

***SAINT PETER'S COLLEGE***  
***SCHOOL OF NURSING***



***GENERIC BSN STUDENT***  
***HANDBOOK***

The College reserves the right to change and to make exceptions to the provisions of this Handbook at any time and to apply any change or to make an exception applicable to any student without regard to date of admission, application, or date of enrollment. This Handbook is neither a contract nor an offer to enter into a contract. As a student in the Generic BSN Program at Saint Peter's College, you are responsible for being familiar with policies and procedures of the College and School of Nursing. This Handbook expands upon and provides specific information to the student. Please refer to the current *Saint Peter's College Undergraduate Catalog* for all general information at Saint Peter's College and the NET online at [www.spc.edu](http://www.spc.edu).

# *Welcome*



Dear Nursing Major:

Hello and welcome to the School of Nursing and the generic nursing program here in Jersey City. This is an exciting time for nursing and Saint Peter's. Our peacock pride is alive and well with our athletic teams and service projects done by our students.

We are fortunate to have a campus that is dedicated to service to others and I hope you will be involved in many of these service-learning activities while you are here. There is more to your education than just your course work and I encourage you to give yourself all of the opportunities that Saint Peter's has to offer.

This Generic *BSN Student Handbook* has been prepared to acquaint you with the special policies, activities, and organizations in the generic BSN Program. You are also encouraged to read the Saint Peter's College *Undergraduate Course Bulletin* and the student handbook, *The Net*, which is available online at [www.spc.edu](http://www.spc.edu) and contains information on program/course information, requirements and support services. Please feel free to contact the generic BSN Program Director, Prof. Lisa Garsman, if you have further questions about program policies or procedures.

Best Wishes on Achieving Your Goal,  
Dr. Ann Tritak  
Dean of Nursing

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## ***BSN PROGRAM***

**Purpose:** The purposes of the BSN Program at Saint Peter's College are to:

- ◆ equip the graduate with a breadth of knowledge, skills, and values from both general and professional education;
- ◆ prepare the graduate for generalist professional practice in a variety of settings;
- ◆ provide a foundation for graduate education in nursing.

### **Philosophy of Undergraduate Nursing Program:**

Nursing, a scientific discipline, requires creativity in its execution. The art of nursing lies in the application of concepts and principles of nursing theory to the design of individualized care using the nursing process. The essence of nursing is to provide evidence-based care to our clients in the performance of those activities that contribute to health promotion, resolution of illness, or end-of-life. This is congruent with Nursing's Social Policy Statement that "nursing is the diagnosis and treatment of human responses to actual or potential health problems" (American Nurses Association, 2004, p. 10.)

The faculty believes that a person is an integrated being with intrinsic dignity and worth. While possessing common needs, a person is characterized by uniqueness and self-determination. As an open system, an individual is in constant interaction with the environment.

The goal of nursing is to use a humanistic approach to implement therapeutic interventions to assist the individual, family, aggregate, and community in attaining maximum potential for health. Health is viewed as a continuum and is seen as a right of all people, with individual choice as prerequisite. Such choices are determined by pluralistic factors within the internal and external environments. Pluralism encompasses gender and the ethnic, religious, racial, or cultural groups coexisting in society and philosophically reflects the belief that many views of reality are needed to account for all the phenomena of life. In order to meet the needs of a pluralistic society, the professional nurse is committed to standards of the profession and practices autonomously in a variety of settings.

Through its mission, Saint Peter's College, a Jesuit Catholic, coeducational, liberal arts college in an urban setting, seeks to develop a whole person in preparation for a lifetime of learning, leadership, and service in a diverse and global society. Committed to academic excellence and individual attention, the College provides education, informed by values, primarily in degree-granting programs in the arts, sciences, and business, to resident and commuting students from a variety of backgrounds (Academic Handbook, 2002). The Nursing faculty concurs with this mission.

Education is an ongoing process promoting the development of the total person in intellectual, physical, emotional, social and spiritual aspects. The outcome of value-oriented education is an individual secure in his/her own identity with mature values and a strong sense of responsibility. Such a person will possess precision of thought, clarity of oral and written expression and appreciation of learning for its own sake.

### **BSN Program Outcomes:**

1. Synthesize knowledge from nursing, physical and behavioral sciences, communication, and the humanities in implementing the nursing process from a holistic, caring framework.
2. Assume a leadership role to effect change and promote safe, quality standards of nursing practice.
3. Integrate elements of the research process, clinical reasoning, and evidence-based findings to nursing practice.
4. Utilize a range of information systems that support safe, quality patient care.
5. Integrate knowledge of healthcare policy, finance, and regulatory healthcare systems in their role as patient advocate.
6. Collaborate effectively with peers and colleagues on the interdisciplinary healthcare team and clients to promote safe, optimal patient care.
7. Employ knowledge of health promotion, disease and injury prevention, and disaster management directed at individuals, families, aggregates, and communities.
8. Develop a philosophy of nursing by demonstrating a commitment to lifelong personal and professional learning, growth, service to others, and social justice.
9. Incorporate ethical principles and cultural competence in providing safe care for patients across the health-illness continuum in a variety of settings throughout the lifespan.

### **STUDENT NURSING ORGANIZATION & HONOR SOCIETY**

#### **THE STUDENT NURSE ASSOCIATION (SNA)**

This organization is open to all students matriculated in the BSN Program. The purposes of the organization are to:

1. Initiate programs which promote personal and professional growth of nursing students.
2. Serve as liaison between students and school administration.
3. Maintain channels of communication between nursing students and nursing alumni.
4. Foster a positive image of professional nursing in the college community.

#### **SIGMA THETA TAU: INTERNATIONAL HONOR SOCIETY OF NURSING**

Mu-Theta-Chapter-At-Large

This is the School of Nursing local chapter of Sigma Theta Tau International Honor Society of Nursing at Saint Peter's College in association with Felician College in Lodi and the College of Saint Elizabeth at Convent Station. The At-Large Chapter was founded in 1990. The purposes of Sigma Theta Tau International are to:

1. Recognize superior achievement and scholarship.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

In order to be eligible for membership, students must have completed one-half of the required nursing course work, must rank in the top third of their class and have at least a 3.0 grade-point average. As part of the application process, eligible students request a faculty member to provide an endorsement for membership and a second endorsement from a Sigma Theta Tau member.

The Faculty Advisor representing Saint Peter's College is posted on the designated bulletin board.

### ***Advisement***

The School of Nursing abides by College Policies regarding registration, change of major, and leave of absence policies. All students are assigned a faculty advisor who is responsible for academic advisement and students are expected to meet with advisors regularly (at least once each semester) and to keep the advisor apprised of their progress.

### ***Registration***

Nursing students register at the same time as undergraduate students in the Colleges of Arts & Sciences and Business Administration. Changes in registration (dropping or adding courses) must be approved by the student's advisor, program director, and Dean of Nursing. The official form can be obtained from Enrollment Services in McDermott Hall.

Patterns for each level of student in the BSN program are posted outside of the Simulation Learning Laboratory in the Pope Building. The list of students and their advisors are also located on this Bulletin Board.

### ***Withdrawals after Registration***

The last day to withdraw from a course with a "W" is printed on the Saint Peter's College home page at <http://www.spc.edu> on the official Academic Calendar. Students are expected to be familiar with important dates by which they may withdraw from a course and not have it affect their GPA. The permission to withdraw from nursing courses, as well as other courses, must be approved by the director of the BSN program and the Dean of Nursing. The form for withdrawal from a course can be obtained from Enrollment Services in McDermott Hall.

## Courses Taken at Other Colleges

Once students are matriculated into the School of Nursing and the nursing major, only under extreme circumstances will permission be granted to take a degree-required course at another institution of higher education. Undergraduate nursing students who feel they may have extenuating circumstances may petition the Dean of Nursing for permission to take the non-nursing course at another college/university. Permission must also be granted by the head of the department as well as the Academic Dean of the College of Arts and Science/Business Administration. The form for this request can be obtained from the Academic Dean's office in McDermott Hall.

## RETENTION AND PROGRESSION POLICIES

### Grading Scale and Policies

Grade	Grade Value	Numeric Grade	Explanation
A	4.0	94 – 100	Outstanding
A-	3.7	90 – 93	Excellent
B+	3.3	86 – 89	Very Good
B	3.0	83 – 85	Good
B-	2.7	80 – 82	Above Average
<b>C+</b>	<b>2.3</b>	<b>78 – 79</b>	<b>Minimum Passing needed for all nursing courses</b>
<b>C</b>	<b>2.0</b>	<b>75 – 77</b>	<b>Unsatisfactory</b>
<b>C -</b>	<b>1.7</b>	<b>70 – 74</b>	<b>Unsatisfactory</b>
<b>D</b>	<b>1.0</b>	<b>66 – 69</b>	<b>Unsatisfactory</b>
<b>F</b>	<b>0.0</b>	<b>65 and below</b>	<b>Failure</b>

- **NOTE:** Students must achieve a 78% cumulative exam grade in all nursing courses to pass the course. Medication calculation competency exams, quizzes, case studies, and class activity grades cannot be used to achieve a passing grade for nursing courses. All other projects/classroom assignments will be factored in after all the exams and final exam grades are calculated.

- Calculation of grades will **NOT use the rounding off function**. This means a numeric value of 77.99 equals a letter grade of C.
- Students must achieve 100% on the Medication Calculation Competency Examination for EACH of the clinical nursing courses for which one is given. The student will have 3 attempts to achieve the 100%. If the student is unsuccessful on the third attempt, the student will receive a failing grade for the clinical component of the course and will therefore have a grade of C recorded for the course grade.

IC Incomplete in course requirements- Student is permitted to receive this for a nursing course **only under extenuating circumstances**. Course requirements **must be resolved within two weeks after the end of the current term**, and all course requirements submitted to the instructor. The Dean of Nursing must be notified of IC grades.

IT Incomplete Teacher- (incomplete because of late submission of grade by the instructor)

AU Audit- no credit

WD Formal withdrawal from a course\*\*

FA Failure due to excessive absence\*\*\*

\* A grade below C+ in nursing courses AND below C+ in designated science courses is unacceptable. Science courses may be repeated only once. (See policy for nursing courses)

\*\* The deadline for assigning the WD grade is established in advance of the term and published in the Academic Calendar for that term on the [www.spc.edu](http://www.spc.edu) website

\*\*\* In the case of excessive absences, formal withdrawal preempts an FA grade, i.e., the WD grade stands final

### ***Student Progression***

All nursing courses that have a corresponding lab or practicum are considered as a unit of learning and both must be successfully completed before proceeding to the next course. Students are required to follow their curricular plan and meet required grade point average (GPA) to progress to the next nursing course or level of study. Generic BSN students must maintain a 2.5 cumulative GPA to progress in the program.

To enroll in the first nursing course – NU 202 Theoretical Basis of Professional Nursing, students **MUST** be admitted to the School of Nursing as a nursing major. To enroll in the first clinical nursing course – NU 250 Clinical Bases of Professional Nursing – students must have satisfactorily completed all prerequisites courses and have a minimum of a 2.5 cumulative GPA and a grade of C+ or higher in each of the following science courses: Anatomy & Physiology I & II, and Microbiology. These science courses may be **repeated only one time**.

A grade of C+ must be earned in all required nursing courses and specified support courses (MA 115 and MA 212). **Any grade below a "C+" is considered a failure in nursing courses**. Advancement in

the nursing curriculum is dependent upon successful completion of prerequisite and co-requisite nursing.

All students must participate in the enrichment/preparatory/remediation program beginning with their first clinical course. This is to assist students for their ultimate objective of successful passing of the NCLEX-RN examination for licensure as a registered professional nurse.

Students have two attempts to achieve the passing score of 900 for the HESI exam (or an equivalent summative examination and passing score) in NU 430. Achievement of the benchmark will assign a grade of 100 for that examination for its use in the weighted exam calculation. Failure to achieve the designated score will result in a grade of 0 (zero) recorded for the examination and calculated as 10% towards the calculated exam grade which must equal 78 or higher before other course materials are weighed into the final grade. If this is the student's first nursing course failure, the student may repeat the course the next time it is offered. **\* This policy was modified October 2011 in compliance with a communication received from the N.J. Board of Nursing.**

Students may take up to six years to complete the program. Students must complete all program requirements to graduate and be eligible to take the NCLEX-RN examination after successfully completing remedial activities, such as completing a minimum of 5,000 NCLEX type review questions with a score of 80% or higher, and completing an approved formal review course(s) based on the student's individual NCLEX readiness assessment.

### ***Course Failure***

No more than one nursing course may be repeated. If the course is repeated and the grade is below C+, this will be considered a failure for the course and the student will be dismissed from the School of Nursing. Failure of a second nursing course will result in dismissal from the program. The clinical practica of nursing courses are graded on a Pass/Fail basis. If the student fails the clinical component, he or she fails the entire course regardless of the grade average in the didactic component, and a grade of C will be recorded for the course.

Following two nursing course failures, the student will be dismissed from the School of Nursing. The student may remain at Saint Peter's College. The Dean for Upper Classmen will be helpful in assisting the student to identify another possible major. The Dean's Office is located on the first floor of McDermott Hall.

### ***School of Nursing Clinical Policies***

#### **Clinical Requirements:**

All clinical requirements must be satisfactorily completed before students will be allowed into any clinical setting. At present, they include but are subject to change depending on regulations mandated by the clinical agencies and/or their accrediting bodies:

- **Actual titer reports for rubella, rubeola, varicella, mumps showing immunity**
- **Drug testing**
- **Proof of Hepatitis B immunity, vaccine (strongly recommended), or signed waiver**
- **2-step negative mantoux done 6 weeks prior to start of clinical at agency;**

- **if result is positive or have had positive Mantoux in past, will need Negative Chest x-ray**
- **CPR Certification must include infant, child and adult CPR**

### **Health Requirements:**

All nursing students must submit a completed copy of the BSN Health Profile. Applicants to the nursing major must be aware that health clearance will be required prior to the start of every clinical nursing course. Students who fail to update their records for their file will not be allowed to continue in the course. Health Profiles are valid for one year. The Health Profile form will be available in the School of Nursing Office.

### **Drug Testing**

Consistent with agency contracts, all generic BSN students will be required to submit to and pass drug testing prior to participation in clinical practica. Information for scheduling testing is available from the Office of the School of Nursing. Any student covered under this policy will be subject to mandatory testing for the presence of illegal or legally controlled substances and/or alcohol if and when there is reason to conclude that the student is impaired as a result of chemical substance abuse, or that he or she may be abusing chemical substances, even if not obviously impaired. Refusal of the student to submit to testing in these circumstances will be grounds for immediate removal from practicum courses, and possible dismissal from the School of Nursing. Students are responsible for the cost.

### **Criminal Background Check:**

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks. These checks are conducted by a consumer reporting agency and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied access to an agency due to criminal history information that student will be dismissed from the program. The School of Nursing will provide students with the form entitled: Request, Authorization, Consent and Release of Information Form by the School of Nursing.

### **Liability Insurance:**

All students enrolled in clinical nursing courses must provide evidence of liability insurance. Information can be obtained from the School of Nursing. Students are responsible for the cost.

### **CPR Certification**

All students enrolled in clinical nursing courses must provide evidence of American Heart Association CPR Certification for Infant, Child and Adult, BLS for Health Care Providers.

Documentation of health status, criminal back ground check, urine drug screen, liability insurance, and CPR certification is required for all students prior to attending clinical experiences.

- **Failure to submit ALL documentation by the established deadlines will result in a student being administratively withdrawn from the clinical course and the halting of progression in the clinical sequence of courses.**

### **Clinical Attire:**

All students must adhere to the uniform and equipment policies for all nursing clinical courses and agencies. Students must purchase and wear the official Saint Peter's College Nursing Students' Uniform from the approved vendor. Information can be obtained for the Office of the Secretary within the School of Nursing. Students are responsible for the cost.

Failure to obtain the official uniform in time for the first clinical practicum will result in the student being administratively removed from the course. The student may take the course the next time it is offered.

### **Professional Attire and Attitude Expectations:**

It is an expectation that students enrolled in the School of Nursing will dress and act in a manner that is reflective of a professional healthcare student. Therefore, the following are the *minimal* requirements for appearance in practica areas:

1. Students are identified with an official Saint Peter's School of Nursing uniform, emblem and ID pin in the clinical setting ( some may also require you to use your OneCard ID as well)
2. Students overall appearance should convey a professional image
3. Personal hygiene and grooming should insure safety and comfort of patients
4. Students wear Saint Peter's nursing student uniforms and white, closed nonporous shoes with calf-length white socks for all clinical and laboratory settings
5. Hair groomed neatly, away from face (modest, neutral colored accessories). Facial hair on men must be neatly groomed (clean shaven or beards trimmed neatly, no longer than 1-2 inches)
6. Jewelry is limited to one wrist watch , one plain ring/band and one small pair of stud type earrings in the ears (one in each ear)
7. No nose rings, brow rings, tongue rings, or other visible body piercings allowed
8. Body art/tattoos: should not be visible; may be covered by uniform clothing, socks, bandages, etc.
9. Fingernails: should be kept clean with smooth edges and maintained at a length that is not visible from the palmer aspect of the hand. No artificial nail. Clear lacquer only
10. For patient comfort purposes: perfumes, colognes, aftershaves, scented lotions, etc. should not be worn in the clinical setting
11. Students should arrive in clinical areas with all the required equipment (e.g. Stethoscope with bell and diaphragm, watch with second hand) necessary for patient care)
12. Gum chewing, eating and drinking are not allowed in the clinical setting
13. Activated cell phones, pagers, and other electronic communication devices are not allowed in either the clinical or classroom setting

### **Standard of Professional Behavior and Conduct**

Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of college students. Consequently, nursing students are required to demonstrate clinical competency, including reasonable skill and safe practice and professional behavior, in the care of patients. Students may be removed from clinical experiences at any time in a course for unsafe or unprofessional behavior. Further, students are required to adhere to standards of acceptable conduct outlined in the American Nurses Association Code of Ethics, and the New Jersey Nursing Practice Act. Students can be removed from the nursing curriculum and/or college sponsored programs or organizations based on violation of professional conduct.

## ***Attendance Policies***

### **Class Attendance:**

The Saint Peter's College Undergraduate Bulletin states that a student is permitted absences totaling two times the number of lecture meetings per week. **HOWEVER** because of the academically challenging nature of the nursing curriculum and the importance of the exchange of knowledge and ideas that takes place in the classroom and on-campus learning environments, nursing majors are expected to attend **ALL** learning sessions. Therefore students are responsible for all materials presented or assigned during learning sessions and faculty expect students to attend all sessions unless notified **BEFORE** time of the extenuating circumstances. Students are also expected to arrive on time for all learning sessions, be they classes, on-campus sessions, computer sessions, etc.

### **Mandatory Clinical Attendance:**

All students are **required to attend every scheduled clinical/laboratory experience**. Students are expected to be **on time** and **prepared** to participate fully in each clinical learning experience. Clinical experiences may be scheduled during days, evenings, and / or weekends. Students are expected to adjust personal, family, and work schedules to meet clinical assignments. Students need to be prepared to travel out of the Jersey City area for clinical experiences. Students are required to attend the clinical agency / experience to which they have been assigned.

- ❖ **Students are responsible for their own transportation to and from clinical assignments.**
- ❖ **Students must adhere to the dress code in place for the agency with which they are engaged in clinical practicum**

### **Absence from Clinical:**

When a laboratory or clinical session is missed due to extreme emergency or illness, the session must be made up. If the student does not make up the missed clinical, a rating of unsatisfactory which is equal to "fail" will be assigned for the clinical component resulting in a failing grade for the course regardless of the grade in the didactic portion (see **Course Failure** section of this handbook).

Prior arrangements with your specific clinical faculty member must be made in order to make up for any absences. Failure to satisfactorily make-up for absences will result in a failing rating for the clinical portion of the course. Any student who fails the clinical portion will receive a **C** for the course.

## ***Standard for Written Assignments: APA Manual***

All formal papers written for nursing courses require the use of the most current edition of the APA (American Psychological Association) Manual. Students should become familiar with these

guidelines and use them for all formal papers written throughout the nursing program. An abbreviated APA Guideline Manual (created by the School of Nursing) for use of the APA format for term papers will be distributed to each student in the NU 203 Conceptual and Theoretical Bases of Professional Nursing course and can also be found on the reserve shelf in the Jersey City campus O'Toole library. Students can also access the APA website and utilize the information provided on frequently asked APA format questions.

### ***Policy on Academic Honesty***

Saint Peter's College Bulletin states "Plagiarism is a most serious form of dishonesty. It may be defined as stealing or purchasing the ideas and writings of another and using them as one's own ...The College, as a matter of policy, neither condones nor tolerates plagiarism. Students who submit plagiarized work are liable to receive a failing grade for the assignment and/or the courses. In more serious cases, the student who plagiarizes is liable to be suspended or dismissed from the College" (*Undergraduate Bulletin.*) *The College policy will be strictly enforced by the faculty of the School of Nursing. Nursing faculty have access to Turnitin to check for the unscrupulous submission of another's work.*

### ***Grievance Procedure***

Due to the length of the Grievance Procedure, the procedure does not appear in this handbook. Information is available for students at the Offices of the Academic Dean and Dean of Students, and Human Resources.

### ***Resolution of Grade Disputes***

A student has the right to a fair grade that reflects performance in a class and also to know the components of the final grade. A professor has the right to determine the grading scale and components to be graded as well as the responsibility to grade fairly and consistently using the announced grading scale and grading policies of the School of Nursing.

If a student believes an error was made in the calculation of a grade or that the grade is otherwise unfair, the student should appeal to the professor **in writing within 7 days of receiving** the grade, using the SPC official email system. If the dispute is not resolved, the student may appeal to the Director of the BSN program and if still not resolved, then to the Dean of Nursing. If the dispute remains unresolved, the student may present the grade appeal to the Provost / Vice President for Academic Affairs whose decision will be final.

**NOTE:** A student's failure to notify the professor of the grade appeal within 7 days of the posting of final grades by the professor on Spirit Online and Blackboard shall result in the student's loss of the right to appeal such grade.

## ***COLLEGE SERVICES***

## Library Services

The Edward and Theresa O'Toole Library houses over 260,000 volumes on its four floors. The library subscribes to 1,800 print periodicals and over 7,000 online. The library is fully automated. The combined catalog and links to many important resources are available on the Internet at : [www.spc.edu/library](http://www.spc.edu/library) . Interlibrary loans can usually be obtained in 2-3 weeks. The Library is open 8:00am to midnight Monday through Thursday, Friday 8:00 am to 9:00pm, Saturday from 9:00am to 6:00pm and Sunday 12 noon to midnight. The phone numbers are as follows: (circulation desk) 201- 761-6461 and (reference desk) 201-761-6460.

Students can be provided with a referral card to other metropolitan area libraries such as the Research Libraries of the New York Public Library on 42<sup>nd</sup> Street in Manhattan. Students also have free access to the Library of the College of Medicine and Dentistry in Newark and to other state-supported university libraries in New Jersey. If you need assistance concerning the libraries contact one of the SPC librarians.

## The Center for Advancement in Language (CALL Center)

The Center provides tutors and supplemental academic instruction. The Center offers assistance in writing, mathematics, study skills, reading improvement and research paper development. Daytime hours are Monday through Friday, 9AM to 4:30 PM, with extended hours until 9:00 PM on Tuesday and Wednesday evenings. Facilities include the Pope Building, room 315, on the Jersey City Campus.

## Computer Services

Facilities at the Jersey City Campus are available for use by students. The lower level classroom of the Library was refurbished with state of the art laptop computers and master console with projector. PCs and video projectors and multi-media hardware for computer-supported instruction are throughout the campus. Pope 311 is the School of Nursing Computer Lab available for access to remediation materials for students. Another concentration of computers is in the Computer Center at Loyola Hall (121 Glenwood Avenue).

## Center for Excellence in Teaching and Learning

Available on the website with essential information to assist students in preparing for classes, supplements for scholarly work preparation, and other resources.

***On the [www.spc.edu](http://www.spc.edu) Website under Resources:***

### Student Resources

- The [Academic Advising Center](#) offers assistance with class scheduling, registration, course guidance and general academic questions.
- The [Center for Advancement in Language and Learning](#) (CALL Center) provides tutors and supplemental academic instruction.
- Learn about graduate studies and scholarship opportunities through the [Center for Graduate, Professional and Foreign Study](#).

- The [Enrollment Services Center](#) is where students complete all transactions regarding registration, records, financial aid, and account payments, and includes the [Office of the Bursar](#), providing information on the billing and payment of student accounts.
- The College's international student population may find helpful advice on immigration matters within the [International Student](#) section.

***Non-Academic but Essential Information for Students on the main website:***

[Student Life and Development](#) is the office that oversees all aspects of student life at the College.

The Office of [Campus Ministry](#) is a person-centered ministry which offers religious services that include all faiths, spiritual retreats, and trips to Central America, South America, and to locations within the United States to help those in need.

The [Center for Personal Development](#) is available to provide counseling services to Saint Peter's College students in support of personal, professional and educational growth. Counselors can assist with test anxiety, time management skills, stress reduction exercises, and other self-improvement techniques for success in college. Appointments are confidential and at no cost to enrolled students at Saint Peter's.

[Community Service and Service Learning](#) programs provide our students with the chance to make a difference in the local community. The College maintains close ties to Jersey City and its neighboring communities, and national programs, such as the America Reads Tutoring Initiative, Jesuit Volunteer Corps, Peace Corps, and AmeriCorps.

The [Dean of Students](#) serves as an advocate for the student body.

The College's [Dining Services](#) are provided by Sodexo. Online menus are published regularly.

The [Health Services Office](#) is available to provide medical assistance to the College Community.

The [Journal Square Shuttle Bus](#) is available for the convenience of the College Community

The [Office of Residence Life](#) provides resident students with a safe and secure living-learning community conducive to academic achievement.

The College has recreational activities and [intramural sport](#) programs open to students, faculty, and staff alike. The [Yanitelli Recreational Life Center](#) is the home of the College's NCAA Division I athletic teams, state-of-the-art fitness center, Olympic-sized swimming pool, free weight room, racquetball and squash courts, and three regulation size basketball courts. Recreational Life also sponsors outdoor activities and off-campus outings.

***Other Important Information***

## **Textbooks**

Students may buy textbooks from the campus bookstore. Students who chose to purchase textbooks from another source are expected to have the correct edition. Be sure to check your syllabus.

## **Important Telephone/Fax Numbers**

### **School of Nursing**

Jersey City Campus

(201) 761-6270

Fax: 201-761-6271

### **Registrar – Enrollment Services**

201-761-6050

### **Financial AID**

(201) 761-6073

## **Snow/Emergency School Closing Information**

For snow and/or emergency closing you can call the campus main number to access a taped recording at (201) 761-6000 or an announcement on Saint Peter's College's home page at <http://www.spc.edu>

## **N. J. Board of Nursing**

**973-504-6430**

Updated:  
8/11 abt  
10/11 abt