



Dr. Lakireddy School of Health Sciences

Registered Nursing Program Student Handbook

Revised August 2025

Welcome to Merced College Registered Nursing Program

Welcome

All of us at Merced College welcome you to nursing and extend congratulations on your being selected for the program. The college faculty, staff, and affiliating healthcare facilities will seek to provide the foundations of education and experience in nursing to meet your needs and the needs of the community. We wish you success in the program and are here to assist you in pursuing this valuable profession.

Mission & Vision

The mission of the Merced College Registered Nursing Program is to prepare our students for careers as professional Registered Nurses that will best serve the community to a recognized standard of excellence. The Merced College Registered Nursing program focuses on:

1. student success;
2. cultural diversity;
3. interrelationships of life experiences and knowledge; by providing a continually improving educational program which is accredited by the California Board of Registered Nursing. The Merced College Registered nurse graduate is educated for full participation in the life of the community, both professionally and as a citizen, and is instilled with a commitment to continue professional growth and lifelong learning.

This handbook is designed to serve as an informational guide in the orientation of new students. It clarifies policies and procedures governing the practice of students in the Registered Nursing Program. This handbook is to be used as a supplement to the Registered Nursing Application Handbook, Merced College Catalog and all RN course syllabi.

The content of this handbook may be subject to change throughout the program.

Program Philosophy

The Registered Nursing Program Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Merced area. The program student learning outcomes, along with their related competencies, reflect the expected behaviors of the graduates of Merced's Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress. **The six-student Program Student Learning Outcomes (PSLOs) are:**

- A. Administer quality, safe, patient-centered nursing care through evidence-based practice.
- B. Collaborate with members of the interdisciplinary team to provide and improve patient care.
- C. Connect critical thinking skills, strategies, and clinical reasoning necessary to provide quality patient care.
- D. Demonstrate leadership in a variety of healthcare settings for diverse patient populations.
- E. Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
- F. Practice as a competent nurse, assimilating all professional, ethical, and legal principles.

Aggregate Program Outcomes

To measure success, the Merced Associate Degree Nursing (ADN) Program expects to attain the following aggregate program outcomes:

1. Eighty percent of students will complete the program within 125% of the length of the program.
2. The pass rate of first-time NCLEX-RN® test takers will be at or above the national mean. Eighty percent of graduates will be working in a Registered Nurse position or enrolled in a higher degree nursing program within one year after graduation. Eighty percent of graduates surveyed will report satisfied or very satisfied with the education they received in Merced's Nursing Program.
3. Eighty percent of employers surveyed will report they agree or strongly agree the education new graduates received at the Merced College Registered Nursing (RN) Program provided them with the knowledge, skills, and aptitudes to perform well on initial employment.

Program Goals

The Program Goals of the Merced Nursing Program reflect the mission of the program and align with those of Merced College and include:

1. Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN® Examination.
2. Function as a beginning nurse in acute, intermediate, long-term, ambulatory healthcare settings.
3. Utilize best practices as the foundation for the delivery of health care to the patient family.
4. Contribute to quality improvement of health care to support quality, safe, patient-centered nursing care.
5. Incorporate lifelong professional and personal development as part of one's identity as a nurse.

Faculty believes in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Merced area. The program student learning outcomes, along with their related competencies, reflect the expected behaviors of the graduates of Merced's Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

Entrance Requirements

High School Diploma or GED or AA/AS Degree or higher degree completed.

Pre-Requisite courses

- BIOL-16 General Human Anatomy
- BIOL-18 Principles of Physiology
- BIOL-20 Microbiology
- ENGL-C1000 – Academic Reading & Writing **or** ENGL-1A – College Composition & Reading **or** ENGL-C1001/H – Critical Thinking & Writing **or** ENGL-13/PHIL-13/H Critical Reasoning & Writing
- STAT-C1000 – Introduction to Statistics **or** MATH 10 Elementary Statistics **or** PSYC 5 Intro to Stats in Psychology

Reference course catalog/website for changes.

Health & Safety

Background Checks and Drug Testing

Students will be required to complete background checks and drug screening prior to starting the Registered Nursing Program. If anything is discovered that is not acceptable to a clinical facility partner, the student will not be allowed to enter or remain in the Nursing Program. The cost of the background check will be the responsibility of the student. Before the Psychiatric rotation in 4th semester, students will be required to complete a Live Scan Background Check (fingerprinting). A positive result of any kind on a drug screening will keep a student out of the facility and out of the Nursing Program. **A current social security number and California Driver's License or ID is required.**

Immunizations

Allied Health students must adhere to clearance requirements in order to be accepted into, and continue enrollment in, Allied Health Programs' clinical courses. Requirements include: background checks, drug screenings, vaccinations. Merced College follows the requirements put in place by our clinical partners.

Routine immunizations such as MMR, Tetanus, and Hepatitis are required for the student's protection as well as the protection of patients. Facilities require a flu vaccination during flu season and or immunization for COVID-19 also may be required.

Should a clinical agency refuse to place a student based on the outcome of the background check, drug screen, physical exam or immunization history, **the program has no responsibility for arranging an alternative clinical placement.** Consequently, the student would be unable to meet course objectives and may result in dismissal from the program.

Students are responsible for maintaining current subscription services and paying associated fees to screening services including American DataBank and MyClinical Exchange until graduation from the program.

Personal Protective Equipment (PPE)

Personal Protective Equipment may be required at any time in accordance with clinical facility policies of infection control and patient safety. Students are required to wear all PPE required by the clinical facility. Failure to comply with PPE regulations will result in a program safety violation and potential for dismissal from the program.

Illness

In order to protect patients, peers, and others a student should not report to class or the clinical area if any infectious illness is diagnosed or suspected. Infectious symptoms may include but are not limited to the following: fever, cough, diarrhea, open wounds, pink eye

The clinical instructor may request a doctor's written release before a student may return. Doctor, dentist, or personal appointments are not to be made during school hours.

Reporting of Absence from Clinical Area

Students are to report to clinical assignments at the time(s) designated on their schedules. The method of reporting lateness or absences will be given by the individual instructor. Failure to report an absence will be reflected on the students' clinical evaluation under "Communication" and may interfere with a student's progress in meeting objectives.

Accident or Injury

If a student is injured in any way while in attendance in the clinical area or classroom, the accident must be reported immediately to the instructor. The instructor will contact the 24-hour injury hot line (Company Nurse 877-854-6877) and report the incident. The student will be instructed by the hotline regarding treatment if needed.

Dress, Grooming and Equipment

Dress Code

Nursing is a profession identifiable in part by personal appearance. As a student nurse representing Merced College and the nursing profession, it is expected that students adhere to the following dress code. Failure to meet dress code and equipment requirements may result in the student being sent home to correct.

Classroom & Laboratory Dress Code

In the classroom and laboratory environments casual dress is permitted. Classroom dress should remain professional and modest at all times.

Patient Care Dress Code:

Identification:

- Students are required to wear their Merced College ID Badge at all times while in clinical areas. Additional student badges/identification may be required by the local clinical partner.
- Badges must be worn above the waist.

Uniform:

- Students will wear Merced College ROYAL BLUE tunic with white or black undershirt and ROYAL BLUE uniform (scrub) pants.
 - Uniforms must be spotlessly clean and pressed and worn only during assigned hospital time or as directed.
- White or black plain long-sleeved shirt or turtle neck may be worn under the tunic.
- A ROYAL BLUE jacket with the Merced College emblem may also be worn.
 - Jackets must be crew neck style, hoods are never to be worn in the patient care area.
- A royal blue uniform dress or uniform skirt may be worn as an alternative.
 - White hosiery is worn with the uniform dress. Knee-high stockings or white socks may be worn with the pant suit.

Shoes:

- White professional appearing shoes only. Must be all leather and completely enclosed. Free of obvious emblems of a different color or pattern.
 - Open-toed sandals, clogs, or canvas shoes are unacceptable. Shoes must be clean and shoe laces washed frequently.

Research Dress Code:

- Professional looking street clothes are to be worn when researching clinical assignments at any facility. White lab coats are to be worn over professional clothes when researching clinical assignments.
- Unacceptable attire includes: jeans, see through blouses, low cut or tight-fitting clothing, above knee skirts, high heels, bare legs, open-toed shoes, sleeveless tops, tank-tops, hooded sweatshirts, etc.

Grooming & Etiquette

Local Clinical Partners require the added professional dress etiquette:

- Immaculate grooming and daily personal hygiene are essential due to close proximity to the client and others. Since odors of any kind may be offensive to patients, products with strong odors should be avoided while working in clinical areas (i.e. perfumes, tobacco, etc.)
 - *Hair:* Hair must be pulled back and controlled, following facility dress code. Only “natural” colors are allowed. No unnatural hair colors allowed (i.e. Blue).

Nail Care: Fingernails must be kept short and clean at all times. Artificial nails are not allowed. Nail polish is not allowed.

- *Make-up:* Subtle make-up in moderation is acceptable.
- *Tattoos:* All tattoos must be covered regardless of their location, size, shape, etc.
- *Jewelry:*
 - No visible body piercings other than ears.
 - Expanders/plugs cannot be larger than ¼ inch.
- *Gum:* Gum chewing is not allowed in the clinical area.

Required Equipment

Watch with a second hand, black pen, bandage scissors, hemostat (Kelly clamp), penlight, and stethoscope are considered necessary equipment for clinical.

- Students will be required to purchase these items listed above.

Professional Behavior

As a student nurse, you are held to the standards of conduct as determined by Merced College Board Policy and the ANA Code of Ethics and the National Student Nurses' Association, Inc. The highest ethical standard is required by students in the Registered Nursing Program. This includes, but is not limited to, the need for students to have respect for themselves, fellow students, facility, administrators, other professionals and the chain of command.

Code of Ethics

Ethics serve as a guideline for the conduct of members of a profession. Established standards, referred to as codes of conduct or codes of ethics, set forth the rules and ordinances used for guidance of the members' professional activity. The faculty supports the following as guiding all program behavior. See Appendix A for Code of Ethics-Confidentiality Standard to be signed by each student.

Patient Confidentiality

Be aware of your responsibility as well as the legal implications in respecting the rights of others, especially the right to privacy. Confidentiality of patient information must never be violated. HIPPA violations may result in dismissal from the Merced College RN Program.

Accountability

Accountability of the student is directed to the concerns and best interests of the client. Accountability includes:

1. Notify the instructor and the agency (when directed to do so) in advance of unavoidable absences.
2. Arriving at the clinical site at the assigned time.
3. Assuming responsibility for care of assigned client.
4. Reporting information about client's care/condition within appropriate time frame.
5. Being accountable for one's own actions.
6. Assuming responsibility for practice of clinical skills in related courses.
7. Being accountable for knowledge/skills acquired in previous related courses.
8. Communicating with staff, instructor and fellow students which contributes to safe practice and learning.
9. Showing evidence of preparation for clinical assignment at the start of clinical practicum.

Therapeutic Communication

Therapeutic communication focuses on the client, is carried out with sensitivity, respect and emotional concern for others, utilizing techniques and principles of communication.

1. Introducing self to client.
2. Explaining procedures to client and significant others at level of their understanding.
3. Forewarning client when an action may cause discomfort.
4. Utilizing clarification and reflection during client/nurse interactions.
5. Being alert to non-verbal clues from client in the clinical setting.

Communication & Chain of Command

The nursing profession and healthcare environment maintains patient safety by always utilizing the appropriate professional chain of command for communication and conflict resolution.

Students are expected to utilize the established Registered Nursing Program Chain of Command in any circumstance including clinical agency needs. Any immediate threat to patient safety should be reported to the primary nurse assigned immediately and the supervising clinical instructor as soon as possible.

Registered Nursing students are to communicate any needs, concerns, etc. as per the established program chain of command:

1. Supervising Instructor
2. Instructor of Record (course instructor)
3. Assistant Program Director
4. Associate Dean of Nursing
5. Dean of Allied Health

Professor Legal Responsibilities

The instructor must have knowledge of all nursing care the student assumes. The Nurse Practice Act of the State of California clearly defines the limits of care permitted. The student must perform within those guidelines.

The instructor has the legal responsibility to remove the student from the clinical setting if it is determined a student poses a threat to the health and safety of the patient.

“Each faculty member shall assume responsibility and accountability for instruction, evaluation of students, and planning and implementing curriculum content” (California Nurse Practice Act), Section 1425.1 (a)).

A student may render nursing service when it is related to the course of study by one of the following:

1. A student enrolled in a Board approved pre-licensure program or school of nursing.
2. A nurse licensed in another state or country taking a Board approved continuing education course or a post-licensure course.

Volunteer Opportunities

Various opportunities arise from time to time. If students participate, they are expected to adhere to the standards of conduct already addressed in this handbook. Follow the chain of command for questions or concerns.

Student Support Services

Nursing students are advised to see the current Merced College website for the most up-to-date information on student support services and programs.

Nursing Program Specific Resources:

Open Skills Laboratory

The Nursing Skills Laboratory is available for student use. Students are encouraged to utilize the laboratory to reinforce and update specific nursing skills. Skill lab supplies, mannequins, equipment, videos, resource textbooks, computer assisted instruction programs and instructor assistance are available during the posted skills lab hours.

Student Success & Remediation

The RN Program Faculty develop and lead topically relevant workshops for students each semester. Faculty curate student success workshops to improve student achievement in academic, clinical, personal, and professional areas of student development. Workshops are available to all enrolled nursing students. Session dates and times are available on the Allied Health website as well as by appointment. Student success workshops are highly encouraged and are to be used as a remediation tool in the event of academic or clinical jeopardy (example, early alert).

Office Hours

All RN faculty maintain office hours as listed on their course syllabi. Office hours are intended to allow students direct communication and contact to review personal performance, content remediation and pertinent guidance in the field.

Kaplan Nursing

In addition to course textbooks and required materials, the RN Program provides students access to Kaplan Nursing review materials throughout enrollment in the RN program. Kaplan assignments may be imbedded into course syllabi for course credit at the instructor's discretion. Kaplan is to be a key resource for NCLEX test preparation and content mastery.

Guidance Services

Guidance services have been developed to meet the special needs of individual students. These include:

1. The Career/Transfer Center provides services to assist individuals in making occupational and educational decisions.
2. Professional counseling services include assistance to students in academic, vocational, and personal areas. Referrals for specialized assistance with tutoring, financial aid, interest and aptitude testing, and career decision making, are available.
3. Students with physical, communicative, and/or learning disabilities are encouraged to contact the Disabled Student Services Office where they are provided with services to meet their particular needs.
4. Extended Opportunity Programs and Services (E.O.P.S.) at Merced College is a program for educationally and economically disadvantaged students.
5. Merced College, through a program of scholarship, grants, loans, work-study and part-time job placement, provides financial assistance to students to allow them to pursue and complete their education.
6. All Merced College students are eligible for Student Health Services which are coordinated through the Student Health Counseling Office.
7. The Tutorial Program offers tutoring in most of the courses offered by Merced College. Individual and group tutoring is provided at no cost to students. Students may obtain assistance in math or writing skills. Tutors from the second year of the nursing program are available to assist first year students.
8. Merced College is approved for training of veterans in connection with Chapters 30, 31, 32, 34, 35, 106, Title 38, United States Code.

Disabled Student Services

Merced College makes reasonable accommodations for persons with documented disabilities. The [Disabled Students Program & Services](#) (DSPS) office coordinates accommodations and services for all eligible students. Staff will review your needs and determine what accommodations are necessary and appropriate. All information and documentation provided is confidential. If you have a disability for which you wish to request accommodations and have not already done so, please get in touch with the DSPS office by calling (209) 384-6155 or by emailing us at dsps@mccd.edu. In Merced, DSPS is located in the Leshar Building, Room 234, and in Los Banos is located in Building A.

The Learning Resource Center

The Learning Resource Center, LRC, is situated west of the Allied Health Building. Students and faculty members have access to over 40,000 books and approximately 200 periodicals and newspaper subscriptions. The LRC has a current microfilm subscription, extensive back holdings, and an index to the *New York Times*. Students have access to several computer information stations which provide a variety of resources including Internet access. Word processors and 10-cent copy machines are also available.

Child Development Center

Child Development Center services are available on campus. These services are designed for children of students, staff, and community members. A charge is levied for this service; however, financial assistance is available for qualified students.

Application for National Licensure Examination

Students completing the Associate in Science Degree requirements or the Board of Registered Nursing 30-Unit Option are eligible to apply to take the RN licensure examination. Applications are available online at: www.rn.ca.gov. Students will be offered financial assistance for completing the forms. Additional information can be accessed at the Board of Registered Nursing website: www.rn.ca.gov

Scholarships and Financial Assistance

A variety of resources for funding a student's nursing education program are available through the Office of Financial Aid. The office is located in the Administration Building. The deadlines for applying are listed in the college calendar.

Student Health Services

Students are eligible for Student Health Services coordinated through the [Student Health Services Office](#). A complete listing of the services provided can be found on the Merced College website.

Fundraising

To offset graduation costs students may decide as a group to collect dues and/or to fundraise. Any monies collected will be deposited into the classes' foundation account at Merced College. Contact the Allied Health Area Coordinator or RN Program Director regarding the creation of a Foundation account.

All monies deposited into the RN Foundation account are to be spent on the graduation ceremony. Any funds remaining in the account after all expenses are paid can be designated as follows:

- Donated to a future RN class graduation fund.
- Donated toward a RN scholarship.
- Purchase a gift for the college (i.e. plaques, benches, planting a tree).

No monies will be distributed to individuals EXCEPT when being reimbursed for graduation ceremony costs (need original receipts – the Allied Health office staff will help create/submit PO's).

Program Policies

Attendance

Regular attendance and class participation are expected of all students enrolled in the Merced College Registered Nursing Program. Attendance and participation policies may be included in each semester's syllabus. The student is expected to study all assigned materials prior to class lectures and come prepared to participate in the learning process.

It is expected that students will be on time for theory and clinical. Frequent absenteeism and/or tardiness in clinical, skills lab, or theory may affect the student's ability to meet objectives. A student who is tardy to theory causes disruption of the class and the student may miss important information. Frequent tardiness will result in disciplinary action such as Mandatory Skills Lab and early alert. If a student is absent in a theory class, it is their responsibility to obtain notes and handouts from fellow students.

Students are required to meet faculty recommendations regarding make-up assignments. Some quizzes may be given at the beginning or end of a class session or be taken home and may not be made up if a student is absent when the quiz is given. Skills lab hours are critical for meeting clinical objectives and attendance is expected. Skills Simulation is considered clinical, thus rules related to clinical apply to Skills Simulation.

Clinical rotations allow students to demonstrate clinical skills and apply theoretical concepts during patient care (contextual learning). Therefore, all clinical assignments are important in meeting semester objectives. For this reason, any clinical absence can result in the following (at the instructor's discretion):

- Mandatory Skills Lab attendance
- Early alert
- Required make-up of clinical hours
- Written assignment
- Students must report absences to clinical instructor as directed on day of absence. Repeated clinical absences will require the student to meet with faculty and the program.

Personal Devices

Classroom & Clinical Usage

It is mandatory that students turn off the volume on any electronic devices while in the classroom. These items cause disruption to the entire class. If it is necessary to bring these devices into class, the vibrating mode must be utilized. Text messaging is not allowed during class time.

Personal devices may be utilized at the students own risk and must adhere at all times to usage policies that may be in place at external community partner sites (ie. Hospital, skilled nursing facility). Devices must be set to silent mode and usage should be restricted to breaks and lunch time. Students must not utilize personal devices in direct patient care areas including nursing stations.

Students may never utilize a personal device to transmit patient information and must remain free of any and all information subjected to HIPPA privacy regulations.

Any student found in violation of HIPPA rules via electronic devices including but not limited to: messaging, social media, and or any platform not secured by the clinical partner or Merced College will face immediate dismissal from the program.

Testing

All technological devices including but limited to: smart watches, cellular phones, laptops, tablets etc. are not permitted during testing. All devices will be secured prior to the beginning of an any didactic or clinical examination and may not be utilized until approved by the instructor.

The instructor reserves the right to collect devices until the testing period for all students has ended.

Confidentiality must be maintained to protect client information as well as that shared by fellow students. Should taping of lectures be required due to a verified learning disability, arrangements are to be made with the instructor.

Sexual Misconduct

Merced College is committed to a safe and productive learning environment. Merced Community College District and Title IX policy prohibit sexual misconduct which includes sexual assault, sexual harassment, domestic or dating violence, and stalking. For more information on community resources, prevention information, and reporting options proceed to our [website](#).

Transportation

Due to the rural nature of our area, various health care facilities located within and outside of Merced County are utilized. Each student is expected to provide his/her own means of transportation.

Non-enrolled Persons, Children in Classrooms

Attendance in the classroom is limited to those registered in the class, unless specifically invited to do so by the instructor of the class. Students are advised to make adequate arrangements including emergency arrangements for child care. Children **may not** be brought to the classroom.

Zoom Etiquette Policy

- Wear appropriate attire.
- Ensure that your background is free of distractions.
- Mute your microphone (and maybe video too).
- Raise your hand and wait to be called upon (Zoom “raise hand” feature).
- Identify yourself by name when speaking in large groups.
- Let others know when you are done speaking by saying something like: “I’m done.” or “Thank you.”
- Be respectful and considerate of all participants on the Zoom call.
- Participate to the fullest extent possible

Academic Honesty

Academic dishonesty is a violation of the Standards of Student Conduct ([Board Policy 5500](#)). The College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, and misuse of College computers and software. Disciplinary actions may include an oral reprimand, a failing grade on all or part of a particular paper, project, or examination, or the assignment of an “F” grade in cases where the dishonesty is more serious, premeditated, or a repeat offense. Serious or repeated offenses may also result in suspension from the College.

- Any violations may result in failure of this course or dismissal from the Registered Nursing Program.

Student Remediation Process

Early Alert

An Early Alert advisement will be issued to a student at any time during the program that they are noted to be at risk. Early Alert is initiated in a response to a noted student need, or pattern of behavior resulting in a high-risk of failing the course or program. Early Alerts may be initiated in response to theory or clinical components of the course. The intention of an Early Alert is to provide the student direct warning of noted deficits and direct the student to utilize support services available to them.

Skills Check Offs

Failure of clinical check off stations:

1. First Failure:
 - a. Practice and repeat the station. Must retake the skill in one week.
2. Second Failure:
 - a. Advisement, Early Alert, and practice.
 - b. Meet with faculty member to discuss concerns.
 - c. Repeat station with two faculty members at scheduled time.
3. Third Failure:
 - a. Dismissal from the program

Program Dismissal

Any violations of patient safety can be grounds for immediate dismissal from the Registered Nursing Program. Categories of concern include:

1. Compromising patient safety.
2. Lack of professional or ethical accountability.
3. Failure to self-report a safety concern or near-miss patient safety event.
4. Working outside of the established student and course scope of practice.

Readmission

A student who withdraws from the program for any reason before successful completion of the first semester must apply as a **NEW** applicant through the RN Application Process. No special consideration will be given. Applicants who are selected and then declined **OR** are not successful completing the first semester may apply again but **WILL NOT** be recognized as a “consecutive” applicant. Applicants may only be accepted to the program a maximum of two times.

****First semester students who exit the program due to safety violations are not eligible to re-apply to the RN program and are ineligible to apply to any other nursing program at Merced College.**

2nd, 3rd, and 4th Semesters

Readmission to the Registered Nursing Program is dependent upon space availability in 2nd, 3rd, and 4th semesters. After a review of written and performance achievement evaluations and/or interview with the teaching team and the program leadership, a decision will be made using the following procedure:

1. A student in good standing who withdraws from the program, regardless of the reason for the drop, may be readmitted one time (with a maximum of one semester absence) by submitting a letter requesting readmission to the RN Program 30 days prior to the semester for which they are applying (based on space availability).
2. Readmission of students who were not in satisfactory standing at the time they withdrew from the program, will be readmitted one time only based upon the following:
 - a. Applications must be made within one semester of withdrawal or dismissal.
 - b. Submission of evidence and/or demonstration that instructor's written recommendations for readmission (ie. remediation plan) have been satisfactorily fulfilled.
 - c. A written and/or performance examination encompassing previous content may be required of previous courses in the RN program.
 - d. Available space in course.

3. Students who are repeating a class must meet all of the requirements of that class.
4. If there are more requests for re-admission than space:
 - a. Priority will be given to LVN transition students over returning RN students.
 - b. Priority will be given to students who complete their remediation plans.
5. For students dismissed for safety considerations, readmission will not be allowed into any Nursing program at Merced College.

Grievance

In order to resolve problems, concerns, or questions the student should first communicate with the individual instructor. If resolution does not occur, the student is encouraged to continue to utilize the above-mentioned chain of command.

The procedure for filing a formal Student Grievance ([Administrative Procedure 5530](#))

Pinning Ceremony Information

Why a Pinning Ceremony?

The pinning of a future Registered Nurse is a symbolic gesture of welcome into the profession of Nursing. Wearing the Merced College Nursing pin allows all of our Nursing alumni to proudly identify with each other as well as acknowledging the privilege of having succeeded in the Merced College's Registered Nursing program. It is important that through the pin and the uniform, the pinning ceremony represents the profession's ideology and the community's means of identifying the nurse.

The ceremony has far-reaching significance for the graduates, faculty, college, Nursing alumni, community and the profession of Nursing.

All aspects of this ceremony represent the highest standard of professionalism for Nursing.

Getting Started

At the beginning of each semester, the members of the graduating class are to meet with the RN Faculty. This meeting should take place by the third week of the semester. The Instructors, in conjunction with the RN Program Assistant Director, will arrange for the date by reserving the Merced College Theater for practice and the pinning ceremony.

RN Pinning Responsibilities

Staff	Students
• Ceremony dates	• Speakers – class speakers + 1 guest
• Facilities	• Class fundraiser
• Invitations/Program	• Décor/Flowers
• Final approvals: Program; speech; music	• Photography/videography
	• Music
	• Set-up and clean-up crews
	• Slideshow

Fundraising

Fundraising is not required. To offset graduation costs (clothing, pins, luncheons, reception costs), students **may** decide as a group to collect dues and/or to fundraise. Any monies collected will be deposited into the classes' Merced College foundation account. Contact the Allied Health Administrative Coordinator or the Associate Dean of Nursing regarding the creation of a Foundation account.

All monies deposited into a RN Foundation account are to be spent on the graduation ceremony. Any funds remaining in the account after all expenses are paid can be designated as follows:

- Donated to a future RN class graduation fund.
- Donated toward a RN scholarship.
- Purchase a gift for the college (i.e. plaques, benches, planting a tree).

No monies will be distributed to individuals EXCEPT when being reimbursed for graduation ceremony costs (need original receipts – the Allied Health office staff will help submit Foundation PO's).

Class Pins

Students may purchase Merced College pins individually from the Merced College Bookstore. It is recommended that this is done eight weeks before graduation to ensure arrival before graduation.

Pinning Ceremony Guidelines

1. The nursing students at their pinning ceremony will wear the traditional white nursing uniforms. This includes white clinical shoes. **This is mandatory and not optional.** Dresses will be at the knee or mid-calf. Jewelry should be conservative, similar to clinical dress code. Nursing caps will be given at the pinning ceremony.
2. A Pinning ceremony contains the following approved
 - a. Processional
 - b. Welcome – RN Director
 - c. Introduction of Faculty, guests and significant community members present (by the RN Director)
 - e. Music (optional)
 - f. Speaker(s)
 - g. Pinning – students will be pinned by faculty
 - h. Music (optional)
 - i. Recessional
3. The RN Program Director and the Faculty will provide advice and counsel regarding the final copy of the proposed program and class speaker's speech.
4. Only students who have completed all of the nursing program courses successfully and who meet the dress code will participate in the program.
5. Nursing students are required to send thank you letters for graduation donations. These letters must be on Merced College letterhead, which can be provided by the Allied Health office staff upon request.