

College of Nursing Facilities and Services

Section VIII

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

Computer Access

Computers for undergraduate and graduate student use at the MUSC College of Nursing campus are located in room 304. Each system will have Windows 2000 Operating System, access to mail via Mulberry, and Microsoft Office Suite. In addition, some College of Nursing specific packages will be installed.

Computers for PhD student use at the MUSC College of Nursing campus will be located in room 304. Each system will have Windows 2000 Operating System, access to mail via Mulberry, and Microsoft Office Suite. In addition, some College of Nursing specific software packages will be installed.

E-Mail

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

Many people have more than one e-mail address. In addition to your MUSC e-mail account, you might have as well an AOL, Hotmail, or other e-mail address. You can have your MUSC email automatically forwarded to your other email address.

Go to <http://www.musc.edu/econtrol/>. Enter your MNA sign in and password. Click on FORWARD. Three more options will appear. Click on EDIT. You will be given the option to forward your MUSC email to up to four different addresses. You will also be given an option on how long that you want your MUSC email to be saved on the MUSC server. Note: Checking a long duration increases the chance of filling up your quota of space and generating error

messages.

If you drop your other email account, you can stop the forwarding by clicking on FORWARD, then clicking on DELETE.

You can do more with Econtrol than just forward messages. This service can also help with auto-replies, passwords, and filtering. Accessing Econtrol requires that you enter a valid MUSC Network Account (MNA), which is the same as your email address.

Faculty Advisors

Upon enrollment, each student is assigned a faculty advisor. The faculty advisor assists the student with academic advising, registration, referral to College and University resources and services, and in general, serves as a student advocate. Any student who is anticipating a change in plans for completing the program (e.g., add/drop, leave of absence, withdrawal, etc.) must see the faculty advisor prior to initiating the appropriate paperwork to effect the change. Faculty advisors are also available to assist students with career advisement, clarify College and University policies and procedures, counsel regarding academic problems, and facilitate adjustment to College and University life. Students should contact their faculty advisor at the faculty member's office (see faculty listing on the web at:

<http://www.musc.edu/nursing/employeedirectory/faculty.html>)Students are expected to meet with their faculty advisor at least once each semester for preregistration and general advisement.

Message Center/Student Mailboxes

Undergraduate accelerated student mailboxes at the MUSC campus are located on the third floor of the College in room 306. Each student has an assigned and numbered mailbox. **Students are responsible for checking their mailboxes at least weekly** for written communications from faculty and administration.

Office of Student Services

The College of Nursing Office of Student Services is located on the second floor, room 216. The telephone numbers are 792-8515 and 792-3844. This office assists with recruitment, admission, and progression of students. It is the primary point of contact for prospective and current students seeking information about the College of Nursing and Medical University of South Carolina resources. In addition, this office provides students with information and application forms for the Federal Advanced Education Nursing Traineeship and Nurse Faculty Loan Program awards.

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

Information about College of Nursing scholarships and fellowships (when available) is available from the Director of Student and Alumni Relations, room 307, and can be found online.

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

Official Bulletin Boards

Students are held responsible for information posted on official College of Nursing bulletin boards. The bulletin boards are located on the third floor of the College of Nursing building. Additional bulletin boards are located in the student mail room (room 306) and the vending area (room 320). Students should check the bulletin boards at least once each week. Bulletin boards with course information are located on the third, fourth, and fifth floors. Consult your course syllabus or check with your course coordinator for specific locations. **Notices should only be placed on designated bulletin boards. Any notice placed on campus walls or elevators will be removed.**

Professional Development

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

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

Student Lounge

A Student lounge is located on the third floor containing a kitchen with a refrigerator and microwave. Student restrooms are located on the first or second floors of the College.

Vending machines

Vending machines (soft drinks, coffee, snacks) are located on the third floor.