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www.trinitycollegeqc.edu (309) 779-7700
**Academic Advisor**

Each BSN Completion (BSN-C) student will be assigned an academic advisor. This faculty member will facilitate your academic success in several ways. Your academic advisor will meet (in person or virtually) with you to discuss the overall curriculum, obtain necessary contact information, confirm RN licensure and health records information, and discuss general goals related to completion of the program. At this time, you may wish to set up an informal plan for program completion.

You will register for courses online through your My Pulse account with guidance on course selection from your academic advisor. You may choose to meet with your advisor twice a year for registration: in the fall for spring term, and in the spring for summer and fall classes. You will be notified by Student Services via email when registration will be held. Be sure to complete your online registration within the scheduled time frame in order to avoid a late registration fee. Your advisor will help you select courses that are appropriate; however, the ultimate responsibility for curriculum completion is yours.

Your academic advisor is also available at any time to discuss academic concerns. Whether your concern is time management, strategies for academic success, or personnel concerns, feel free to make an appointment.

Lastly, your academic advisor will conduct an academic audit of your record, usually prior to the final semester of coursework. This will help make sure all required courses have been covered.

Be sure and notify your academic advisor, along with Student Services, any time you have a change in name, address, or phone number.
Catalog

The Catalog contains information about the College such as approvals and accreditations, governance, facilities, and tuition and fees. Health and safety records requirements can be found here. The Catalog also details services available to students such as advisement, disability support services, financial aid, and child care. Important academic information for the BSN-C student includes the Course Clusters list, the history, philosophy and goals and curriculum of the BSN-C Program, the Program Progression Policy and grading scale. In addition, each course is listed with a brief description along with any prerequisites. Grievance and Appeal Policies are discussed in this document. Take time to read your Catalog carefully, especially sections pertaining to the BSN-C Program.

The Powerpoint presentation, Student Services Policies, found in this online orientation, reviews key policies such as Transfer Credit, Refund Policy, Transcript Requests, Appeal Policy, Grade Reports, Academic Warning and Progress, Honors, Disability Support Services, and Fair Treatment Policy.
Curriculum

The BSN-Completion (BSN-C) Curriculum can be found in the College Catalog and on the web site. The Curriculum consists of 22 General Education hours and 30 Nursing hours for a total of 52 s.h.

The curriculum is designed to be completed in four semesters of full time study. However, many of you are working and choose to take the curriculum part time. This is fine; however, you must remain continuously enrolled in either a general education or nursing course each semester (excluding summer) to remain in the curriculum. If you find you cannot take a course one semester, you must contact your advisor and complete a leave of absence in order to avoid being dropped from the program.

**General education courses** consist of advanced written communication, ethics, cultural anthropology, an advanced science, statistics, and a humanities elective. Trinity College offers several general education choices; others may be taken from a local college such as Black Hawk or EICC. If you register for these courses with your advisor, you do not need to request a transfer of grades; the grades will automatically be sent to Trinity. For the advanced communication, Composition II is required. If you have already taken Comp II as part of your ASN requirement, the advanced communication requirement can be met by choosing among a “cluster” of courses outlined in the Cluster Options section of your Catalog. Be sure and get approval for courses from your advisor.

Some general education courses are co- or pre-requisite for nursing courses. For example, cultural anthropology is co- or pre-requisite for NUR 410 Transcultural Nursing; statistics is co- or pre-requisite for NUR 411 Nursing Research and Community Nursing. The Advanced Science course must be a 4 s.h. course with a lab component. Courses such as CHEM 111 Principles of Organo-Biochemistry (BHC), or CHM 132 Introduction to Organic and Biochemistry (EICC) would fulfill this requirement. **SOME GENERAL EDUCATION COURSES HAVE PREREQUISITES; PLEASE TALK TO YOUR ADVISOR ABOUT THESE.** For example, basic chemistry before organo-biochemistry. Also note that Statistics requires that the student have taken either a college level algebra course or score at an acceptable level on the COMPASS test. Your advisor will assist you with these prerequisites.

**Nursing courses** may be taken in a flexible manner except for certain sequences: NUR 302 Advanced Health Assessment must be taken before NUR 401 Community Health Nursing and all courses in the curriculum must be taken before NUR 420 Senior Seminar (some courses may be concurrent in that semester). The 1 s.h. Senior Seminar course is an independent project pulling together all of the BSN Program Goals. Many students identify a project while they are taking NUR 301 Nursing Leadership and Management, and follow through on this idea for their Senior Seminar project. In addition, several assessments are administered during Senior Seminar that help faculty to evaluate the program.
Curriculum

The curriculum contains three nursing electives such as Women’s health Care Issues, Gerontological Nursing, Critical Care. Different electives will be offered each semester.

A transcript of all your courses is available to you via the Trinity web-site in “My Pulse”-Student Portal. You are responsible for reviewing this transcript on a regular basis and bringing any concerns to the attention of your academic advisor. Prior to registering for your last semester of coursework, you should meet with your academic advisor for an “audit” of your coursework to assure that you will, upon successful completion of your last semester, meet graduation requirements.

The Nursing Department Grading Scale is located in the College Catalog. The nursing programs utilize a Pass/Fail system for clinical evaluation.

Nursing students are allowed to repeat only one major course. Repeated courses are noted “R” on the transcript. A “Withdraw Failing (WF)” counts as one of the attempts so be sure you consider your time carefully when you sign up for courses and communicate well with course faculty if you find you are unable to successfully do the coursework required. If necessary, faculty can work with you to earn a “Withdraw Failing (WP)” instead of a WF or F on your transcript. Repeated courses are noted “R” on the transcript. Only the highest grade of a repeated grade will be counted in the GPA.
Time Management

Students are admitted to the BSN-C Program having already having achieved a professional degree. As such, certain academic talents and capabilities have already been shown. However, the BSN-C Program represents new challenges to achievement.

For the recent graduate, one of these challenges is balancing the demands of the BSN Program with a new career. As a new graduate, you may find additional demands on your time for required orientation and certification courses. You may feel that, as a new employee, you have difficulty saying no to requests for additional work hours. You need to consider these factors when registering. Perhaps start out slow and register for one or two courses at a time until you are adjusted to both your employment situation and coursework.

Another consideration is the time allotment for class preparation. As a rule, course in higher education require three hours of study time per week per semester hour of course work. You will need to balance the hours required for coursework with demands of your career, family, and social life.

Nursing 401 Community Health Nursing and NUR 302 Advanced Health Assessment are the two courses in the BSN Completion Program that require clinical time. Just as clinical experiences demanded additional time in the ASN Program, these two courses demand approximately three hours of contact time for each semester hour. The clinical hours for NUR 401 are arranged with community health agencies that are generally available only during Mon-Fri business hours. You will need to consider how you manage the time needed for these courses. Some students reduce the course load during these semesters, some reduce their professional workload, and some students utilize available vacation or comp time. It is your responsibility to arrange clinical time commitments.
NUR 420 Senior Seminar

NUR 420 Senior Seminar is a capstone course that must be taken while you are enrolled in the last semester of your program. It is offered each semester, including the summer semester. This 1 s.h. credit course provides an opportunity for the student to demonstrate a grasp of each of the BSN Program Goals. The student writes a paper and presents this as an oral presentation. This paper can be either the report of a project carried out or a concept paper. Many students follow up on a project identified in their Leadership and Management course, but this is not required. Some students write about a project they are conducting as part of their employment arena. The key is to select a topic that lends itself to addressing each of the BSN Program Goals (found in your Catalog and the web-site).

This course is an independent project; however, you must meet with the course instructor at the beginning of the course, must provide an update at midterm, and must present your paper/project at the assigned course meeting at the end of the course. The criteria for the written project and oral presentation are quite strict as this should represent your best work, not a formative writing and speaking experience.

Since this seminar must be in the final semester of the curriculum, the student should realize that failure to successfully complete any concurrent courses taken in the final semester will result in withdrawal from the Seminar and must be retaken in the final semester.

NUR 420 Senior Seminar also provides an opportunity for the student to evaluate the College and the curriculum. The ACT College Satisfaction Survey and the Graduate Survey will be administered.
Student Services Policies

Transfer Credit
• Send updated Official Transcripts to Trinity College Registrar
• Review your transfer credit at My Pulse > in the Student Portal for accuracy of transfer credit
• Credit is transferred in only for the Program for which you have been accepted

Refund Policy for Trinity College
• Review refund schedule in College Catalog
• Based on calendar days (i.e. Sat. & Sun.)
• Be aware of refund policies for BHC & EICC
• Refunds are based on the date the add/drop form is received in Student Services Office
• If you stop attending a class without withdrawing you may receive in “F”
• Print out Add/Drop form from College website
  (Go to Current Students > Forms > Add-Drop Form)

Transcript Requests
• Unofficial transcripts are available via the College website at My Pulse > in the Student Portal (use the Portal Printer icon for printing)
• Official transcripts are available through Student Services. Please print the form under Quick Links on the home page of the website and return the completed form with the applicable fee for processing.

Name Badges
• Student name badges are distributed through the Student Services Department. The name badge is utilized for identification purposes as needed. The name badge is an official part of the College uniform. If a name badge is lost, Student Services must be notified and a replacement will be made available. Students will be assessed a fee for the replacement badge. Badges must be returned at the time of graduation or withdrawal from the College. Students will be assessed a $45.00 fee for badges that are not returned upon graduation or program withdrawal.
• The student’s name badge must be worn during practicum and at any time the student is on College or UnityPoint Health – Trinity premises in the role of student (including laboratory, classroom, the Health Sciences Library, College campus, Trinity facilities, Medical Center facilities or at other health care facilities). It should be affixed to the collar or lapel so that the name can be easily read. No additional pins or emblems are to be added to the name badge.

Cluster Options
• A list of approved general education course options
• Course approval needed prior to registration if not listed in College Catalog
• Refer to the College Catalog
Student Services Policies

Grade Reports
- Posted on the Student Portal
- Only faculty may share unofficial grade reports
- All financial obligations must be met to obtain grade reports and transcripts

Repeat Policy
- No more than 2 major courses may be repeated (exception: Nursing students are allowed to repeat only one major course in each Nursing Program)
- Repeated courses are noted “R” on transcript
- Only the highest grade will be counted in the GPA

Dress Code
- The purpose of dress code is to provide guidelines for students so they may optimally reflect professional standards in their appearance. An acceptable level of personal hygiene and a clean, neat and professional appearance is required in all practicum activities and College-related student roles. A general approach of moderation and good taste should serve as a basis for choices. Please review the Catalog on our website for full description of requirements when on campus or clinical sites.

Academic Warning and Progress
- Academic Warning
  1. Cumulative GPA 1.9 or below
  2. Receiving a D, F, or WF in a required course
- Academic Withdrawal
  1. Withdraw from or fail more than 2 health sciences courses in the Program
  2. Fail in an attempt to repeat any health sciences course
  3. Exception: Nursing students are allowed to repeat only one major course in each of the nursing programs (ASN/BSN)

Honors
- Honor Roll: Dean’s List
  1. GPA of 3.5 or above for term
  2. Minimum of 12 semester hours fall/spring
  3. Minimum of 6 semester hours for summer
- Graduating with Honors – AAS Degree
  1. Cumulative GPA of 3.5 or above
  2. Based on Cumulative GPA previous fall term
Student Services Policies

Graduating With Academic Distinction BSN
- Must have completed the majority of major semester hours at Trinity College
- Cum Laude: Cumulative GPA of 3.5
- Magna Cum Laude: Cumulative GPA of 3.7
- Summa Cum Laude: Cumulative GPA of 3.9

Disability Support Services
- All reasonable and necessary accommodations will be made
- Make an appointment to see the Director, Student Services and External Relations

Fair Treatment and Grievance Policy
- A grievance is a student’s claim of non-equitable treatment regarding established policies, procedures, rules and regulations of the College
- There are 4 procedural steps with the last being a final decision by the College Chancellor
Student Services Policies

Copyright and Peer-to-Peer File Sharing

In accordance with the Higher Education Opportunity Act of 2008, Trinity College of Nursing & Health Sciences is providing this annual disclosure of information related to the unauthorized use/distribution of copyrighted materials through illegal downloading and/or peer-to-peer file sharing of intellectual property.

In accordance with federal guidelines (34 CFR 668.43 (a) (10) users of campus computers and/or campus networks are reminded that intellectual property includes copyrighted music and videos. Trinity College of Nursing & Health Sciences computer users are prohibited from distributing/using illegal downloads and peer-to-peer file sharing of copyrighted materials. The College encourages computer users to use legal methods of downloading through channels such as: amazon.com; iTunes; and other known sources. Lists of other legal alternatives are provided by EDUCAUSE, the Recording Industry of America and the Motion Picture Association of America.

Students who violate the policy will be subject to disciplinary action as outlined in the college catalog.

**Penalties of Copyright Infringement:**

Any person who willfully infringes a copyright shall be punished as provided under section 2319 of title 18 if the infringement was committed—

1. For purpose of advantage or financial gain;
2. By the reproduction or distribution, including by electronic means, during any 180-day period, of 1 or more copies or phonorecords of 1 or more completed works, which have a total retail value of $1,000.
3. By the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution.

Penalties for infringement can include both civil and criminal penalties. See College website for penalties that are outlined in Section 506 of title 17 relating to copyright infringement.

Trinity College of Nursing & Health Sciences urges students to act with the highest ethical and legal standards and to use college and personal computers in an appropriate manner at all times. Students are responsible for their own personal computers when connected to the College server. If a student has a question about a site, he/she should ask the course faculty member.

For further information, please visit the U.S. Copyright Office website at www.copyright.gov. Questions may also be directed to the Director of Student Services.
Financial Aid & Educational Benefits

The goal of the financial aid program is to help remove the economic barriers to higher education for all individuals in our community. Trinity College attempts to provide financial assistance for students through scholarships, grants, loans, veteran’s certification, and federal work study, or in various combinations. Financial Aid information is also described on the College website at www.trinitycollegeqc.edu. The Financial Aid Office is open Monday through Friday 7:30 a.m. to 4:00 p.m. You may also call 309-779-7740 for assistance.

Financial Aid is the available federal, state and/or scholarship funding that a student may receive to be used toward educational expenses. Financial aid is not intended to cover a student’s total educational expense. However it is intended to act as a supplement to the family’s contribution to the student’s education expenses. Educational expenses are considered the responsibility of the student and, if dependent, their parents. All questions and concerns should be directed to the Financial Aid Specialist in Student Services.

Education Assistance

UnityPoint Health – Trinity has an education benefit that is available to students of Trinity College Nursing & Health Sciences who are also employed through one of their organizations. There are employment eligibility requirements and program requirements to receive this benefit. Information about the benefit (Tier II) can be obtained by contacting Human Resources.
Financial Obligations

Registration for classes creates a financial obligation by the registrant to pay tuition, fees, and other charges which constitutes an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling in classes. The Financial Aid Specialist is available for consultation to assist with financial needs.

To be considered in good financial standing, a student must complete financial arrangements on or before the start of each semester. For returning students or for students who seek re-admission, all prior balances must be paid. A student will not be re-admitted if there is a financial hold on his/her account. Students must abide by progression policies for their specific programs of study as outlined in the catalog.

To remain in good financial standing, each student must complete all required financial aid procedures, make appropriate arrangements to pay balances remaining after aid is applied, and meet all payment deadlines. Failure to do so will result in the account being delinquent (in default). Students with delinquent balances will have holds placed on their accounts, and they will not be allowed to register and/or attend classes for subsequent semesters nor will they receive grades, transcripts, certificates, diplomas, or other student services. For students in default, testing/exam boards will not be notified of the student’s program completion.

For a full explanation of the Financial Obligations Policies and Procedures, please review the current Catalog on our website or contact our Bursar at 309-779-7733.
Ordering Text Books

Textbooks may be ordered through the Trinity College web site. Select “Online Bookstore” on the Current Students page. Select the course and text. When you select “Add to Cart” and order, your order does not require the use of a credit card. The order will be sent to the college Bursar who will then process the order to the book vendor and mailed to the College. Your purchase will be added to your student bill, or pay for the textbooks here at the College when the books are delivered. You may also inquire around as to previous students who wish to sell a used text. If you do purchase a used text, make sure it is the current edition.
Website & My Pulse Student Portal

The Trinity College website can be located at www.trinitycollegeqc.edu. Like the College Catalog, the website contains valuable information about the College, its programs, and activities.

After your acceptance, the College requires a $100 non-refundable tuition deposit to be paid. Once this has been paid, you will receive a Welcome Packet containing very important information for you as you complete your matriculation into your program. This packet will provide information about the REQUIRED background check and a medical evaluation form; both must be completed per policy as defined in the College Catalog.

From the home page of the website, you can access the “My Pulse” Student Portal. This is a secure portal for current students, faculty, and alumni. My Pulse contains valuable information such as the calendar, course offerings, financial aid, billing, grades, transcripts, student directory, personal information, and announcements. Official grades are posted on this secure portal; a paper copy will NOT be mailed to your home.

After your receipt of the Welcome Packet, you will also receive information regarding your My Pulse user ID and password. These will allow you access to the My Pulse Student Portal. If you have not received an ID and password to My Pulse, contact Student Services at 309-779-7700.

From the website, you can access College e-mails. You will receive e-mail account information prior to the start of your first term. If you do not know your College e-mail, please contact Student Services at 309-779-7700.

Please check your email regularly! E-mail is an official communication tool of TCNHS and is the principal medium through which the College communicates with students. Official correspondence from Faculty and Student Services is communicated through the e-mail system. Important information concerning registration, financial aid, transfer credit, college events, courses, and graduation will be sent via e-mail. Students are responsible for the information received and are required to check their official student e-mail regularly and to read college-related communications. Failure to activate and monitor one’s e-mail account does not exempt one from responsibility to act upon college-related matters. All new students are expected to activate their TCNHS e-mail accounts and to begin monitoring their e-mail upon acceptance.
BSN/MSN Honor Society

The Trinity Bachelor of Science and Master of Science in Nursing Honor Society is modeled after the only nursing honor society in the world: Sigma Theta Tau International. The Honor Society is scholarly and professional in purpose. The organization's two purposes are:

1. To recognize superior academic achievement and leadership qualities
2. To foster creative work and high professional standards.

Membership is open to BSN and MSN students. To be eligible for induction:

• Junior nursing students must have a minimum cumulative grade point average of 3.0 on a 4.0 scale and be in the top 15 percent of their class
• Senior nursing students must have a minimum cumulative grade point average of 3.0 on a 4.0 scale and be in the top 35 percent of their graduating class
• Graduate nursing students must have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
• The Bachelor of Science and Master of Science in Nursing Honor Society induction ceremony is held every spring
Counseling Program

All students are eligible to participate in the Employee Assistance Program (EAP) as offered through Precedence, Inc. and UnityPoint Health - Trinity. EAP is an employer-sponsored program that utilizes counselors who specialize in the assessment of personal problems. Students may seek EAP assistance independently, or can be referred by their Faculty/Advisor/Program Coordinator or Dean. Brochures are available in the Student Services Department or from an Academic Advisor. EAP services are available 365 days per year, 24 hours per day by calling 800-383-7900 or 309-779-2273. Services are located at 3416 Blackhawk Rd, Rock Island, Illinois. This is a free, limited, confidential program and will not be part of the student's academic record.

The EAP resource can assist students in accessing the appropriate resources to deal with concerns that might interfere with their personal and educational development while in College. The service is available to every student who has a difficulty or concern. Included in the service is assistance with personal, social, academic, professional, and vocational concerns. Concerns such as drug and alcohol abuse, marital problems, financial trouble, and others can be addressed.
Library Orientation

Rock Island Library Location & Hours

- **Health Sciences Library**
  UnityPoint Health - Trinity, Rock Island
  Main floor near the Jardine Auditorium.

- **Library Hours**
  Monday-Thursday
  10:00 a.m. - 6:30 p.m.
  The library is open with no librarian but with a security guard volunteer on Fridays 10:00 a.m. - 2:00 p.m.

Bettendorf Founders Library

- UnityPoint Health - Trinity, Bettendorf
- Library Hours
  Monday-Friday
  7:30 am - 11:30 a.m.

The Health Sciences Library Serves

- Students and Faculty
- Nurses
- Physicians
- Administration and Management Staff
- Employees
- Alumni
- Consumers
- General Public

Elizabeth Fox MA, MS
Lead Librarian
Health Sciences Library
Phone: 309-779-2603
Elizabeth.Fox@trinitycollegeqc.edu
Library Orientation

Copyright
- Health Sciences research information is protected by copyright law.
- Electronic health sciences material is also copyright protected.

Card Catalog
- Library holdings are searchable via Prairie Cat, our online catalog
- Web address: http://search.prairiecat.info/
- The ADVANCED catalog is searchable by author, title, subject, library, keyword, etc.

Classification
- National Library of Medicine classification scheme
- Items are arranged by call number

Circulation of Materials
- Books are loaned for three weeks and may be renewed ONE time
- Journals do not circulate
- Renew books by phone, e-mail, in person, or online in PrairieCat.

Book Return
- When the library is open, please return books to the circulation desk
- Book drop, outside the library door, when closed

Services
- Photocopying and Scanning
- Students pay 10 cents a copy or bring paper
- Scan articles and email to yourself for FREE
- Assistance using all of our electronic resources
- Computers and Internet
- 3 computers for patron use
- Interlibrary Loan
- Books or articles not owned by the library
- Copyright Law Revision of 1976
- Library borrows materials from many libraries
- A fee will be charged for articles if unable to locate from a free or reciprocal lender
Library Orientation

Electronic Resources
- Current biomedical, nursing and allied health literature via Medline, OVID, CINAHL Plus with Full-Text, Up-To-Date, MD Consult, Natural Standard, and FirstSearch
- These can be easily accessed from the My Pulse portal. Access through the portal is also off campus.

General Regulations
- Soft drinks, coffee and water are allowed. Items must have lids
- Cell phones on vibrate
- Take calls in the atrium
Library User Guide

This guide has been prepared to help you make the best use of the library. If it does not answer your questions, please ask the librarian to help you.

All faculty, nursing and health sciences students, alumni, Trinity employees and others via contractual agreement may borrow materials from the library collection. In addition, the library is open to the general public, who may borrow materials from the consumer health collection with a valid library card (in PALS).

The Online Catalog

The library has an online catalog (PrairieCat) that will help you locate a book by author, title and subject, or keyword. This catalog may be searched via the Trinity College of Nursing and Health Sciences website and MyPulse.

Classification

The classification of books and audiovisual materials in the library is the National Library of Medicine Classification. For materials outside the medical field, the Library of Congress Classification is used. The number appearing on the spine of each book is the call number, which appears in the online catalog records as well. The books are shelved by call numbers.

The outline of the National Library of Medicine Classification Schedule is as follows:

**Pre-Clinical Sciences**

<table>
<thead>
<tr>
<th>QS</th>
<th>Human Anatomy</th>
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<tr>
<td>QT</td>
<td>Physiology</td>
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<tr>
<td>QU</td>
<td>Biochemistry</td>
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<td>QV</td>
<td>Pharmacology</td>
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<th>QW</th>
<th>Bacteriology and Immunology</th>
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<td>QX</td>
<td>Parasitology</td>
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<tr>
<td>QY</td>
<td>Clinical Pathology</td>
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<tr>
<td>QZ</td>
<td>Pathology</td>
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</tbody>
</table>
Library User Guide

Medicine

W Medical Profession  WD Diseases of Allergy
WA Public Health  WD Animal Poisoning
WB Practice of Medicine  WD Plant Poisoning
WC Infectious Diseases  WN Radiology
WD Diseases Caused by Physical Agents  WO Surgery
WD Aviation Medicine  WP Gynecology
WE Musculoskeletal System  WQ Obstetrics
WF Respiratory System  WR Dermatology
WG Cardiovascular System  WS Pediatrics
WH Hemic and Lymphatic System  WT Geriatrics, Chronic Diseases
WI Gastrointestinal System  WU Dentistry, Oral Surgery
WJ Urogenital System  WV Otorhinolaryngology
WK Endocrine System  WW Ophthalmology
WL Nervous System  WX Hospitals
WM Psychiatry  WY Nursing
WD Deficiency Diseases  WZ History of Medicine
WD Diseases of Metabolism

Library of Congress classes include

B Philosophy, Psychology  L Education
G Atlases  QA Mathematics
HA Statistics  QD Chemistry
HM Sociology  QH Biology, Physics
HQ Family, Marriage, Women  Z Bibliographies
Library User Guide

Borrowing and Returning Materials

After you have found the information from PrairieCat for the item you want to consult or borrow, either print the full record or write down the call number accurately from the record. Go to the book shelves to locate the book. If you do not find the book you want, ask the librarian for assistance. If the book you want is checked out, you may place a hold on it.

Each student must register for a library barcode by filling out the registration card, which most of you have already done. Your barcode is on the back of your name badge. To check out a book, give your badge to the librarian so she can scan your barcode. Your student library privilege is active for two years.

All books circulate for three weeks. Books may be renewed one time unless someone has put a hold on the material. Fines are 10 cents per day. A person may check out or renew materials unless there is an accrued fine of $5 or more. Materials may be renewed by phone, email, or on PrairieCat on the internet.

All circulation transactions are kept confidential. As soon as a book is returned, the check out information is cleared from the system.

When the library is open, please return books to the circulation desk. At other times, please place books in the book drop, located just outside the library in the oak cabinet display.

Overdue Materials, Fines, and Lost Materials

A student is expected to return all materials and/or pay fines before graduation and/or leaving the program.
If a book is lost or damaged beyond repair, the patron will be charged the replacement price. If the material is no longer available, the charge will be the price of a comparable text or material on the same subject. Please treat all library books with care.

Historical Collection

The Health Sciences Library has a collection of historical significance to medicine and nursing. These books are in our online catalog and may be checked out in the same manner as the circulating collection.
Library User Guide

Periodicals
Print journals are located alphabetically on the library shelves. Print journals do not circulate outside the library. You may read them in the library or make a copy to take with you. The copyright law allows a person to copy only one article per journal issue. The E-Journal Portal is located on the college library website and is a directory of all print and electronic journals. Please use the Journal Portal to determine whether or not an article is available in our holdings.

Reference Services
The library provides access to search Medline, CINAHL, PsycInfo and full text journal databases through the Ovid platform. We also subscribe to the EBSCOhost Research Databases. Students may access the system via MyPulse. The E-Journal Portal is available in our databases. Select 360 Link to Full-Text to search the Journal Portal for article availability. If unavailable, please use the “Request via Interlibrary Loan.”

Interlibrary Loan
Materials not available in our collection may be obtained by interlibrary loan in accordance with the Copyright Law Revision of 1976. This library is in compliance with the law and requests will be handled accordingly. Please check with the librarian for the proper procedures to follow when requesting an interlibrary loan.

If materials are not available locally, requests will be sent to other libraries. Any charges for interlibrary loan will be passed on to the user.

When requesting the loan of a book or a copy of a journal article, please provide the following information, if not emailing from the Journal Portal:

- For books, give the author, title, publisher, date and source where the reference was located including the page number.
- For journal articles, give the author, title of the article, name of journal, volume number, date, beginning and ending pages of the article, and the source where the reference was located, including the page number.

The more complete the citation, the faster the service will be. It is necessary for library staff to know if the article is important enough to you that you will pay for the article should we be unable to locate it from a non-charging library.
Library User Guide

Photocopiers and Printing Charges
A self-serve photocopier is available in the library. Each photocopy or printed page (from an online resource) is 10 cents per two-sided page for students.

Other Library Facilities
Students may obtain a library card at Augustana by presenting a photo ID and one other form of identification which has your current address.

General Regulations
Never loan a book checked out in your name to another student. Return the book to the library so that it can be checked out in his/her name. The student borrowing the material is the one responsible for the materials signed out in their own name. Students are encouraged to use the library for classroom and clinical assignments as well as research. Food is not permitted in the library. Beverages are allowed, if the container has a lid.

Library Staff
Elizabeth Fox, MA, MS
Lead Librarian – Rock Island
Phone: 309-779-2603
Email: Elizabeth.Fox@trinitycollegeqc.edu
Angel Platform for Online Learning

Faculty utilize the Angel Platform sponsored by Embanet Corporation for web-assisted courses. Courses at Trinity College are described as web assisted because faculty combine direct meetings with students along with online learning activities.

The Angel Platform can be accessed at:
http://trinitycollege.embanet.com
Once you are officially registered for a course, you can access that course by typing in the user box: tcn_ followed by your first initial and last name.
For example, Jane Smith would be tcn_jsmith. The initial password is changeme.

You can (and should) change your password after accessing the course by clicking on the Preferences icon (it looks like a wrench).

Embanet has a 24-7 help desk. Dial 416-494-6622

Once you are in the course you will see that it is set up with Sections, folders, and files. Each faculty sets up their course a little bit differently so you will need to carefully study each folder and file. You are responsible for all information in your online Angel Course documents. Faculty are happy to make individual appointments to assist you with web-based learning, if needed. Each course offers an “Angel Tutorial” in the Search and Help Section.

Faculty utilize the digital drop box for most assignments. The drop box is utilized by clicking on the labeled “drop box folder”, typing a complete “label” for your assignment, typing a short message if desired (do not cut and paste your assignment in the message box), click “Attachment”, “browse” your files to locate your assignment, and “upload” your document. Click “finished” then click “submit”. Please save and submit as a Word 2007 file to assure that your faculty can open the file on College computers. Saving Powerpoint Presentations in this format will reduce stress when you are asked to do presentations at the College because they will open easily in this format.

Most courses on the Angel site utilize some type of discussion. To respond to a discussion question, click on the question, then type your response in the box provided. You may wish to compose your answer in word, then save and paste in the response box to prevent losing your response. To respond to a peer response, click on the peer response, then compose your response.
Angel Platform for Online Learning

While these discussions are not “formal” writing required to a formal paper, they should be considered professional communications and, as such, should utilize proper grammar, spelling, and punctuation. Each course instructor will communicate policies regarding deadlines for submission of discussions and other assignments. Note these deadlines carefully as points will be deducted for failure to meet deadlines. Responses in the discussion board should reflect professional, open-minded, non-biased information. All discussion should be civil. Professional disagreement can be a source of learning; however, this should always be done in a courteous manner. Do not type in “all capitals” as this is considered “shouting” in online etiquette. Confidentiality should be maintained. Patient situations can be discussed, but do not utilize full names and maintain confidentiality regarding patient information discussed in class. Faculty reserve the right to enact the Corrective Action Policy found in your Catalog if there are breaches of professional behavior.

For course related communications, both faculty and students should utilize the course e-mail that can be accessed under “Communications” tab. Students should check course e-mails and announcements at least twice a week. The student is responsible for all information posted in either the e-mail or course announcements sections.
Writing Skills & APA Style

Goal #2 under the proficiency category of the BSHS Program Goals requires that the student “Communicate professionally, using interpersonal, oral, and written communication skills”. In order to achieve that goal, most courses require one or more formal written papers. In addition, the capstone course, BHS 420 Health Sciences Research Seminar, requires a formal synthesis paper. Formal writing requires the student use proper grammar. This includes, but is not limited to, subject/verb agreement, consistent use of third person, past tense, correct spelling and punctuation, active voice and proper sentence structure. Papers should be developed logically with paragraphs. Use the required handbook for writers to assist you. Faculty is certainly willing to help you with writing skills. Read your own paper aloud to detect awkward sentences. Ask a qualified friend to proof your paper. If you are concurrently a student at a local college, you may also qualify to use their writing lab. Time and effort spent on proper writing skills at the beginning of the program will pay off throughout the program.

The organization of formal papers at Trinity College follows the American Psychological Association Publication (APA) Manual. The current edition is: American Psychological Association (2010). Publication manual of the American Psychological Association (6th ed.) Washington, DC. You should purchase this Manual when you enter the College as it will be used in each course. This Manual addresses not only written format and style, but grammar and reference style.

The American Psychological Association (APA) website contains valuable information on how to use the manual, provides sample papers, and provides a short tutorial video. This can found at http://apastyle.org/learn/tutorials/basics-tutorial.aspx.

It is the goal of Trinity College to promote a sense of honesty and integrity on the part of students in fulfilling their academic requirements. Students should review the Academic Honesty & Integrity Policy in detail.
Graduation Awards Portfolio Program

Trinity College of Nursing & Health Sciences Invitation to Participate

Welcome to an opportunity to compile a professional portfolio and apply for Trinity College of Nursing & Health Sciences graduation awards of Service, Leadership and Clinical Excellence. It is our hope that you find your professional journey rewarding, stimulating and invigorating. A group of dedicated faculty, staff and advisors at Trinity College have developed this portfolio package with you in mind.

We appreciate your work and educational knowledge that you put to use every day: satisfying your patient’s needs, working with families and the community and providing quality care to patients, just to name a few. We hope that you will consider your own professional growth by participating in developing your portfolio.

For a list of current Committee members, please contact Student Services at 309-779-7700. Please feel free to contact any of the Student Affairs Committee members with questions regarding your portfolio.

The College Student Affairs Committee and Portfolio Subcommittee would like to appreciatively recognize the Trinity CAP, TAP, and ITAP programs from which this program was modeled.
Graduation Awards Portfolio Program

The Portfolio Program: An Introduction

The Portfolio Program at Trinity College of Nursing & Health Sciences provides structure for the student to demonstrate eligibility of recognition with the service, leadership and clinical excellence awards, as well as, the knowledge and skills acquired while attending Trinity College. The objectives of the Portfolio Program are simple and explicit: recognize and reward students of nursing, respiratory care, and radiography. We want all students to be satisfied with their career choice and be recognized for their growth.

Trinity College of Nursing & Health Sciences Portfolio Guidelines

Eligibility: Student must be in good academic standing in the final semester of coursework that will culminate in graduation. Interested students are responsible for ensuring that their portfolio has attached evidence and examples to verify participation or completion of activities for the selected awards. All documentation must be complete at the time of submission.

Due dates will be announced by email.
Graduation Awards Portfolio Program

Description of awards:

Service Excellence Award:
The students selected for the Excellence in Service Award have demonstrated “service first” by providing noteworthy service to the College and their communities and have demonstrated a willingness and enthusiasm to help others. These servant-leaders interact well with their peers, faculty, staff and community members.

Leadership Excellence Award:
The leadership award is presented to those students who create a positive and enthusiastic learning environment and set the standard for others to follow. These individuals have their own unique style of motivating others to achieve personal excellence. These individuals set a good example and make a positive difference in their programs, professions and in the lives of others.

Clinical Excellence:
This award is presented to those students who demonstrate professionalism by taking initiative, communicating well, demonstrating teamwork and displaying a strong work ethic. These individuals possess exceptional competency and provide high quality patient care that exceeds the standard.
Graduation Awards Portfolio Program

Trinity College of Nursing & Health Sciences Portfolio Application

Please check which award/s you are applying for.

☐ Service Award  ☐ Leadership Award  ☐ Clinical Excellence Award

Application Date: ___________________ Program of Study _______________________________________

Name ____________________________________________________________

 Applicant Signature ____________________________________________

**Applicant understands that the signature of the Advisor does not indicate an award. An award will be determined by the Portfolio Committee.

Advisor: Please circle to designate the appropriate following criteria have been met. If the applicant fails to meet the following criteria, the application process stops and the student is not eligible for submission.

YES  NO  Applicant has completed the last 25 semester hours of credit at Trinity College.

YES  NO  Applicant at this time is progressing satisfactorily in all academic or clinical courses.

YES  NO  Applicant is currently in good standing and in compliance with the General Standards of Behavior.

Advisor Signature ____________________________________________

Advisor signature must be obtained by February 1st (for May graduation) or May 1st (for August graduation).

Area below to be completed by Student Affairs Committee.

Date application received: ___________________ Committee review date: _____________________

_____ Applicant has included all items on the checklist required for award consideration.

_____ Applicant has met the criteria for an award.

_____ Applicants award ______________________________________

Portfolio Committee Signatures: ______________________________________

_________________________________________________________________
Graduation Awards Portfolio Program

Portfolio Submission: Organizing Your Portfolio for Application

1. Discuss intent to apply with your advisor and obtain signature 30-60 days prior to starting the application process. Include the portfolio application with your portfolio. The portfolio application must be signed by the applicant and the advisor.

2. Use the Portfolio Requirements Checklist (included in packet) for the appropriate level to organize your information in the appropriate order listed on the checklist. It is very helpful to the portfolio reviewers if you use a flat binder to organize your work. Remember, this is one way you display your professionalism. The Completed Checklist and required information must be submitted with your portfolio—There will be NO EXCEPTIONS.

3. Include copies, not originals, of important documents such as your CPR card, certifications, diplomas, license, and awards or recognitions that you have received, etc.

4. Organize continuing education hours in chronological order and include only those you have earned within the last three years. (if applicable).

5. Print a copy of your academic transcript and your Net Learning transcript; include them in your portfolio.

6. Include a written summary for each of the formal activities that you have presented in the past two years with supporting documentation.

7. Clearly label documentation of activities related to committee work. Some of the activities that might be included are documentation of meeting participation and examples of shared decision making.

8. Contact any member of the Portfolio Committee with your questions or concerns regarding the portfolio application process.
Graduation Awards Portfolio Program

Portfolio Checklist:

☐ Completed application form
☐ Completed checklist form
☐ Evidence of highest education (examples: diploma or degree) or documentation of education completion and current transcript (if applicable)
☐ Copy of current licensure (if applicable)
☐ Resume
☐ Copy of current certification card/s (if applicable)
☐ Copy of current continuing education credit/coursework
☐ Copy of CPR card (ACLS, etc.)
☐ Copy of Net Learning transcripts for the last two years
☐ Proof of degree (Bachelors, etc. if applicable)
☐ Proof of participation in committee work
☐ Proof of public service in related field of study (fairs, career days)
☐ Include any of the following pertinent to your field of study: institutional involvement, involvement in a committee, and/or presentations to students
☐ Include proof of involvement in the community in health care related events
☐ Copies of awards or recognitions received, participated in or presented.
☐ Copy of professional memberships (if applicable).
Graduation Awards Portfolio Program

Required:

☐ A professional goal statement for each of the next two years. Include a brief description of how the goals are important to you.

☐ Prior to completion of your portfolio state how you have accomplished these goals.

☐ Tell us about yourself, why you stand out and how your daily performance serves as an example for others, how you demonstrate service, clinical excellence and or how you display leadership.

☐ Describe a case that you have participated in within the past two years, which demonstrates service, clinical excellence and/or leadership. Please use pseudo names and initials in the case study to protect patients, staff, peers, and faculty confidentiality.

If applying for the Clinical Excellence Award:

☐ Reference letter from clinical Instructor or preceptor/clinical person.

☐ Tell us how you incorporated evidence based findings into your practice.
Graduation Awards Portfolio Program

Writing a Clinical Exemplar

A clinical exemplar is a written narrative about a patient care situation in which you feel your interventions really made a difference in the patient outcome, either directly or indirectly. Sometimes it is easy to confuse a clinical exemplar with a case study, but they are not the same. The following are some tips to help write a clinical exemplar.

Give critical reflection on the areas of your practice. Focus on a patient case situation and incorporate concepts of decision-making, compassion, collaboration, advocacy, caring, and anything else that defines the essence of your professional career. A clinical exemplar may be:

- A story that captures the true essence of what nursing, respiratory care, or radiography is about.
- An incident in which there was a breakdown (things didn't go as planned).
- An incident that was particularly demanding.
- A situation that demonstrates your level of practice.

You should include the following in your clinical exemplar:

- Context—shift, time of day, resources available, where the situation took place, any special conditions about the work area, details about the patient’s background if relevant. Make sure to keep the patient’s name confidential.
- A detailed description of what happened.
- What the concerns were at the time.
- What you were feeling at the time of the event and after the event.
- What, if anything, you found demanding at the time.
- How you made your patient care decisions or solved the identified problems.
- How you communicated and collaborated with the patient, the family, and/or other members of the healthcare team.
- How you demonstrated at least one of the following qualities of caring, compassion, empathy, patience, ability to cope, self-esteem, sense of humor, trust/faith, camaraderie, knowledge/learning and openness to change.
- Reflections on why this clinical situation is important to you.
Graduation Awards Portfolio Program

When writing a narrative, be sure to include details and information that help the reader visualize the situation and understand its context. Remember that the reader may be unfamiliar with your clinical role and overall approach to patient care. Use the narrative to describe you and your role and to illustrate how you approached a challenging patient care situation.

- Present your story as a first person account. Change the patient’s name and any other identifying information in order to protect confidentiality.
- “Tell” your whole story.
- State what happened in specific terms. Avoid vague summary statements or general phrases that do not communicate what actually occurred. Help the reader better understand the situation and appreciate your actions.

For example:

**Don’t say:** “I analyzed the possible dangers to the patient and took action.”

**Instead say:** “The blood pressure was dropping and the pulse rate was rising. I sensed the patient was going into shock. I immediately called the physician.”

**Don’t say:** “I gave emotional support.”

**Instead say:** “I sat and talked with the patient about how to tell his family about the diagnosis.”

Be sure to include descriptions about what concerned you and what prompted you to take a particular action. This type of information gives readers a window on your thought process and the way in which you make clinical judgments.
Orientation Completion

Vehicle Registration Form
Process for Online Vehicle Registration

All Trinity College of Nursing & Health Sciences students are required to complete an electronic registration. A form must be completed within two weeks of a status change (i.e., different/additional vehicle or a change in the license number), and annually. When participating in clinical rotations at the hospitals all students are expected to park in designated employee parking areas only. Parking in a fire lane, trauma area, or handicap parking space is unlawful and subject to ticketing from the police department and/or towing of the vehicle at the owner’s expense.

Before you begin, please have your license plate number available.

To begin, go to: https://cesi.reportexecdirect.com/trinitysecurity/CESIReportExec/opr/Main.aspx

1. Select a Group. From the drop down menu provided next to the category, select the “Rock Island” group. Click on the button next to the box that says, “Write New Online Permit Registration”.
2. The next screen will have two categories with drop down menus. The first, Permit Type is “Parking”. The second, Permit Period is “Annual 20YY”. Select the appropriate year and click on the “Continue” button below the categories.
3. The next screen has several boxes of information; you MUST fill in each box. Your Department is “College” and your Dept. Manager is Lenore Knock. You are required to provide contact information so UnityPoint Health – Trinity’s Security team can contact you if a situation arises that it would become necessary to do so. Click on the “Continue” button to proceed.
4. The third page will allow you to fill in the details of your vehicle including make, model, color, and license plate number. Click on the “Continue” button to proceed.
5. The fourth page allows you to review your submission. Please note, when you press “Continue”, it will submit your registration to the Security Department and you will not be able to make any changes after that point.
6. The final screen will tell you that your registration has been submitted. You do not have to do anything on this page once you have seen the confirmation message.

To verify that you have read all the included materials and that you have completed your vehicle registration, you are required to send a confirmation e-mail to Student Services at TQCStudentServices@trinitycollegeqc.edu from your College e-mail account. Submission of this e-mail indicates you are aware and understand all materials included in the Online Orientation.