of this grant varies annually. When available, the application deadline is July 31st. Students must be full-time enrolled (9 credit hours) in fall and spring semesters to be eligible. It is not being offered for the 2015-2016 academic year.
- Financial Aid is automatically applied to the student's outstanding charges. If you see a minus sign in front of the balance that means it is a credit balance and you do not owe anything. If you want your refund direct deposited, you will need to set it up in Self Service Carolina. Click on "Account Information" tab, "Sign Up for Direct Deposit" tab, click on the "E-Refunds tab" to follow set up directions.
- Student Activity Fee - \$86* per semester – You must be enrolled in a minimum of 6 hours. This gives you access to checking out books at the libraries (there is also an online library at <http://www.sc.edu/library/>) and athletic tickets (one ticket per student) and fitness facilities.
- You will want to forward your Gamecock email to your personal or work account so you don't have to remember to check it for university updates. Link to forwarding your Gamecock email: https://www.sc.edu/universityemail/doc_forwarding.shtml.
- USC Health Insurance Requirement: Don't forget that you must waive out each semester (excluding Maymester and summer sessions) or you will be automatically enrolled into the student health insurance plan and billed by the Bursar's Office if you are enrolled in nine or more hours, a graduate assistant or international student.
- Changes in your demographic information: For name changes, please notify the Registrar's Office. The Name Change Form can be found here: <http://registrar.sc.edu/pdf/Name-Change.pdf>. If your address changes, please change at <https://my.sc.edu/> and let us know as well.

Official Publications

- USC Graduate Bulletin
 - <http://bulletin.sc.edu/> (click dropdown and select)
 - Official documents of record concerning graduate academic programs and regulations
- Carolina Community: USC Student Handbook and Policy Guide
 - <http://www.sa.sc.edu/carolinacommunity/>
 - Handbook concerning the many policies, procedures, activities, and opportunities that exist at USC
- College of Nursing Graduate Student Handbook
 - http://www.sc.edu/study/colleges_schools/nursing/internal/current_students/index.php
 - Policies and procedures pertaining to graduate nursing students
 - Required to read and sign a statement annually that you have read the Handbook
 - Also located in virtual community under course menu “Program Information”

Additional Important Online Resources

- University Technology Services
 - http://www.sc.edu/about/offices_and_divisions/university_technology_services/support/help/
 - Quick Help Guides on Wireless Network Connection, Blackboard Basic, Class Climate, Email, Network Username, and Reset my Password
- Bursar’s Office
 - <http://sc.edu/bursar/fees.shtml>
- Registrar’s Office
 - <http://registrar.sc.edu/>
- Distributed Learning Handout
 - http://www.sc.edu/study/colleges_schools/nursing/academic_programs/graduate_programs/online.php
- USC Library Resources for Distance Education
 - <http://library.sc.edu/pubserv/disted.html>
- Blackboard Support
 - http://www.sc.edu/about/offices_and_divisions/university_technology_services/
 - <https://blackboard.sc.edu>
- Veterans Services
 - <http://www.sa.sc.edu/veterans/>
 - Provides FAQ regarding tuition, benefits and other policies
- Vehicle Management & Parking Services
 - <http://www.sc.edu/vmps/park.html>
 - Information on parking services & policies for all students
- Student Success Center
 - www.sa.sc.edu/ssc/
 - Provides for all aspects of student learning and resources
- Career Center
 - <http://www.sc.edu/career/>

- link to exploring career resources, employer research

*Tuition and fees are approved by the Board of Trustees and subject to change at any time.

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