



## Students

### *New Students*

All new students must attend program orientation. Students will be notified about the dates, times, and location of the designated program orientation by the Admissions Officer or the Director of the Program.

### *Transfer Students*

A transfer student is one who is entering SRMCPS who has earned credit at another institution and wishes to apply these credits toward their education in an SRMCPS program. The School has an agreement with Richard Bland College to provide required courses once the student has been accepted into the program.

- Transfer students must complete all SRMCPS admission requirements.
- Only completed courses that demonstrate a "C" or better will be accepted for transfer credit
- Course credits from regionally

accredited two and four year institutions within the U.S. are transferable. Courses must compare in content, quality and credit hours to those required at SRMCPS.

- Course work outside the US must be evaluated by one of the evaluators listed below.
- Credits transferred from other institutions will be noted on the SRMC transcript. Grades achieved at other institutions will not be used in the grade point average computation at SRMCPS.
- Licensed Practical Nurses (LPNs), RNs or RTs seeking advanced placement into the nursing program or the sonography program must present a current, valid, unrestricted license or certificate at the time of application.

### *International Students*

The Professional Schools is authorized by the U.S. Citizenship and Immigration Services to admit international students that hold M status classification. International students must meet the same admission requirements as all other students, as well as meeting the

requirements specified by immigration. Included with the application should be a high school transcript which has been certified by an appropriate agency to be the equivalent of a United States high school transcript. Also, these transcripts must show a graduation date. For a fee, applicants may use one of the following official evaluation organizations to have their transcripts officially evaluated and sent to SRMCPS:

- ▶ WES Organization Evaluators, 1-800-937-3899 or [www.wes.org](http://www.wes.org)
- ▶ Global Credential Evaluators, 1-800-528-0908 or [www.gcevaluators.com](http://www.gcevaluators.com)
- ▶ Josef Silny and Associates, Inc. 305-273-1616 or [www.jsilny.com](http://www.jsilny.com)

Credits transferred from foreign colleges or universities are not accepted. The Test of English as a Foreign Language (TOEFL), with a minimum acceptable score for the version being tested on (computerized or paper version) is required of all applicants as evidence of adequate proficiency in English. The TOEFL scores must be no more than two years old at the time of application for admission.

### ***Undocumented Immigrants***

SRMCPS does not permit undocumented immigrants to enroll in curriculum programs. SRMCPS does not issue the necessary documents to obtain the M, F, or J student visas. Contact an Admissions Officer for further information on how to obtain a student visa.

### ***Health Services***

Southside Regional Medical Center

Professional Schools does not maintain health facilities or medical services. The responsibility for medical services rests with the students. In case of illness or injury on campus, Emergency Medical Services may be called to assist individuals. Students are strongly encouraged to carry their own health insurance.

First aid kits are available in Titmus Building, Ions Hall and Grizzard Building.

If a student is injured or becomes ill while on campus, the Dean of Academic Services and Dean of Administrative Services should be contacted. Should the student become ill or injured while in the clinical setting, the clinical instructor should be notified and facility protocol implemented.

### ***Housing and Transportation***

The School does not have housing facilities and does not find housing for students.

The School provides no transportation service for students. Buses and other forms of public transportation may be available at the various clinical locations; however students must make their own arrangements, have their own forms of transportation and/or participate in carpools.

### ***Advisement***

Administration, faculty, and staff at Southside Regional Medical Center Professional Schools view advisement of students as a very important and on-going activity. Faculty members are assigned to function as class advisors through individual program policies and clubs. Advisors will meet with the class as a group at least once per semester.

Student Services admissions officers serve as advisors to students who are not yet enrolled in a specific program. Students are strongly encouraged to meet with their course faculty members or course coordinator as the need arises. Faculty members in each program serve as academic advisors to students enrolled in their courses. Faculty members' office hours are posted on their office door at the beginning of each semester.

Academic and career counseling is available to all students by faculty and staff. Students are encouraged to make an appointment with a faculty member or member of administration to discuss career planning and advisement.

### **Counseling**

Confidential personal counseling services are available to students through the Employee Assistance Program (EAP) at Southside Regional Medical Center. The professional counseling staff are experienced in dealing with personal concerns that may interfere or hinder their academic success. The current contact information is provided on the bulletin board outside the Student Services Office, listed in course syllabi and on the School web page.

### **Student Government Association (SGA)**

The Student Government Association (SGA) is the official organization authorized by the School's administration to represent all students enrolled at SRMCPS. The SGA elects officers each year. The Board of Trustees, the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President

who, upon election to that office, automatically becomes a member of the School's Executive Council. In addition, students are represented on standing School and Program committees, and these committees are charged with annual review and recommendation of changes to the School.

The Student Government Association is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government. The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the Office of the Dean of Academic Services.



### **Social Activities**

The social development of students is viewed as an integral part of the total education offering at SRMCPS. Under the sponsorship of the SGA, social events include cookouts, holiday celebrations, charity events, tournaments, recognition ceremonies, and various other student body activities.