



Division of Nursing & Health Sciences (NHS) Frequently Asked Questions

1. Where should I turn in **class papers** with a due date? Either give them directly to your instructor or drop them in the mail slot of your instructor's office door.
2. Can one of the office staff let me into one of the **labs**? No. An instructor or Clinical Resource Center staff member must be present whenever the labs are open.
3. Is there a **copy machine** the students can use? You may use the copy machines in the Library. Copying is also available at the campus Copy Center located in the Sam Glenn Complex, B-105.
4. Where is there a **phone** the students can use? There is one courtesy phone in the Student Union (across from the Information Desk) and another in Reid Centennial Hall. There is also a pay phone on the first floor of Meriwether Lewis Hall.
5. Is there a **fax machine** available for student use? Yes, in the Library.
6. Is it okay if students go directly to their **advisor's or instructor's office**? Yes! You do not have to check with the office staff!
7. How can I make an **appointment with an instructor**? Each instructor keeps his/her own calendar. Check the instructor's office hours and contact information, which are posted on his/her office door. The Faculty Contact Information form also lists faculty phone numbers and email addresses.
8. How can I be **released to register**? Only your advisor will release you to register after your advising appointment. Call or email your advisor several days in advance to schedule an appointment.
9. How will I know if a **class is meeting at a different location**? An announcement will be made in class by the instructor and a notice posted outside the regular classroom door. Consider checking with a classmate if you miss class!
10. Can I get the **phone numbers** of classmates from the NHS Division? No, because of FERPA regulations, you must exchange the information directly with your classmates. We encourage you to make a connection with at least one student in each of your classes.
11. Whom do I notify if I **move or change my last name**? Notify the NHS Division by using your **LC** email account; email your new contact information to dblum@lcsc.edu. Notify the College by using a change of address form found under Student Forms on the Office of the Registrar's website (www.lcsc.edu/registrar).
12. How will I get my **grades**? Grades can be accessed from WarriorWeb.
13. Why do I need a Healthcare Provider **CPR card** or Professional Rescuers CPR card? It is a requirement of persons working/learning in health care facilities.

We hope you will find this information helpful. Have a great year!