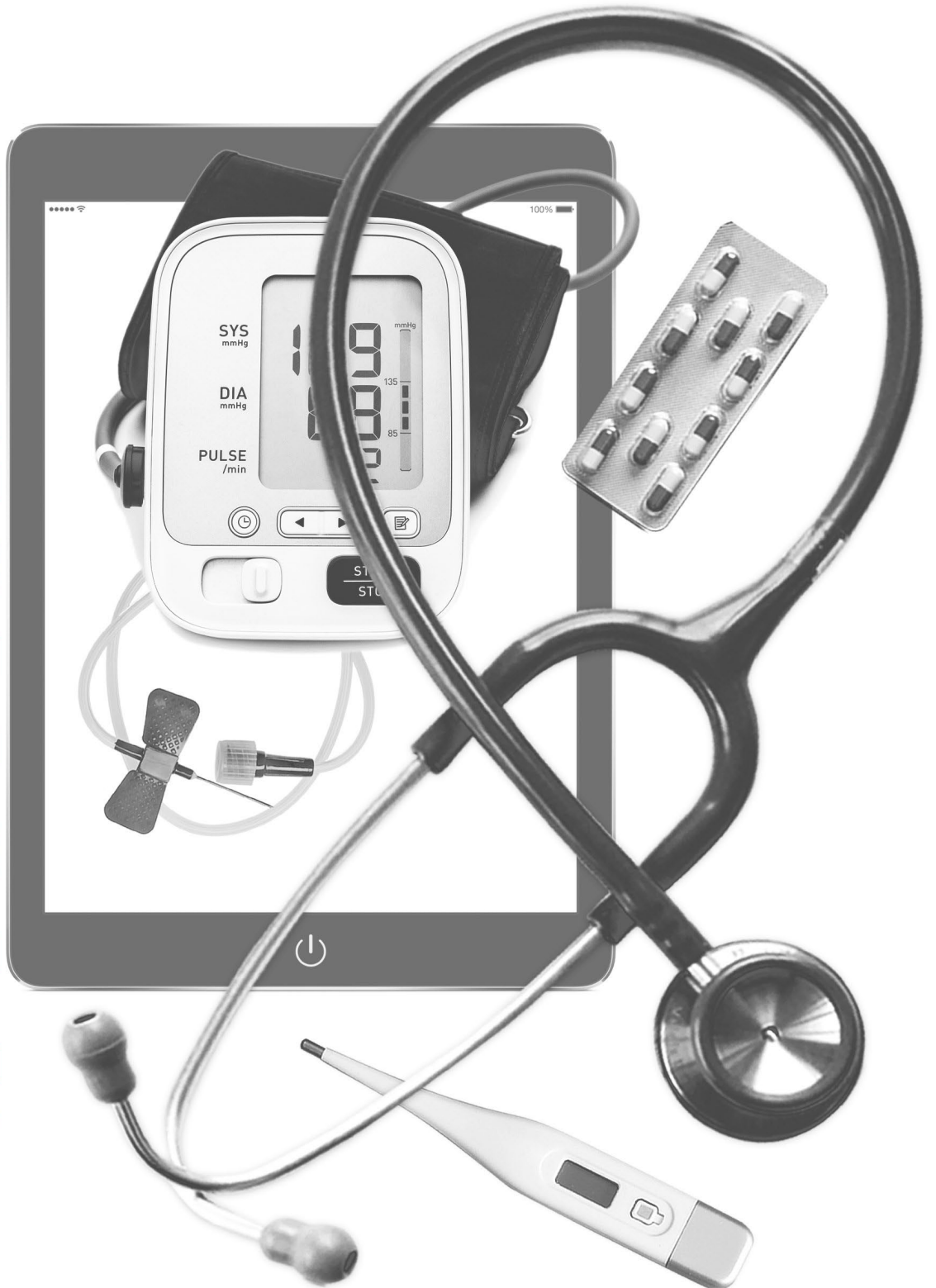




NY STUDENT HANDBOOK

NURSING

DIVISION OF





ASA MISSION STATEMENT

The Mission of ASA College is to educate a diverse and qualified student population to become responsible professionals committed to lifelong learning by equipping them with a firm academic foundation and career-specific competencies. ASA offers high-quality degree and certificate programs that respond to the needs of students and employers in a global economy. ASA faculty and staff are dedicated to maintaining professionalism and institutional integrity in a student-centered environment.



ASA VISION STATEMENT

The vision of ASA College is to be a premier provider of quality career-oriented professional education to a diverse population of learners.

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ACADEMIC YEAR 2021–2022: VOL. 21.1

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DISCLAIMER

The contents of this Division of Nursing Student Handbook are subject to change. ASA College's Division of Nursing reserves the right to add, change or cancel courses or programs, revise subject matter content, change requirements, modify, amend or revoke any rules or regulations, or make any changes it deems necessary. The ASA College also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, academic standards, or any other phase of the college activity without notice. ASA College does not guarantee enrollment into specific sections of desired courses.

The Division of Nursing Student Handbook is reviewed and revised on a regular basis. The policies and regulations set forth in this handbook, catalogs and bulletins constitute student rights and responsibilities. It is the responsibility of the student to be acquainted with these policies, procedures, regulations, and all content contained in catalogs and bulletins.

MESSAGE FROM THE DEAN OF NURSING



Dear Students,

Welcome to the ASA College Nursing Program! The Student Nursing Handbook details basic information and policies pertaining to education here at ASA College. It is your responsibility to familiarize and adhere to the policies as outlined in this handbook.

Please read it thoroughly and retain it for future reference. From time to time new policies may be developed. We will make sure you are informed of any changes that may occur. On behalf of the faculty and staff, we are sincerely excited to assist you on your nursing journey.

Sincerely,

Donna Reid, MSN, RN
AVP, Dean of Nursing



NURSING PROGRAM

MISSION & PHILOSOPHY

The mission of ASA's Nursing Program, congruent with the mission of the ASA College, is to educate future nurses who will play a significant role in the delivery of nursing care in a variety of healthcare settings. These settings will include, but are not limited to, acute and long-term care, ambulatory care, professional offices, and other healthcare facilities. Graduates will have the opportunity to further develop their potential and provide competent nursing care through the application of nursing theory and behavioral science concepts to basic nursing practice.

The Philosophy of ASA College's Division of Nursing is founded on the principle that all cultures of adult learners are entitled to a seamless transition to higher education. Our learning environment embraces Leininger's Transcultural Nursing Theory, supportive of fostering a positive, caring, and culturally sensitive approach when imparting knowledge. Our Faculty supports culturally congruent care reflective on limitless factors that promote health; and are crucial to caring for today's diverse society. ASA College's Division of Nursing is where caring and providing excellence in nursing merge the art and science of nursing. Our main goal is to generate qualified registered nurses who are comprehensive, consistent, detail-oriented, and who will adapt lifelong learning as part of their lifestyle.

ASA College's faculty and administration believe that the healthcare delivery system of the 21st century will continue to be a dynamic and complex system facing unprecedented challenges. Research and technology are the driving forces that create new opportunities in healthcare. Combined with the legislative implications of national healthcare reform and American demographic trends reflecting the increasing geriatric population, the College seeks to prepare nurses who are knowledgeable about a broad range of forces that help shape modern life and are proficient in the art and science of nursing practice. Graduates will be able to translate their knowledge and skills into comprehensive nursing care for all members of an ethnically, culturally, and socially diverse society.

The goal of nursing education is to assist individuals in developing the knowledge, values, ethics, and skills essential to society and the profession. The educational process prepares these individuals to become creative critical thinkers who are technically proficient. Nursing education fosters collegiality, collaboration, leadership, lifelong learning and the development of a professional identity. The curriculum is structured to create student independence, personal development, professional accountability, and continuous learning. The scope of nursing practice requires specialized knowledge and skills based on theory, research, and practice. Nurses are accountable to patients, society, and the profession for the quality of care provided.

ASA College's faculty believes that nurses need to acquire specific foundations for competencies, which illuminate the structure and priorities of the curriculum. An optimal learning environment is characterized by faculty and student commitment to excellence in teaching, clinical practice, community service, and scholarship. Teaching and learning are interactive processes. Faculty facilitates learning through multiple educational strategies. Students, as adults, are encouraged to take responsibility as self-directed learners. They are encouraged to seek consultation as they develop the ability to understand the complexity of nursing practice and health care. Evaluation of learning is an ongoing process shared by faculty and students.

ADMISSION POLICY FOR AAS IN NURSING

Students are admitted to ASA College Division of Nursing in Spring and Fall semesters. The following criteria must be completed in order for an application to be submitted to the Nursing Department's Admission Committee for final review and acceptance into the program. In order to apply for the program, a student must first fill out and accept the Nursing Program's financial obligation. If paperwork is not completed and submitted with the application, student's admission to the program will not be submitted to the Nursing Department's Admissions Committee for review.

AAS PROGRAM REQUIREMENTS FOR ADMISSION ARE:

1. Valid High School Diploma or GED.
2. Accuplacer placement test with a score above remedial level. Students must complete remedial courses prior to consideration into the nursing program.
3. College Math and Science courses MUST have a grade of B or better, with a minimum Cumulative GPA (CGPA) of 3.0 or higher.
4. Transfer Students:
 - A. Must have earned a grade C or better in General Education courses
 - B. Grades of B or better in College Math which includes College Algebra or its equivalent.
 - C. Must have earned a B or better in Science courses from an accredited program:
 - Anatomy and Physiology with Lab I (4 credits)
 - Anatomy and Physiology with Lab II (4 credits)
 - Microbiology with Lab (3 OR 4 credits).
 - D. General Education, math and science transfer courses with low grades cannot be transferred into the nursing program. These courses may be retaken at ASA College.
5. Effective Spring 2022 semester, applicants for the nursing program must meet a minimum passing score on the ATI TEAS exam of 66.1% or higher.
6. If student is unsuccessful on the first TEAS exam attempt, or wishes to increase their score on the exam, the candidate has a total of two attempts to obtain a better score within a calendar year. There must be at least a thirty (30) day period between attempts.
7. The Nursing Department Admissions Committee will review all applications and required material previously mentioned, which will be measured and assessed using norm reference standards. Applicant's GPA and TEAS scores, as well as ability to meet the standards will be used as the criteria for admission to the program.
8. Candidates accepted into the program will be notified via email. Newly admitted students will be required to email all signed admission forms within 48 hours of acceptance.
9. Students on the alternate list will receive consideration for acceptance as/if any space(s) becomes available. The student admitted as an alternative will also be notified of their acceptance via email and must follow all requirements as stated above.
10. Once the applicant accepts admission to the program in writing, they must attend a scheduled Mandatory New Nursing Student Orientation before the start of the semester. Failure to do so will result in revocation of application to the program. The date and time of the Mandatory New Nursing Student Orientation will be provided to them in their acceptance email.

****Please note that meeting the minimum admission requirements does not guarantee an applicant's admission into the nursing program.****

NURSING PROGRAM CURRICULUM

The nursing curriculum, created and approved by the nursing faculty, provides the student with the necessary theory and clinical practice to participate in the care of individuals and families.

CURRICULUM PLAN

SEMESTER 1		
COURSE CODE	COURSE TITLE	CREDITS
FSM 100	Freshmen Skills Seminar	1
ENG 105	English Composition I	3
CIS 100	Computer Concepts & Applications	3
BIO 130	Anatomy & Physiology I (with lab)	4
NUR 100	Fundamentals of Nursing	4
TOTAL CREDITS		15

SEMESTER 2		
COURSE CODE	COURSE TITLE	CREDITS
MAT 105	College Math or MAT 110 College Algebra	3
LIB 100	Research Methods	2
BIO 204	Anatomy & Physiology II (with lab)	4
NUR 120	Adult Health I	4
TOTAL CREDITS		13

SEMESTER 3		
COURSE CODE	COURSE TITLE	CREDITS
BIO 150	Microbiology (with lab)	3
ENG 205	English Composition II	3
NUR 140	Adult Health II	4
NUR 160	Maternal / Child Nursing	4
TOTAL CREDITS		14

SEMESTER 4		
COURSE CODE	COURSE TITLE	CREDITS
ENG 110	Speech & Communication	3
PSY 105	Psychology	3
NUR 200	Psychiatric / Mental Health	4
NUR 220	Comprehensive Nursing I	4
TOTAL CREDITS		14

SEMESTER 5		
COURSE CODE	COURSE TITLE	CREDITS
CDV 100	Career Development Seminar	1
SOC 105	Sociology	3
NUR 240	Comprehensive Nursing II	4
NUR 260	Comprehensive Nursing III	4
TOTAL CREDITS		12
TOTAL PROGRAM CREDITS		68

PROGRAM CORE COMPETENCIES

ASA College has adopted the following core competencies for graduates of the Associate Degree in Nursing program.

CORE COMPETENCIES AND STUDENT LEARNING OUTCOMES:

- 01. PATIENT-CENTERED CARE:** Provides culturally competent care to a diverse population.
- 02. TEAMWORK AND COLLABORATION:** Demonstrates effective communication skills both verbally, behaviorally and in writing with health team members, clients, and their families.
- 03. QUALITY IMPROVEMENT:** Develops skills in data collection, problem solving, decision making, and modification of client care based on expected clinical outcomes.
- 04. EVIDENCED-BASED PRACTICE:** Applies scientific principles and clinical reasoning to safely provide evidence-based nursing care.
- 05. SAFETY:** Demonstrates patient safety through accurate medication calculation and recognition of potential medical errors.
- 06. INFORMATICS:** Integrating nursing with its information and knowledge with the management of information and communication technologies to promote health worldwide.

ASA COLLEGE GRADING SYSTEM

Grades assigned by faculty at the completion of a course will be in accordance with the following grading system:

LETTER GRADE	NUMBER EQUIVALENT	QUALITY INDEX
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
EC/ERC	Exempt Credit	0.0
F	Below 65	0.0
FR	Fail Repeat	0.0

LETTER GRADE	NUMBER EQUIVALENT	QUALITY INDEX
I	Incomplete	-
R	Repeat	0.0
RR	Repeat Remedial	-
S	Satisfactory (above 65)	-
TC/TRC	Transfer Credits	0.0
U	Unsatisfactory (below 65)	-
UI	Unofficial Incomplete	-
UR	Unsatisfactory - Repeat	-
URI	Unofficial Incomplete for Remedial and ESL (non-credit) bearing courses	-
W	Withdrawal	-
WF*	Withdrawal - Failing	0.0
WP**	Withdrawal - Passing	-
WR	Withdrawal - Remedial	-
WS**	Withdrawal - Satisfactory	-
WU***	Withdrawal - Unsatisfactory	-

* For credit bearing courses, this grade will be assigned if the student did not complete coursework required to earn a letter grade.
** these grades are no longer used. The minimum passing grade for all courses is 65 percent.
*** For non-credit bearing courses, this grade will be assigned if the student did not complete coursework required to earn a letter grade.

Note: Effective June 1, 2015, the passing grade for all Nursing courses (with NUR course codes) will be "B".

The GPA is determined by multiplying the credit points (for example, "B+" = 3.5) by the number of credit hours for each course. Total the credit hours attempted, total the credit points, and divide the latter by the former.

Nursing does not grant Pass/Fail grades for any of its didactic courses. Only clinical and lab receive a pass/fail grade.

Students are referred to the most current version of the ASA College Catalog for further grades that may be assigned to a course. A student that drops below 2.75 will be immediately placed on academic probation for one semester. If a CGPA of 2.75 or greater is not achieved in one semester, automatic dismissal from the program will occur.

NURSING PROGRAM POLICIES & PROCEDURES

All nursing students are expected to know the Policies and Procedures for students of ASA College as published in the College Catalogue and Student Handbook. Policies specific to the Nursing Program have been developed to promote the standards required for the practice of nursing.

We ascribe to the three roles defined by the National League for Nursing for the Associate Degree Nurse graduate, as evidenced in our educational outcome: provider of care, management of care, and member of the profession. All roles assume an entry level of nursing knowledge base.

NON-DISCRIMINATION

ASA Nursing Program adheres to a policy of nondiscrimination in educational programs, activities, employment, and strives affirmatively to provide equal opportunity for all. It is the policy of ASA College not to engage in discrimination or harassment against any individual based on race, color, gender, religion, national origin, age, disability, genetic information, marital status, veteran status, and sexual orientation, or any other category protected by law (referred to as “protected status”).

COMMUNICATION

E-MAIL is the primary method of communication within the ASA College Nursing Program. Students are required to become familiar with the ASA College e-mail system and to activate an ASA College email account. Students may not utilize a private email address for nursing communication.

It is the responsibility of all nursing students to notify the Chairperson of the Nursing Program and the nursing faculty of a change of email address. It is also the student’s responsibility to regularly check his/her email daily for any communication from the nursing program and or nursing instructors.

CHANNELS OF COMMUNICATION: Throughout the course of human interaction, there may be occasions when a misunderstanding occurs between individuals. If this happens, there are appropriate channels of communication to use to resolve issues. Students are referred to the ASA College Catalogue for the College Grievance Procedure for further information on this topic.

A bulletin board located outside the Nursing School Administration Office has been designated as the bulletin board that will be used to post official student information including class schedules, financial aid, student services etc.

CRIMINAL RECORD

Applicants who have a criminal record involving a felony will NOT be permitted to enroll in the program. However, each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. The Board of Nursing will review applications for the licensure and address criminal offenses on a case-by-case basis. The student may or may not be rendered a permit to practice and/or receive the registered professional nurse licensure following review of the student's Application for License and First Registration by the Regents Board of the University of the State of New York. Ultimately, the individual's Board of Nursing (BON) has the final ruling when application for initial/renewal license is submitted.

FOR FURTHER INFORMATION:

http://officeofprofessions.custhelp.com/app/answers/detail/a_id/1291/session/L3RpbWU-vMTM3MT10NzM5Ny9zaWQvdTVpYWtMc2w%3D

STUDENT ADVISEMENT

Students are responsible for:

- Attending the mandatory orientation program prior to the start of the nursing program.
- Knowing the requirements of the curriculum, including prerequisites and core-requisites as they appear in the College Catalogue.
- Following the published course sequence.
- Meeting with their program advisor at least once per semester for course planning and approval.

HEALTH CLEARANCE

Each applicant will be required to undergo a detailed Health Screening with required titers and immunizations, PPD and flu vaccine as well as a criminal background at the student's own expense prior to the first day of nursing class. Enrollment to the nursing program is contingent on these results, as these are partial requirements for placement at clinical sites and other field assignments.

Students will not be permitted to participate in the clinical component of nursing courses until the student has obtained a health clearance from the college. Students are required to submit the necessary documentation prior to admission and at the beginning of each semester. Health forms may be obtained from Castle Branch and will be submitted showing results of a complete physical examination including laboratory tests, documentation of required immunizations with titers as appropriate.

All students are required to carry personal medical insurance as well as malpractice insurance. Clinical facilities are not obligated to provide free medical care. A Current BLS certification administered by the American Heart Association needs to be maintained active through-out the program.

COVID-19 POLICY-FOR STUDENTS IN CLINICAL AND NURSING LAB PLACEMENTS

As of October 1, 2021, all new and current nursing students will be required to be fully vaccinated against COVID-19. Student must prove that he/she has received both doses of Pfizer or Moderna's two-dose vaccine series or the single dose of the Johnson & Johnson vaccine prior to October 1st, 2021. Proof of vaccination (vaccination cards) must be uploaded in Castle Branch account no later than October 1st 2021, NO EXCEPTIONS. ONLY upon acceptance by Castle Branch will student be allowed to attend clinical and/or nursing laboratory.

Please note that changes to this policy might be forthcoming in the near future as requests for booster vaccinations might be required.

COVID-19 vaccines are offered at no cost to all NYC residence. In order to locate the vaccination sites near you please go to: <https://vaccinefinder.nyc.gov/>

Proof of these requirements must be uploaded in your Castle Branch account.

- Ensure that all the forms in Castle Branch are up to date and valid
- Upload the COVID-19 Vaccination proof to your Castle Branch account
- Complete, sign and submit to Castle Branch the following documents:
 - COVID-19 EDUCATION COMPLETION ACKNOWLEDGMENT FORM
 - COVID-19 ATTESTATION FORM
 - WEEKLY COVID-19 SYMPTOMS SCREENING ATTESTATION FORM
- Perform actions that prevent the spread of infectious diseases, including, but not limited to:
 - Wear a face covering as per up-to-date New York State order
 - Follow the clinical site requirements and safeguards
 - Follow Program guidelines below for exposure notification

Adhere to standard and transmission-based precautions as per the CDC guidelines

PERSONAL HEALTH AND ILLNESS

Good personal health habits are emphasized throughout the program. Instructors where needed will give guidance by means of personal conferences to students faced with medical challenges. If there is suspicion that satisfactory health is not maintained by the student, the College has the right to ask the student for evidence that corrective measures have been followed. A student with a change in health status is required to provide a statement from the physician in order to continue to participate in the classroom lab, and clinical rotations.

Students are encouraged to provide documentation of pregnancy. If the student omits this information, ASA will not be responsible for any adverse events to the mother or baby. Information concerning who is to be notified in case of emergencies is recorded in each student's file.

INSURANCE

Any accident occurring to a student while at the College or in the clinical setting must be reported to the instructor immediately. The necessary forms for reporting an accident will be filled out by the instructor and forwarded to the designated staff within 24 hours.

The College does not carry hospitalization insurance on students. A student enrolled in the nursing program, must purchase their own medical liability and accident insurance. This is not included in the program fees.

Every nursing student must also carry their own malpractice insurance. You can receive a 40% discount or more by becoming a member of NSNA.

REQUIRED TEXTBOOKS

Students are required to purchase all textbooks and/or e-books and other supplies as stated in the course syllabi. Students may be asked to bring the textbooks and/or e-books and supplies to class at the request of the instructor. Noncompliance with course textbook and supply requirements may result in course failure and program dismissal.

Effective Fall, 2020 semester, all students will be required to purchase the Elsevier's Sherpath. Sherpath includes the main e-book for the course, EAQ's, Sherpath lessons, Case Studies and Power Point presentations. A charge for Sherpath will occur on the first day of class and will be made immediately available. Any additional books necessary to successfully complete the course need to be purchased by the student. List of the books that need to be purchased by the student/per course is available at the registrar's office.

Students will be required to own a computer, laptop or iPad with a camera with the exception of Chrome book which is not compatible with ASA College's managing operating system.

DIDACTIC

Students arriving to class more than 15 minutes late will be asked to wait until the first break in order to enter the class. Students are encouraged to attend all theory classes. You are graded on attendance and participation. Students are responsible for lecture material and all assignments. There are no make-up quizzes, exams or late homework accepted. Children are not allowed to be present in class lab or clinical rotations.

PROFESSIONAL NURSING STUDENT ETIQUETTE GUIDELINES IN THE REMOTE LEARNING ENVIRONMENT:

The remote learning environment is modeled after our in-person Division of Nursing experience. All interactions are conducted in compliance with all ASA College's policies. Keep external distractions to a minimum. Please do your best to find a quiet, well-lit space prior to logging onto the live ZOOM session for lecture, clinical experience or lab. The setting should be indicative of an environment conducive to learning. You must be seated at a table or desk for class and remote clinical.

Students should join the zoom class session on time and should not attempt to leave early unless you have discussed this with the faculty member prior to class. Any student not in the Zoom meeting at the beginning of the class time will not be allowed to enter the classroom after the first 5 minutes of the class until the following breaktime occurs; thus, preventing the disturbance to the learning/teaching process. Any student not attending the full allocated class time or does not follow the Remote Learning Etiquette Guidelines listed below will be marked absent for that class. **Students also must always be seen on camera.**

Zoom views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- Speaker View: Focuses on the speaker. If the cutie from down the hall is talking, use this view.
- Gallery View: Shows all participants (up to 25 people). Use it when you feel like watching everyone.
- Full screen View: Maximizes screen.

REMOTE LEARNING ETIQUETTE GUIDELINES:

CAMERA: Attend class sitting up and with your video on and your camera should give a full view of your face in order to engage with others in the classroom. If you are not present on video at any time, you will be removed from class. If there is a need to go off camera briefly—let your instructor know in the chat. If you are not on video, your instructor will place you in the waiting room. If this happens, you will be marked absent.

APPEARANCE: Remember that, even though you may be alone at home, your faculty and classmates can see you. Please follow all dress code guidelines in your student handbook. You are required to wear the school’s uniform top while in class/clinical.

SURROUNDING ENVIRONMENT:

- In respect for your instructor and other students, the learning space should be a well-lit, quiet room. Sit at a table during Zoom class sessions to replicate the experience of sitting at a desk in class.
- If possible, choose an environment free from distractions including your background.
- Virtual Backgrounds are NOT allowed.
- Let everyone you live with know that you’re in a meeting. Placing a sign on your door or nearby may help. Keep the sign simple and use large letters. Let people know you’re in class to guard against disruptions.

CELL PHONE USE: Unless used for class, your cell phone should be in the off or silent position during class time. It is inappropriate to answer phone calls during class time, and especially in view of the camera.

BEHAVIOR: As in any academic setting, appropriate behavior is expected at all times. Third party distractions take away from the classroom setting and disrupt the learning environment. Pay attention to your video, microphone, and screen sharing settings to avoid embarrassing mistakes. Please do not engage in conversations at home while in class. Always keep the chat rooms appropriate. Please enter the waiting room for your class/clinical/lab 15 minutes early. Be prepared to be in class until the first break. Take care of personal issues before class. Please make sure your device is fully charged and have charger ready if needed.

LANGUAGE: Academic dialogue is required at all times, whether it is through speech, chat room or e-mail.

AUDIO:

- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Some faculty members might mute all participants by default upon entry to class; others may restrict participation to the Chat function — each class may vary.

ASKING QUESTIONS:

- If you would like to speak or answer a question, use the “Raise Hand” feature.
- Unmute yourself after you are called on.
- When you have finished speaking, indicate you are done by saying something like “That’s all” or “Thank you” and then mute your microphone again.

CLINICAL PRACTICE

Clinical practice is an integral part of the nursing program. Preclinical requirements must be submitted prior to entering the nursing program’s core classes. Failure to submit required documents will not allow the student to be admitted to the core classes. ASA has clinical affiliation agreements with several area healthcare facilities for the clinical rotation of the nursing program. The college will try to place students as close as possible to his or her home. The college will not pay for or provide transportation to these sites. Therefore, students are expected to arrange for transportation to and from their clinical sites. Children and other unauthorized individuals are not permitted on clinical sites.

Other requirements for clinical rotations will be outlined in the **admission packet**.

CLINICAL ASSIGNMENTS

The student’s current scheduled hours are not guaranteed; they are subject to availability. Schedules may include days, evenings, nights, weekends and holidays.

The course schedule and clinical assignments are subject to change at any time during the program. The staff will make every effort to notify students of any changes in a timely manner; however, flexibility is necessary in terms of class and clinical schedules.

During the Pandemic, every student must complete and sign a Covid-19 Clinical Attestation form before attending any clinical site. They must also complete and deliver a Weekly Covid-19 Symptoms Screening Attestation form which must be presented to their clinical instructor before being assigned to a patient unit.

All nursing students must be fit tested with a N-95 mask by ASA nursing faculty before attending a clinical rotation. It is the student’s responsibility to carry one N-95 and two surgical mask to every clinical rotation along with one pair of eye goggles. The supplies and fit testing will be performed and distributed by the Division of Nursing on ground during the first week of lab. Students will be awarded a personal fit testing verification card that they must carry with them at all times during the clinical rotations.

All students will be given a comprehensive review of PPE during the first week of the semester. ALL nursing students must follow CDC recommendations while attending the campus, nursing lab and clinical sites.

Failure to abide by the CDC rules of mandatory wearing of masks, six feet social distancing and proper use of PPE equipment will result in an immediate removal from the nursing program.

SKILLS LAB ASSIGNMENTS

Each student must attend skills lab. Failure to complete all lab hours will result in failure of each component of the course. The basic skills lab hours do not include the one time clinical make up hours.

LAB GUIDELINES

- Must wear ASA College's uniform to enter lab.
- Cannot attend lab during scheduled class hours.
- Must schedule an appointment to attend skills lab in the red appointment binder located outside of the lab door.
- No food or drinks are allowed in the laboratory.
- No pens and pencils allowed in the simulation lab.
- No entry into either lab without instructor attendance.
- Must return equipment in its storage space.
- Leave all beds in proper order including remaking of bed.
- Turn off ALL equipment after use.
- Do not remove anything from the lab without direct approval from the lab instructor.

During the Pandemic, every student must also complete and sign a Weekly Covid-19 Symptoms Screening Attestation form which must be presented to their clinical lab instructor before being allowed into the lab.

Failure to abide by the CDC rules of mandatory wearing of masks, and six feet social distancing will result in an immediate removal from the nursing program.

UNIFORM & IDENTIFICATION RULES AND REGULATIONS

It is essential that ASA's designated uniform to be worn as described below by all students throughout the program, this includes the classroom, skills lab and in the clinical setting. Uniforms however are not worn during the NUR200 (Psychiatric Nursing) rotation. The uniform must be properly fitted, tailored, in good condition, clean, appropriately hemmed, completely ironed and worn correctly.

Good personal grooming must be maintained at all times. It is expected that all students dress and conduct themselves in a professional manner at all times. Appropriate conduct includes on campus, in public and especially when dressed in the ASA Student Nursing uniform. An instructor may dismiss a student from the classroom or clinical area for failure to comply with these regulations. Any changes to this dress code are at the discretion of the Director of the Nursing Program.

Consideration for religious dress requirements will be honored to the extent that they do not conflict with the guidelines of the Occupational Safety and Health Administration (OSHA), or the Centers for Disease Control (CDC). All requests to modify the clinical dress code should be made in writing to the program director.

Students are required to obtain an official ASA College Identification badge (ID) from the ASA Security Office prior to the first day of class. This ID badge, must be worn and displayed prominently whenever the student is on school property or in the clinical area. At the request of any authorized official of the College or clinical area an ID must be surrendered. Loss of an ID must be reported promptly to the Security Department. There is a charge for an ID replacement.

SPECIFIC DETAILS OF THE NURSING UNIFORM

The complete ASA Student Nurse dress code consists of:

- Approved **navy-blue** uniform scrub suit or dress. The garment must be of medium to heavy weight cloth. Light weight cloth (see-through) is prohibited;
- Official ASA Nursing Student patch sewn on the left sleeve of the scrub top;
- Pants must be ankle length and neatly hemmed. Pant legs material should not be dragging on the ground;
- Dress or skirts should come to at least the knee;
- White or flesh colored stocking are required with dress/skirts and white socks are required with pants;
- White nursing shoes or athletic shoes. Athletic shoes must be clean, white and have no logos or color trim of any kind. Shoes must be made of leather and /or man-made materials. Canvas and /or cloth shoes are not allowed in any healthcare setting as it is an OSHA violation. No clogs, open-toes, sport or open-back shoes;
- Official ASA College ID must be worn at all times;

- White thermal top, which may be worn under the scrub top during the winter months;
- Watch with a second hand;
- Pen (black ink);
- Pencil;
- Stethoscope (bell and diaphragm);
- Bandage scissors.
- **During pandemic, students are required to wear their own masks when entering campus and clinical setting. Students will also be temperature checked and must follow social distancing guidelines as set up by the CDC. At all clinical sites, student must bring their previously fit tested N-95 mask, personal fit testing verification card, a surgical mask and a set of eyewear (goggles).**

NUR 200 PSYCHIATRIC CLINICAL ROTATIONS

- Business casual attire should be worn;
- No jewelry is permitted;
- Official ASA College ID worn in an area that is visible above the waist;
- Closed flat-heeled shoes;
- Tee-shirts, low cut top, tight fitting clothing, jeans and sneakers are not permitted.

PERSONAL GROOMING

- Fingernails must be clean and short. Colorless or flesh tone polish may be worn.
- Artificial nails and gel/shellac nails are prohibited.
- Makeup should be natural looking, moderate and attractive.
- Students are required to bathe daily and apply deodorant.
- No facial hair is acceptable.
- No multi-tone colored hair or Mohawk is acceptable.
- Proper oral hygiene is required. Dentures and caps must be white. Gold, silver or designer caps are not permitted.
- Heavy perfume and colognes are not permitted. The excessive odor of perfume, cologne, scented powders, tobacco, bad breath or other offensive body odors is unacceptable in the healthcare environment.
- Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Hair must be styled neatly and in such a manner that it does not move freely, thereby becoming a possible source of contamination. Wigs must comply with the above. Decorations are not permitted.

- Jewelry is limited to the following: wedding band, watch, one pair of small stud earrings in the lower lobe of the ear (women only) and medic alert. Men may not wear earrings.
- Chewing gum is strictly prohibited in all clinical facilities and classroom.
- All visible tattoos must be covered in the classroom and clinical settings. A sleeve must be used to cover tattoos.
- Cellular phones or any electronic devices are prohibited in clinical site. The phone may violate HIPPA regulation of confidentiality in psychiatry.

Adherence to the dress guidelines is mandatory. Students are representing ASA College and the nursing profession. Students violating these rules will be given one written warning the first time; a second incident will result in probation and/or dismissal from the program. At his/her discretion, an instructor may dismiss a student from the classroom or clinical area for failure to comply with these regulations.

ADDITIONAL REQUIREMENTS

- Watch with a sweep second hand.

PERSONAL PROPERTY

ASA College expressly disclaims liability of any kind for the loss, theft, damage, destruction or other casualty to personal property of any kind owned by students, visitors or others. Students must personally take all responsibility for guarding and safekeeping all personal property on school premises. No personal property including, but not limited to cell phones, purses, etc. are permitted in the clinical setting.

USE OF ELECTRONIC EQUIPMENT

TAPE RECORDERS - Permission for using a tape recorder in class must be obtained from instructors before use. Otherwise, tape recorders are not permitted in class. Tape recorders are never permitted in clinical settings.

OTHER - Possession of electronic equipment such as cellular phones, iPods, MP3's, headphones, earphones, disrupt the educational process; therefore, are not permitted in the classroom or in the clinical setting. Any visible cellular phones during class and clinical hours will be removed by the instructor and can be retrieved after class/clinical time. 1st offense: verbal advisement, 2nd offense: written advisement and probation; 3rd offense: dismissal from the program. During exams, students will not be allowed ANY electronic device into the class room. Students will not be allowed any watch or device during exams.

ATTENDANCE REQUIREMENTS

HOURS OF OPERATION

Scheduled lectures, labs, lectures and clinical days and hours vary. The program hours are subject to change to accommodate the required hours necessary for course completion. Clinical and course sessions may be scheduled on weekends. Clinical rotations may be scheduled on holidays as well.

ABSENCES AND TARDINESS

Since the primary purpose of this program is to prepare students for employment, attendance and punctuality are of utmost importance.

Absences and tardiness are not permitted. However, if for any reason a student is unable to attend class or clinical practice, a call must be made to the College at least one hour before class or to the Clinical Coordinator and Clinical Instructor one hour before clinical rotation to inform the instructor of the medically valid, court ordered or family services required appearance reason for the absence. Each student must make these contacts for him/herself. Phone calls of this nature cannot be made on behalf of the student by a third-party. All students must complete ALL assigned clinical hours within the semester.

CLINICAL ABSENCES

Attendance at all clinical/laboratory sessions is required. Students with a valid medical, court or family services reason for ONE clinical/skills lab absence only can continue in the program, with an assignment for completion in the skills lab. This is considered the only clinical/skills lab makeup permitted. The student must complete the same number of missed clinical/skills lab hours for the one occurrence in the skills lab. The skills lab hours will include practicing of skills covered in that clinical rotation or skills lab session. The skills lab practice can include, but is not limited to a simulation experience. Hours completed are signed off by skills lab instructors. The assignment must be completed within two weeks of occurrence. Students have the ability to complete assignment according to the students' schedule along with the available free skills lab hours. Failure to complete assignment will constitute a failure for the course regardless of the student's didactic academic standing. Document proof of completion includes submission of attendance/signature sheet to clinical and lab coordinator. Signature sheet must include activities completed.

Additional absences in the clinical/skills lab rotation are not permitted and will constitute a failure for the course regardless of the student's didactic academic standing. The student will be required to repeat the course when available and will be placed on probation. Students have the right to appeal a decision with valid acceptable reasons for absence, and should follow the guidelines of the appeals process. This appeal, however does not constitute an elimination of the clinical/skills lab assignment.

Examples of absences considered unacceptable reasons for an assignment or continued attendance in the program:

- Car problems (student must always have an alternate transportation plan);
- Depending on another person for a ride;
- Work conflict (students must be committed to nursing program as their first priority);
- Child care problems (student must have a backup plan).

ACADEMIC INTEGRITY

“In pursuance of the mission of the College and its well established goals, academic integrity encompasses simple standards of honesty and truth.” Faculty and students alike have a responsibility to uphold these standards and to take action when others violate them. All members of the College are responsible for adhering to the standards. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Your behavior as a nursing student should be above suspicion at all times and in all settings. Your adherence to ethical principles such as honest and accountability is integral to the practice of nursing.

As a member of any profession and especially the profession of Nursing, your behavior must reflect honesty and integrity at all times and you are expected to conduct yourself in a manner that is above suspicion at all times. Any deviation from the aforementioned standards will result in a failing grade “F” for the work in questions, for the entire course, and may result in expulsion for the Nursing Program. Any violation of the academic integrity policy in a written paper voids the second attempt to rewrite the paper. It is essential that you understand the seriousness of this subject matter and the consequences that may follow violations of academic integrity. It is essential that as a member of the profession of Nursing, you protect the public through your honesty and integrity.

ACADEMIC INTEGRITY POLICY

All ASA College Nursing Students are expected to maintain the highest standards of academic honesty. Students have a responsibility to each other to make known the existence of academic dishonesty to their instructor, and if necessary to the Program Director.

Academic dishonesty includes, but is not limited to the following:

- **Cheating** – defined as giving or receiving unauthorized assistance in any assignment or examination. Using or attempting to use any unauthorized materials, information or study aids during an examination.
- **Plagiarisms** – defined as failure to credit and document properly the work of others in any classroom/clinical assignment. This includes another’s ideas, language, or work. In order to avoid suspicion of plagiarism, the source of information must be documented. A citation of your sources is expected for:
 - all direct quotations;
 - borrowed charts, diagrams, figures;
 - borrowed ideas, opinions, interpretations, conclusions (even if reworded);
 - Statements of fact, statistics or scientific data not considered common knowledge.
- **Falsification** – Falsifying or inventing any information, data or citation in an assignment.
- **Complicity** – Facilitating any of the above actions or performing work that another student then presents as his/her own.

- **Interference** – Interfering with the ability of a student to perform his or her assignments.
- **Multiple Submission** – Submitting substantial portions of any assignment more than once for credit without the prior authorization or approval of the current instructor.

The following standards apply in all settings associated with nursing course work (clinical, class, laboratory, community):

- Your work will be the result of your own effort.
- You will identify the work of others when it is incorporated into your written work. This refers to quotes for direct copying, and paraphrasing the opinions and statements of any author.
- You will follow the directions of faculty with regard to permissible materials in a room during examinations.
- You will neither give nor receive assistance nor will you talk or make eye contact with any other student during an examination session.
- You will not possess, reproduce or disclose any examination materials, including revealing the nature of test questions before, during or after an examination.
- You are not permitted to resubmit work that was done for another course and has been graded.
- In all educational settings, you will not behave in any way that could jeopardize the academic integrity of the Nursing Program of ASA College.

DURING EXAMINATIONS AND QUIZZES

Cheating on examinations, whether giving or receiving assistance from any source is prohibited and are violations of the integrity of the College and the Nursing Program. Any form of violation of the academic policy is a serious academic offense and may result in failure, suspension, or dismissal. Some examples that indicate that you or a classmate is cheating include, but are not limited to:

- Looking at another’s answer sheet;
- Looking at another device;
- Searching the internet during the examination;
- Using notes during an examination;
- Having someone else take the examination for you;
- Communicating information to another during an examination, nonverbally or verbally;
- Photographing an examination, falsifying reports that clinical procedures were completed;
- Fabricating data such as vital signs, lab reports, etc.

EXAM PROCEDURE

- Students are advised to visit the restrooms prior to all examinations and quizzes. Students are prohibited from visiting the restroom during examinations.
- All students must present their College issued identification card at the beginning the examination/quiz.
- Food and beverages are not permitted in the testing room.
- All cell phones and other electronic equipment are to be turned off during examinations and quizzes. May not wear any watch.
- All personal property, including cell phones and other electronic equipment must be placed away from the students, in an area, specially designated by the instructor/proctor.
- Nothing is to be on the student's desk. No exceptions.
- If warranted, a calculator will be provided by the instructor for student use. Students will return the calculators at the end of the examination.
- If paper exam is given, students are to keep their answer sheets flat on the desk and out of the vision of other students.
- Talking is prohibited during the duration of the examination.
- No questions will be allowed during an exam.
- Any suspicious behavior noted by the instructor may result in immediate collection of the test from the student. In this situation, the student will automatically receive an "F" for the examination.

ACADEMIC PROGRESSION

Each nursing course is composed of three components, theory, lab, and clinical. If a student fails a component of the course, they **MUST REPEAT ALL COMPONENTS** of the course, including laboratory and clinical rotations.

Students are responsible for reading each course syllabus to understand the objectives and grading system for each course. Course grades will consist of points outlined on the grading grids of each syllabus.

Failure to obtain an overall grade of B (80%) will result in failure of the course. Students must achieve a grade of B (80%) or better in math, nursing (NUR courses) and nursing science courses to progress to the next course. A pass/fail in any of these courses will not be allowed. Students are permitted to repeat a nursing and a nursing science course only once. Nursing courses dropped after the official add/drop period is considered one attempt. A second failure (attempt) in the same course will result in termination from the Nursing Program. Any student failing more than two nursing courses will be dismissed from the program.

END OF COURSE HESI REMEDIATION REQUIREMENTS:

The following is an addendum and addition to the existing student progression policy. Continued progression through the nursing program also requires the following:

HESI SCORE:

If you score < 900– you are required to remediate. Anticipate that this will take 2-4 (or even more) hours to complete. You will find your HESI exam results as well as access to your Remediation requirements in your Evolve account.

If you scored more than 900, you are required to complete your recommendation section.

- a. Completion of the HESI NG remediation process along with focused content identified in HESI using adaptive quizzing with a required mastery level achievement.
- b. The required remediation is completed prior to admission into subsequent or repeated courses.
- c. Student can elect to print out completion documentation or use smart device for review by instructor.

CAPSTONE COURSE HESI REMEDIATION REQUIREMENTS:

- a. Completion of the HESI NG remediation process along with focused content identified in HESI using adaptive quizzing with a required mastery level achievement.
- b. The required remediation is completed prior to admission into the boot camp review or repeated courses.
- c. Student can elect to print out completion documentation or use smart device for review by instructor.

Here is what you need to know to complete your **HESI** and **Adaptive quizzing remediation**.

HESI PROCESS

1. AFTER YOU COMPLETE THE EXAM:

You will receive remediation, based on your individual weakest performance areas. Packets within the remediation are based on the remediation content categories; this allows for material supporting the remediation efforts of the associated remediation category to be grouped together.

2. TYPES OF REMEDIATION PACKETS:

You will receive “**Essential Packets**”, which will come with a deadline for completion (specific to your course). In addition, you will receive “**Recommended Packets**”, which have valuable review material that you are encouraged (but not required) to review, but do not have an assigned deadline.

3. AFTER YOU SELECT A PACKET:

You will immediately see a “**pre-knowledge check**”, which must be completed prior to remediation materials being delivered. This is a brief, **unscored** set of questions that you should take seriously. While unscored, the questions will help the system further refine the content areas to reflect your weak areas and deliver appropriate content to address this area.

Then you will receive specifically selected remediation materials.

Once you have studied the materials provided, you will take the “**post-knowledge check**” to assess your new level of understanding & see how effectively you have remediated.

Once you complete this process (including the post-check), the system will automatically classify the packet as complete and mark it “DONE”.

4. AFTER YOU HAVE COMPLETED THE ASSIGNMENT IN FULL:

Access and complete the, “HESI NG Remediation Assignment Template” in Canvas/Modules. Submit via Canvas before the assigned deadline.

5. ADAPTIVE QUIZZING PROCESS FOR HESI REMEDIATION:

After you complete the Exam along with HESI remediation:

Access and complete the student driven adaptive quizzing, focusing on areas of weakness identified in your HESI exam.

Satisfactory completion on a mastery level is required for each identified deficient area.

ASSESSMENTS / EXAMINATIONS

No exam make-ups are permitted. The percentage from the missed exam will be added to the student’s final exam grade. (Example: Final 30% + Missed Midterm of 30% = 60% used for final exam percentage). If a student missed the final exam due to an excused absence, the make-up exam must occur within 24 hours of the original exam date and time (unless student is hospitalized). The make-up exam is to be scheduled by directly contacting the course faculty and setting up the date and time for the exam. Failure to do so results in an automatic 0% for the final exam grade.

EXCUSED ABSENCE CONSTITUTES:

- Serious illness requiring hospitalization (hospital paperwork stating that student was in the hospital at the time of the exam must be submitted to faculty prior to the make-up exam arrangements will be considered)
- Student's minor child is hospitalized (proof of parenthood and hospital paperwork stating that student was in the hospital at the time of the exam must be submitted to faculty prior to the make-up exam arrangements will be considered)
- Death of an immediate family member (spouse, child, parent and/or a sibling, proof of relation, a death certificate and funeral date and time—at the time of the exam must be submitted to faculty prior to the make-up exam arrangements will be considered)

The make-up final exam may have up to 50% of “All that apply questions”.

Assessments/examinations may be computerized or pencil and paper. Students are required to have a working **ASA College's email address**. Students will need to know their **student ID number, Blackboard log-in information** as well as the **Elsevier log-in information** in order to access assessments/exams.

READMISSION POLICY

The following criteria must be completed before an application is allowed to be submitted to the Nursing Academic Progress Review Committee for final review and re-entry into the program.

To apply for re-entry into the AAS in Nursing program, a student must have a zero balance with the ASA College's financial department's office (FA) and fill out and accept the Nursing Program's financial obligation paperwork. If paperwork is not completed and submitted with the application, student's re-admission to the program will not be allowed. All nursing student re-entries are to first be reviewed by FA & Registrar's offices prior to being readmitted into the nursing program. It is the student's responsibility to obtain the clearance from both offices prior to applying to be readmitted into the Nursing Program.

AAS PROGRAM REQUIREMENTS FOR RE-ADMISSION:

Students who have been dismissed, withdrawn or dropped from the program within one year, may, under special circumstances, be considered for readmission one time only via a student appeal. Such an appeal must be placed in writing and addressed to the Nursing Academic Progress Review Committee for consideration within ten (10) calendar days of being notified of academic dismissal. If an appeal is made by the student, the rationale for such an appeal must be as a result of mitigating or special circumstances and must include supporting documentation. In addition, the student must submit in writing:

1. Why they failed to pass the course.
2. What has changed that will now allow the student to meet the academic requirements of the program.

Mitigating or special circumstances to be considered may include the following:

- Natural disaster
- Serious illness requiring hospitalization

- Death of an immediate family member
- Financial hardship such as an eviction

The list above is not comprehensive, but rather contains examples of what may have adversely affected a student's academic success.

Upon receipt of the appeal, the Committee has ten (10) calendar days to review it. The student will receive a notice in writing disclosing the outcome of his/her appeal within fourteen (14) calendar days of initial receipt by the College of the student appeal. The decision of the Committee is final and may not be further appealed. If allowed to repeat course for a third and final time, the student may have to sit out a semester before returning to complete studies depending upon the process time.

If the Committee approves an appeal because it determines that the student may be capable of meeting program standards in the subsequent term, the student will then be placed on academic probation. During this probationary period, the student will receive academic advisement including a plan developed in conjunction with the Dean or Associate Dean of Nursing. Such a plan may include attending tutoring services, repeating coursework, and meetings with Nursing faculty to help improve academic performance. To be removed from academic probation, student must achieve the minimum standards of academic progress as outlined in the Student Nursing Handbook in relation to GPA and program completion in the subsequent semester.

Please note that any student being re-admitted to the Nursing Program, after being dismissed from the program due to a course failure may only take one nursing course at the time upon their return. Once the student completes the courses they failed in numeric sequence, the student will then be allowed to continue in the program in either a FT or PT status.

AAS PROGRAM REQUIREMENTS FOR RE-ENTRY:

A written appeal must also be submitted to the Nursing Academic Progress Review Committee for the following reasons:

- a. If student was absent from the program for more than one semester, but less than one year; the student may request re-entry at the point in which they left the program
- b. If a former student requests to return to the nursing program after one year or more of being dismissed, withdrawn or dropping a course:
 1. If approved for re-entry, the student must take a HESI specialty exam for each nursing course they had previously passed while enrolled in the program. The minimum passing score of 850 or better is required in order for the student to re-enter the program at the point of their last course failure, drop or withdrawal. If the student does not achieve minimum requirement of the 850 on the HESI exam, student will be mandated to audit and pass the class and lab components of the course, in order to continue in the program. Please note that all courses being audited are free of charge to the student with the exception of the cost accrued by the college i.e. e-book, Sherpath, HESI Case studies, HESI exams and laboratory fees.

c. Since the NCLEX_RN test plan changes once every three years and subsequently the Nursing Program's Curriculum, any student requesting to return to the nursing program after a 36-month absence must retake any/and all nursing courses starting with the NUR100-Fundamentals of nursing course. FA may not cover previously taken courses. Please review your payment opinions and course fees with the ASA FA office prior to submitting your re-admission application.

OUTSIDE EMPLOYMENT

It is recommended that students be employed no more than 20 hours a week while enrolled in this program. The minimum class, clinical, and study time commitment to the nursing program is approximately 40-60 hours per week. Full time employment is strongly discouraged due to clinical, classroom and study commitments. Evening work commitments taking place prior to clinical rotation is strongly discouraged. Students may not be on duty within 8 hours preceding a clinical experience in an assigned healthcare agency. Such practice is unsafe for the patients and unhealthy for the student.

BOARD EXAMINATION / LICENSURE

ASA Nursing Program is designed to provide those enrolled with the knowledge and skills, which will enable them to function effectively as a nurse and to pass the licensing examination administered by the New York State Board of Nursing.

To receive an Associate Degree in Nursing and to qualify for the state Board examination, the student must complete the prescribed instruction and clinical experiences with the standards set forth in this handbook.

All graduates must take the National Council Licensure Examination (NCLEX) to become Licensed Nurses in the State of New York. Students are required to take and pass this exam in order to work as a RN.

Graduation from the Nursing Program does not ensure that students have been approved to advance for RN Licensure. If the student has any questions with regards to licensure application process, please contact the New York Department of Education immediately.

NCLEX-RN APPLICATION PROCESS

Students are responsible for submitting their NCLEX applications directly to the Board of Nursing with the required initial application fee. ASA College encourages all graduates to take their NCLEX-RN examination within 6-8 weeks of their graduation date. An NCLEX review course will be available to all graduates.

NATIONAL STUDENT NURSES ASSOCIATION

Nursing students are encouraged to join and participate in the activities associated with the NSNA. A faculty advisor is assigned to support activities from the nursing faculty **NSNA Core Values:** leadership and autonomy, quality education, advocacy, and professionalism to mentor nursing students into nursing professionals and develop lifelong learning skills.

RESOURCES

NATIONAL LEAGUE FOR NURSING

61 Broadway, 33rd Floor, New York, NY 10006

<http://www.nln.org>

AMERICAN ASSOCIATION OF COLLEGES OF NURSING

1 DuPont Circle NW, Suite 530, Washington, DC 20036

<http://www.aacn.nche.edu>

AMERICAN NURSES ASSOCIATION

8515 Georgia Ave., Suite 400, Silver Spring, MD 20910

<http://nursingworld.org>

NATIONAL COUNCIL OF STATE BOARDS OF NURSING

111 E. Wacker Dr., Suite 2900, Chicago, IL 60601

<http://www.ncsbn.org>

NATIONAL ASSOCIATION OF CLINICAL NURSE SPECIALISTS

2090 Linglestown Rd., Suite 107, Harrisburg, PA 17110

<http://www.nacns.org>

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

222 S. Prospect Ave., Park Ridge, IL 60068

<http://www.aana.com/>

AMERICAN COLLEGE OF NURSE-MIDWIVES

8403 Colesville Rd., Suite 1550, Silver Spring, MD 20910

<http://www.midwife.org>

AMERICAN ACADEMY OF NURSE PRACTITIONERS

P.O. Box 12846, Austin, TX 78711

<http://www.aanp.org>

AMERICAN SOCIETY OF REGISTERED NURSES

1001 Bridgeway, Suite 233, Sausalito, CA 94965

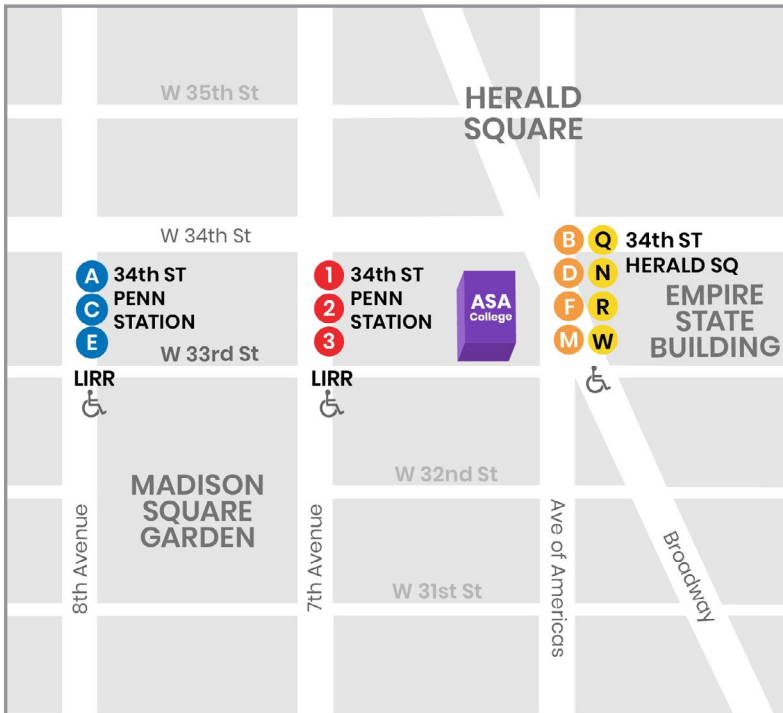
<http://www.asrn.org>

NEW YORK STATE DEPARTMENT OF EDUCATION

Office of the Professions

<http://www.op.nysed.gov/prof/nurse>

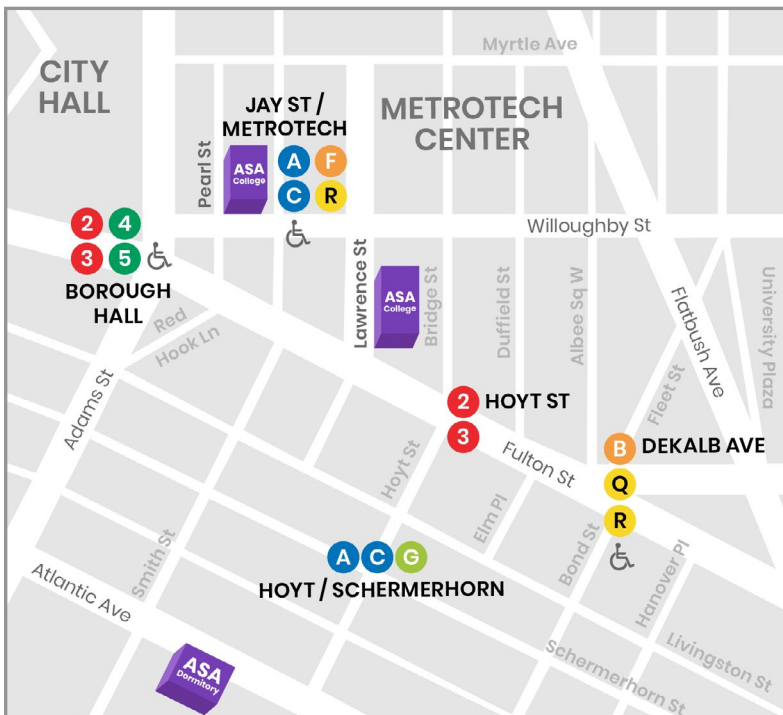
ASA CAMPUS MAPS



ASA College's Manhattan Campus is conveniently located in the heart of midtown, at the intersection of 34th Street and Broadway, across from Macy's and one block from the Empire State Building. It is easily accessible by public transportation with quick connections to Penn Station and Grand Central Terminal.

TRAINS:	
34th Street & 8th Avenue:	A, C, E, LIRR
34th Street & 7th Avenue:	1, 2, 3, LIRR
34th Street & 6th Avenue:	B, D, F, M, Q, N, R, W
Lexington Avenue:	6
Amtrak, New Jersey Transit	

Address: 1293 Broadway, One Herald Center | **Phone:** (212)672-6450



ASA's Brooklyn Campus is conveniently located in the MetroTech downtown business area, not far from Borough Hall and adjacent to Fulton Mall. It is well served by subway and bus and only a few minutes from Manhattan.

TRAINS:	
Lawrence St./ Metrotech Station:	R, M
Borough Hall:	4, 5, 2, 3
Jay Street/ Metrotech Station:	A, C, F
Hoyt Street:	2, 3
Dekalb Avenue:	B, M, Q, R

BUSES:	
Fulton Mall & Bridge Street:	B25, B26, B38, B52, B61, B67, B75

Address: 383 Pearl St. Brooklyn, NY 11201 | **Phone:** (718)522-9073

Address: 151 Lawrence St. Brooklyn, NY 11201 | **Phone:** (718)522-9073



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