

NursingABC Student Handbook

Welcome to NursingABC! We believe you will find the courses you take with us to provide a very positive learning experience as a first step toward your goal of attending the nursing or health professions school you have chosen. Our staff truly desires to be of service to your individual needs in studying to prepare for your new career.

This mission of NursingABC is "to promote quality academic preparation within high-school equivalent courses, via convenient, interactive methods, to meet entrance prerequisites and continuing needs of under-prepared applicants to nursing or health professions schools – with the goal of assisting those schools in educating and admitting well-prepared applicants who will positively impact the health care community."

Who we are - NursingABC began in the office of Dr. Ken Hartman, professor of chemistry and biochemistry at Geneva College in Beaver Falls, PA. More than 25 years ago he was asked by a local nursing school to develop a high-school equivalent course in chemistry for under-prepared applicants to their program. The course was taught at least twice a year, and later began to be offered as a one-on-one tutorial in his office. Eventually he realized that students were sometimes traveling as much as 100 miles round trip weekly, and with advances in technology, it was possible to offer the same course online. Since that time we have also developed curriculum in algebra I and algebra II, biology, geometry, and psychology. Now it is possible for a student to meet entrance requirements in a self-paced curriculum that offers the advantage of personal tutoring without having to wait for a semester-based course or to travel to receive the instruction.

Enrollment and Placement Procedures ... or ... How does it work? The first step for a student is identifying his or her need for high-school equivalent courses in math and science. That usually happens when a student applies to a nursing or health professions school. If your school of application finds that you have not taken required courses in high school or that they were completed too long ago to assume that you could have retained that knowledge, they may refer you to NursingABC. Or perhaps you were unable to pass entrance exams required by the school, and were therefore referred to us. Sometimes students come to NursingABC because they have heard about our services by word of mouth and know that they have these pre-requisite needs. However it happens, you find yourself in need of the courses we offer. What do you do?

Contact NursingABC using our website (www.nursingabc.com). Using the website, you can choose the courses you need and register online. Many questions you may have are answered in our FAQ (Frequently Asked Questions) section on the website. If you would like to ask questions or just talk to a staff

person, feel free to email us (info@nursingabc.com) or call by phone (1-888-724-3590).

Once you have signed up for our online courses, the pre-exam of the course you have chosen will be made available to you. After receiving an instructor assignment and completing the pre-exam, you will be able to begin the first module. This module will include the general course information as well as technical instructions for the proper setup on your computer. The module is your "textbook" (no other materials and are needed so there are no additional costs). We cannot emphasize enough that you should access our academic help line with any questions you have. When you have worked through the module and feel comfortable with the material, you will submit the completed module and be given access to the first exam. You will complete the exam and submit it for grading by your instructor. This procedure is repeated until you have finished all the modules and exams.

High School Courses Available through NursingABC include:

- Basic Math
- Algebra I
- Algebra II
- Biology
- Chemistry
- Psychology
- Geometry

Entrance Exam Preparation Courses include:

- Basic Math Skills
- Basic Verbal Skills
- Natural Sciences

Detailed content information as well as outcomes and objectives of each of these courses is available on the website at www.nursingabc.com

Grading and Expectations

The grading scale is as follows: 90%-100% = A, 80%-89% = B, 70%-79% =C, 60% -69% =D, 59% and lower is a failing grade.

As a student of NursingABC you should expect that you will be given prompt and concerned service by our administrative and instructional staff. Every attempt will be made by your instructor to help you understand the material and succeed on your exams. NursingABC's mission includes the expectation that you will receive quality academic preparation for your future in your nursing or health profession. In order to achieve that goal, it is expected of a student that the modules will be carefully studied. **It is the student's responsibility to learn the**

material by completing the modules and spending the time necessary to assure the excellent preparation that is available through the curriculum and individual instruction.

Lab Component - If you are taking chemistry or biology, a video lab is part of the course requirement. You will watch the lab video and complete the questions accompanying it.

Cost - The current cost of each course is listed at:
www.nursingabc.com/courses

Administrative Forms - For accurate record keeping by NursingABC and for the constant improvement of our course offerings, we ask you to complete two forms, in addition to your registration. When you enroll, a demographic survey of general information will be presented and when you have completed each course we will request that you complete a course evaluation form.

NABC Student Policies include statements concerning the following issues:

- Academic Integrity is a serious matter. In the educational context any dishonesty violates freedom and trust, which are essential for effective learning. Dishonesty limits a student's ability to reach his or her potential. NursingABC places a high value on honest independent work. In a distance learning situation, we count on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam, as this would compromise the student's preparation for the nursing or health profession course work. It is required of each student to take exams without consulting class materials or study aids. To this end, your instructor will be alert to any indications that a student may be violating this principle. It will be necessary to show all your work on exams. When the nature of the course does not require numerical or symbolic determination (perhaps instead just requires recitation of learned descriptions), be assured that our experienced staff is able to detect use of lesson materials to answer exam questions. If a student is suspected of academic dishonesty, the instructor will confront that student. It may result in a score of zero on the exam and possible expulsion from the course, at the discretion of the instructor with consultation with an administrative-instructional committee.
- Grievances - If for any reason a student has a complaint about the course work or the instructor, they are advised to first consult the instructor, who will be willing to listen and consider your concern. However, if you don't feel you have received a satisfactory reply, you are encouraged to contact

the Executive Director of NursingABC for further consideration of your complaint.

- Refund Policy - If you have enrolled in a Portage course and received materials and then decide against taking the course, a \$50 administrative fee will be charged and subtracted from the tuition refund. If you begin a course and complete two or more modules OR if 30 days elapses, no tuition will be refunded.
- Student Privacy - It is to be noted that under the Family Educational Rights and Privacy Act, (FERPA), it is a violation of federal law to publish or announce student grades to anyone other than the student and his school of enrollment by his request. Not only do instructors not share this information with anyone outside of NursingABC except upon student request, but records within NursingABC are stored in such a way that they remain confidential. All paper documents that contain personal information are kept in secure files and shredded at the time of disposal.
- Code of Conduct – Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct is prohibited and may be grounds for immediate dismissal from the program without refund.

Non-Discriminatory Policy

NursingABC admits students of any race, color, sex, religion, and national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students in the program. NursingABC does not discriminate against students on the basis of race, color, sex, religion, handicap, and national or ethnic origin in the administration of its educational policies, admissions policies, or any other programs or services.

