



NOTRE DAME
OF MARYLAND
UNIVERSITY

SCHOOL OF NURSING

Accelerated Master of Science in Nursing

**MSN Student Handbook
July 2017 - July 2019**

*This Handbook contains essential policies and procedures for the MSN program.
Students should retain this book throughout the program of study.*

Revised July, 2017

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Purpose of Handbook

The Nursing Faculty developed this student guide for the Master of Science in Nursing student. The purpose of this guide is to provide policy and procedural information about the School of Nursing. Information contained in this *Student Handbook* is supplemental to the:

1. Current Graduate Catalog
2. College of Adult Undergraduate and Graduate (CAUS) registration information posted on the University's website
3. School of Nursing Courses, including Policies and Procedures

Students are responsible for reviewing the University catalog in addition to this Handbook for a comprehensive listing of all Graduate Studies and general Notre Dame policies. The catalog remains the primary reference for students on University procedures and academic policies.

The University may amend, change or delete any programs, requirements, policies, regulations or provisions that appear in this Handbook. The Handbook is not to be regarded as a contract. The Handbook is updated with each incoming cohort and is posted for MSN students via their cohort's Joule site under the "Information" tab.

School of Nursing History

Program Development

In summer 2006, planning began for a masters of science in nursing with two concentrations: Leadership in Nursing Administration and Leadership in Nursing Education. During fall 2006 planning continued with the nursing department (now School of Nursing) Curriculum/Evaluation committee and the program was approved by that body. Also in fall 2006, the MSN program was presented to the Graduate Council for approval and to the Board of Trustees. In February 2007, the new MSN program was submitted to the Maryland Higher Education Commission for initial approval. The program received MHEC approval in late spring 2007. Candidacy status from the National League for Nursing Accrediting Commission (NLNAC)* was obtained in early spring 2008. The MSN program received full initial NLNAC accreditation for five years in July 2009. The MSN program continues with full accreditation. The inaugural cohort of master's students began the MSN program in August 2007 and graduated in May 2009.

**Notre Dame of Maryland University
School of Nursing**

UNIVERSITY MISSION STATEMENT

Notre Dame of Maryland University educates women as leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides a liberal arts education in the Catholic tradition. Distinctive undergraduate and graduate programs challenge women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

SCHOOL OF NURSING MISSION STATEMENT

The mission of the School of Nursing is to educate students to transform nursing and healthcare through authentic presence, caring connections with patients, students, colleagues, and the discipline of nursing, and by preserving care and compassion as the ethical foundation of nursing practice and scholarship.

SCHOOL OF NURSING PHILOSOPHY STATEMENT

Nursing and the teaching of nursing is a journey through deep caring connections with patients, students, colleagues, and the discipline of nursing. Nursing is imagined and known through caring authentic presence with others and multiple ways of knowing. Nursing is a presence to life lived with those entrusted to our care, a beacon, attentive to the extraordinary in the mundane and boldly entering questions of meaning. All stories of individuals and of the discipline are valued as necessary to the growth and advancement of the profession. Healing practice is possible in partnership relationships; nursing creates safe welcoming places, encouraging growth, seeking to understand, and knowing each other's hearts.

Nurses are called to care through advocacy, action, 'power-with' and trusting relationships with persons and groups in diverse settings. Nursing embraces diversity and commitment to social justice. With perseverance and fortitude, caring and compassion are preserved as the ethical foundation of nursing practice and scholarship.

A nursing way of being requires reflective practice, a listening, that allows for meaning-making in all dimensions of academic and practice endeavors. Nursing practice is characterized by thoughtfulness and necessarily lived out with intention. This way of being a School of Nursing in all aspects allows for possibilities for our mission to be realized—educating nurses to transform the world.

Accreditation

The MSN program was re-accredited by the Accreditation Commission for Education in Nursing (ACEN) in July 2014 for a full eight years. The next accreditation visit will be in May 2022.

* Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404-975-5000

**Sigma Theta Tau International
Honor Society of Nursing, Mu Eta Chapter**

Sigma Theta Tau, International Honor Society of Nursing, Mu Eta Chapter, is open to baccalaureate and masters nursing students who have demonstrated superior academic achievement and leadership potential. Membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity and commitment to nursing.

The School of Nursing Honor Society had its first induction ceremony in May 1987. Through the diligent work of two faculty members, Dr. Katharine Cook and Eileen Fox, the honor society was formed; the goal was to evolve into a chapter of Sigma Theta Tau, International Honor Society of Nursing by 1990. In 1989, Sigma Theta Tau conducted a site visit to the College of Notre Dame of Maryland and recommended chapter status. In April 1990, the chartering ceremony was held at the College of Notre Dame of Maryland, and all honor society members were inducted into the newly formed Mu Eta Chapter of Sigma Theta Tau. The Mu Eta Chapter remains in good standing with Sigma Theta Tau International.

MSN Students with a 3.5 GPA or higher are invited to join during the semester of the program. The annual induction ceremony is held in April.

Governance

The School of Nursing's Master of Science in Nursing program operates through the College of Adult and Undergraduate Studies (CAUS). The Faculty report to the Dean of the School of Nursing and the Dean reports directly to the Vice President for Academic Affairs. The Faculty and staff collaborate with the staff of CAUS for recruitment and enrollment management.

Circles in the Graduate Nursing Program include Graduate Circle, Student Circle, Curriculum Circle, and Outcomes Circles. Student representation is welcomed on circles. Representation is based upon interest and availability. Students are provided other opportunities during each academic year to participate in program feedback for governance purposes.

Faculty and Staff

Dean

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Associate Dean

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Retention and Success Specialist /Academic Advisor

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Caring Science

Human caring science is the study of caring as the grounding and inspiration of the discipline of nursing. Within a caring model, the way of being together in authentic, relationships enacts' respect for person, loving kindness, and empathic presence, with the intention to care that honors and values each person. Caring science requires full attention to what matters most to persons about their health, caring science calls for the courage, humility, technological competence and multiple ways of knowing in order to create a more humane just and compassionate world.

Circle Practice

As a School of Nursing, we believe that having important conversations in circle about issues that matter creates an environmental container that at once is inclusive and protective. A meeting is transformed into a circle, among other ways, through invitation, preparation for the conversation, intention, setting agreements, and reflection. Circle provides a structure by which shared leadership may occur. The components of circle differentiate the structure from the traditional business meeting. These are listed and translated as needed:

- Personal Preparation – each member is prepared to contribute to the discussion/decision
- Invitation – is sent and accepted
- Setting the intention – purpose of the gathering
- Start-point – intention is verbalized and agreed upon. Often a reflection is offered to guide initial deliberations
- Circle Agreements – each circle has a set of norms that members agree and adhere
- Check-in – this important step signifies that everyone present is open to the discussion and brings her/his own perspective. This may open with “what’s new,” or a more intentional question about the work to be done
- Rotating leadership – while there may be a formal leader all participate as leaders
- Sharing responsibility – members speak up to say or do what needs to be said or done – volunteering service
- Reliance on wholeness – we are part of a bigger picture
- Three practices are active listening, intentional speaking, and attending to the well-being of the group
- Recognizing there are members of the group needed for the decision and including these members
- Decisions are made by consensus
- Closing check-out is an affirmation or statement that dialogue must continue.

MSN Program Outcomes

The graduate program outcomes are lived by graduates as:

Presence

Create a space for leaders in advanced roles for ‘being-with’ students, staff, and other health care colleagues that reveals authentic nursing presence.

Praxis

Demonstrate and cultivate excellence in leadership praxis through the synthesis of research, theory, and reflective practice.

Advocacy

Lead change by serving as an active voice for nurses and nursing with patients, families, communities, and organizations regarding health policy and social justice within an ethical framework.

Scholarship

Create an environment that promotes critical inquiry through multiple ways of knowing.

Self-Care

Nurture a place for healing, personal and professional growth, and a culture of caring for self and others.

Leadership

Foster an environment of excellence and courage for staff and student colleagues to interpret the evidence through the lens of multiple ways of knowing.

Program of Study

The MSN in Nursing Leadership has two concentrations, Administration and Education. The Nursing Education concentration is a 36 credit hour course of study in the MSN Program. Grounded in caring science, the Master of Science in Nursing, Leadership in Nursing Education concentration examines the field of curriculum and pedagogy from a variety of research and curriculum perspectives—technical, interpretive/practical, and critical/emancipatory—through directed readings, critical reflective narrative, and a classroom context for scholarly discourse.

The Nursing Administration concentration is a 36 credit hour course of study in the MSN Program. Grounded in caring science, the Master of Science in Nursing, Leadership in Nursing Administration concentration encompasses analyzing research, policy, legal, and ethical problems, understanding the dynamics of finance, strategic planning, and marketing while implementing innovations to address quality and safe patient care, change management, decision making, and creating a healthy work environment.

Core Courses (both concentrations): 13 credits

Theoretical Foundations of Nursing (3)

Contemporary Leadership in Nursing (2)

Nursing Research I: Synthesis of the Literature (3)

Nursing Research II: Proposal (3)
Nursing Informatics (2)

Leadership in Nursing Education concentration: 23 credits

Advanced Pathophysiology and Pharmacology for Nurse Educators (3)*
Advanced Health Assessment for Nurse Educators (2)*
Portfolio Development for Nurse Educators (1)*
Issues and Trends in Nursing Education (3)
Educational Assessment (3)
Technology for Instruction and Management (3)
Curriculum Development and Evaluation in Nursing (4)
Teaching in Nursing Practicum (4)

*These courses contain direct care role experiences and assignments that provide opportunities for students to develop greater breadth and depth of knowledge within their designated clinical specialty.

Leadership in Nursing Administration concentration: 23 credits

Issues and Trends in Nursing Administration (3)
The Business of Healthcare (3)
Essentials of Healthcare Finance (3)
Healthcare Economics (3)
Health Policy (3)
Nursing Administrative Theory and Practice (4)
Leadership and Administration in Nursing Seminar and Practicum (4)

Academic Advisement

The Retention and Success Specialist for the adult student for the School of Nursing serves as the MSN Academic Advisor. Students in the accelerated MSN program are introduced to their advisor following the admissions process, and they will continue to contact their advisor as needed throughout the course of their program. Students are welcome to schedule advising appointments with their academic advisor or contact them via e-mail or phone.

A Faculty Advisor is also assigned to incoming MSN students. Any faculty member who teaches in the MSN Program is available by appointment to discuss curriculum, career, and/or academic or practicum concerns.

General Information

Students are responsible for accessing all pre-course information and completing pre-course assignments outlined. Students must be registered for the course in order to gain access to the learning management site, JOULE. JOULE can be accessed from the main webpage or directly at <http://joule.ndm.edu>.

Attendance

Students are required to be present at all classes and must notify faculty as soon as possible of any anticipated absence or tardiness. For any missed class, students are responsible for course content and assignments due on that date. Faculty may assign additional assignments to ensure that course outcomes are met. It is strongly suggested that students who know they will miss a class meeting, due to illness or a work emergency, ask a colleague in the course to audio tape the class meeting and provide them with a copy of their class notes. The NDMU academic calendar is available online.

Communication

Communication between faculty members and students primarily occurs via email. Faculty will contact students at their assigned NDMU email address and through the JOULE Course Messaging System. Students are responsible for checking their NDMU email several times each week.

Conflict Resolution

If a student encounters conflicts or concerns in a nursing class or practicum area the student should first approach the faculty member involved in the class or practicum experience. If an acceptable resolution is not achieved, the student should contact the Associate Dean of Graduate Studies.

Course Information

Students are expected to spend a significant amount of time outside of the classroom preparing for class and completing assignments. Students in the accelerated option are guided in their studying and classroom activities by a Course Guide developed for each course. This guide is available to registered students two weeks prior to the start date.

Electronic Devices

Professional behavior and proper netiquette should be observed at all times when using electronic devices, such as cellphones, tablets, and laptops. Students are asked to keep all cell phones on silent mode and are expected to return phone calls during the break or after class, unless the call is an emergency. Texting, emailing, or checking email during class is not permitted. Students engaging in these activities may be asked to leave the classroom until they are prepared to fully participate in the class.

Grading Scale

The grading scale for all MSN courses is as follows:

95% – 100%	A	70% - 83%	C+
90% – 94 %	B+	70% - 78%	C
84% – 89%	B	Below 70%	F

Graduation Requirements

Graduation requirements of the Nursing Program are consistent with the graduate studies program at Notre Dame of Maryland University and include the following criteria:

1. Meet all University requirements identified in the current Graduate Catalog.
2. Students may submit a maximum of six credits of graduate coursework for review as transfer credits. The remaining credits must be completed at NDMU. Courses will be evaluated for equivalency during the admission process by the MSN Admissions Sub-Committee. As an RN-MSN bridge, students graduating with a BSN from NDMU, who have completed NUR 432(NUR 440) and NUR 303 (NUR 400), are given credit for this course content. The two comparable courses, NUR 510- Contemporary Leadership and NUR 520 Nursing Informatics, are waived for these students.
3. Complete all requirements of the graduate nursing program.
4. Achieve a cumulative GPA of 3.0.
5. Achieve a grade of “B” or higher in all practicum courses.
6. Complete the program within seven (7) years.
7. Apply to the Registrar’s Office as a candidate for graduation according to the graduate studies catalog policy on application for graduation.
8. Student records will be available for 10 years following the student’s graduation or withdrawal from the Masters Program.

Grade Appeals

Only final course grades may be appealed. Students and faculty are expected to communicate and to confer during the course concerning student progress, particularly the evaluation of student work assignments, tests, quizzes, papers, exams, and other projects. Every effort should be made to resolve questions regarding grading while the course is still in progress.

A final grade may be appealed if there is evidence that the grade was not given in accordance with the provision set forth in the course syllabus or in the announced course modifications or descriptions for particular projects and assignments.

The principle of seeking a reasonable, fair, and speedy resolution prevails throughout the process described below. All information related to the appeal and the appeals process is expected to remain confidential.

1. When a student wishes to appeal a final grade, the student must write to the faculty member setting forth the basis for the appeal, evidence relevant to the case, and the remedy sought. This appeal must be made within two weeks of the official end of the semester.
2. The faculty member will respond in writing to the student's appeal within two weeks of receiving the written appeal.
3. If not satisfied with the faculty member's response, the student may, within two weeks of the response, appeal to the Associate Dean.

The student makes the appeal in writing, again setting forth the appeal, the evidence, and the remedy sought in step 1. The Associate Dean informs the faculty member of the student's appeal and obtains a copy of the faculty member's written response to the student. The chair then reviews the written record and may select an alternate mediator agreeable to both parties.

The chair then writes a response including a report on the steps taken in the mediation process. The written response of the Associate Dean will be sent to the student, the faculty member, and the School's dean within two weeks of the conclusion of the mediation process.

4. If not satisfied with the outcome of the mediation process, the student may appeal in writing within two weeks to the School's dean. The dean will then ask for a written statement and a copy of relevant materials from the faculty member. The dean may seek further information as needed. The dean forwards his or her decision in writing to the student and program council chair within six weeks of having received the appeal. The decision of the dean is final.

All information presented in the appeals process is confidential. Situations regarding academic dishonesty are reviewed consistent with the Honor Code procedures and are not handled as regular grade appeals.

Honor Code

Every student must accept and is bound by the honor code agreement for academic integrity. This agreement is based on respect for the individual and personal responsibility. Under the Honor Code, academic honesty assumes that all work submitted as one's own is in fact one's own. Students who commit any of the Honor Code violations, delineated in the Masters Program catalog, in any graduate course will receive a grade of "F" for that course.

Inclement Weather and Class Cancellation

Accelerated MSN cohort class cancellations and delays will be determined by NDMU. Any MSN class that is canceled due to inclement weather will be made up by arrangement of the faculty.

For information about the University closing, call the **NDMU Weather Line at 410-532-5151** or listen to WBAL-AM 1090, WPOC-FM 93.1, WIYY-FM 98, WCAO-AM 600, WQSR-FM 105.7, WLIF-FM Lite 102, WCBM-AM 680, or watch WJZ-TV Channel 13, WBAL-TV Channel 11 or WMAR-TV Channel 2 for announcements regarding the closing of the University. In the Washington D.C. area, listen to WTOP-AM 1500.

Text-alert message notifications for University closings or delays are available. NDMU offers a new, state-of-the-art mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable devices and e-mail addresses. For information, and to sign up for this service, visit the University website at www.ndm.edu. Click on “**campus life**,” then “**campus security**,” and then “**e2security**.”

Under adverse weather conditions, students are expected to make a reasonable attempt to be on time for class. However, students must exercise their own judgment for safe driving under these conditions. Cancellation of classes for reasons other than weather will be communicated to students via an announcement on the course Joule site and NDM e-mail.

Incomplete Grades

An Incomplete (I) grade can be granted only for reasons clearly beyond the student’s control and under the following circumstances: The request must be made by the student to the faculty. It is the faculty’s decision to accept or deny the request. The student request must be based on a serious illness or emergency preventing the student from completing the work for the course. The student must have satisfactorily completed at least half the course work at the time the Incomplete (I) is requested. The final determination of the Incomplete (I) grade is the responsibility of the faculty. Work not submitted to the faculty on time will result in the grade being converted to an “F.” Faculty will submit the final grade to the Registrar. An Incomplete (I) grade must be resolved by the end of the next course in the cohort sequence. Students will not be allowed to enroll in any further courses unless the Incomplete (I) grade is resolved. No more than one Incomplete (I) can be carried at any one time and no more than three Incomplete (I) grades can be granted to a student over the length of the entire accelerated MSN program.

Integrity

Turnitin is a 'text-matching' software which is designed to assist students regarding appropriate citation and referencing techniques. Turnitin does this by comparing a student submission against an archive of Internet documents, Internet data, a repository of previously submitted papers, and subscription repository of periodicals, journals, and publications. Turnitin then creates an 'Originality Report' which can be viewed by both faculty and students, which identifies where the text within a student submission has matched another source.

NDMU uses Turnitin both as a tool to educate students regarding appropriate citation and

referencing techniques as well as to provide us with confidence in the academic integrity of students work. Turnitin also provides faculty with online grading capabilities and enhances the way in which students receive their grades and feedback on assessment items. It is important to understand that Turnitin is not a punitive tool. The primary purpose of using Turnitin is to provide students with an interactive means of understanding and applying citation and referencing techniques in their work.

After close review of your originality report, faculty may request that you resubmit your assignment. A similarity index of > 15% will likely need to be revised and resubmitted and will be subject to a 10% deduction in final grade on the assignment. Should faculty request this, it must be completed within 72 hours of notification. Failure to do so may result in a grade of “0” on the assignment. A similarity index of greater than 50% is subject to an automatic grade of zero and referral to the Honor Board.

Administrative and Teaching Practicum

Dress Code for Practicum

Students are expected to maintain a professional appearance when attending clinical. Students are to adhere to the dress code followed by the agency. Jeans and sweatshirts are not considered professional attire. No tongue studs or lip studs are allowed. A Notre Dame student ID must be displayed at all times. Lanyards can be purchased through the NDMU Triangle Bookstore.

Student Conduct in the Practicum Setting

Any student participating in a practicum is expected to demonstrate behaviors that lead Faculty to believe that the student is physically and mentally competent to work with their preceptor and/or others. Examples of behaviors that might be indicative of potential impairment include: slurred speech, uncoordinated movements, ineffective attention, inability to follow simple commands, and/or an odor of alcohol. In addition, aggressive behaviors such as the raising of voice, arguing, and/or infringing on the personal space of others will not be tolerated. Such actions may be considered a violation of the Notre Dame Honor Code. Nursing Faculty and preceptors will exercise their right and responsibility to require a student to leave the practicum setting immediately, if the student’s behavior is deemed unsafe or disturbing.

A decision to re-enter the practicum setting will be based upon the student’s overall performance and the criteria for satisfactory clinical performance. Recommendations from the student’s health care provider may be requested and considered in the final decision. See Classroom and Clinical Policies, Honor Code, and both the University’s and School’s Substance Abuse Policy for additional information.

Confidentiality

The School of Nursing Faculty of Notre Dame of Maryland University understands that information concerning patients is privileged and must remain confidential. Appropriate information regarding

patients, students, and organizations' employees, which needs to be shared among classmates or for educational purposes, will only be discussed in a private setting away from patient care areas. Nursing students must abide by state and federal laws and agency regulations to safeguard patient and student information. This means that a student may be held legally responsible for disclosure of information. Faculty believes that confidentiality has ethical dimensions demanding respect for patients as persons and is an important issue in providing patient care. Faculty will maintain strict confidentiality with regard to both personal and academic information about students.

Clinical Agency Requirements

Students must abide by policies set by clinical agencies regarding documentation of specific competencies and health data. Students are required to submit health information, licensure documentation and, in some cases, proof of required background check, to Amy Rohrs (arohrs@ndm.edu) at least six weeks before the start of their practicum. Students are responsible for any and all fees/payments associated with these requirements.

Resources

ID Cards

Each student is entitled to receive a NDMU picture ID card. The ID is non-transferable and is the property of Notre Dame of Maryland University. ID cards of students who do not register for classes during a specific semester will be disabled for that semester. The ID card will be reactivated once the student registers for classes. The student is responsible for immediately reporting a lost or stolen card to the CND Information Technology Help Desk at (410)532-5200 or HELPDESK@ndm.edu and paying a \$15.00 fee for a replacement card. The ID card provides Notre Dame students door access to some classroom buildings after hours and the resources of the Loyola/Notre Dame Library as well as 200 free print pages per semester in the Rice Hall Computer Labs. The ID card may also be set up to be used as a debit card in Gator Alley and the Doyle Hall Dining Room. Students using federal financial aid can also use their ID card as a debit card to pay for NDMU Bookstore purchases if sufficient funds are available. Students should visit Rice Hall room 105 to have the picture ID made as soon as possible. IDs are available approximately one week after a new student has registered for their first semester of courses at Notre Dame. The IT Helpdesk is open during the day, evenings and Saturday; please call for specific hours of operation. ID cards must also be displayed when representing NDMU in any manner.

Email

All messages for students in the Master of Science in Nursing Program are provided through NDM e-mail including announcements posted on the cohort's Joule Homeroom and course sites. Some communications may also be handled by the U.S. Mail. The primary communication method of Notre Dame and the School of Nursing is through NDM student e-mail accounts. Students are

responsible to check their student email accounts. The IT Help Desk can assist students in linking their NDMU and personal email accounts to facilitate this process. Not attending to NDM email may result in missed deadlines that may delay program advancement.

Academic Support

For help with scholarly writing and related academic activities, students are encouraged to contact the Career and Student Success Center located in Theresa Hall 022. They can be reached by phone at 410-532-5387 or email successcenter@ndm.edu. In addition, multiple online tutoring programs are available through the links posted in the Joule homeroom site.

Counseling Center

The Counseling Center offers confidential services to all full-time students at no cost, and to part-time students for a modest fee. Primary services provided are individual counseling (both brief and long-term) and group counseling (with topics varying depending on client needs). Consultations, referrals, and programs/workshops are offered as well. The Counseling Center is committed to promoting the psychological and emotional wellness of students and, as such, is well utilized throughout the academic year.

Disabilities Support Services

In keeping with Title V, Section 50 of the Rehabilitation Act of 1973, the University will respond to requests for accommodations when requests are based upon recent (3 years) medical or other acceptable professional documentation of a disability. For more information, concerns or complaints regarding accessibility or accommodations, call the Director of Counseling Center and Disability Support Services at 410-532-5379.

Library

All registered students may access the library from the NDMU website or JOULE homepage using their NDMU email user name and password. The NDM/Loyola library website also provides tutorials and other supportive materials to enhance student skill development in the area of scholarly writing.

In the valley below Knott Science Center is the Loyola/Notre Dame Library, which provides the information services and resources required to support the education programs of the two institutions. The Library's website is the gateway to a wealth of information, including numerous full-text databases, the Library's shared catalog (books from 3 other college/university libraries can be requested online and will be sent within 48 hours), and the full resources of the Internet; it also provides links to many other Internet sites that are particularly useful to students. Databases the Library subscribes to can be accessed from any computer on the campus network and are also available off-campus to current students. The Library's collection consists of 440,000 volumes, 1800 print and 14,000 electronic periodical subscriptions, and 30,000 media items (many of which are videos, DVDs, and CDs). Books or articles not owned by the Library can be acquired through interlibrary loan. Reference librarians are available seven days a week to guide students using the Library and its resources. You can contact the Library at 410-617-6800 or www.lndl.org.

WebAdvisor provides final course grades, class schedules, advisor information and email contact, request forms for transcripts and enrollment verifications, and financial aid award information. WebAdvisor may also be used for course registration. WebAdvisor can be accessed from the University webpage.

Bookstore

The Triangle Bookstore, located in the lower level of Gibbons Hall, sells textbooks, school supplies, snacks and a variety of personal items for students. Purchases in the bookstore may be charged to MasterCard, Visa or Discover. Textbooks may be purchased at the bookstore or ordered on-line. Contact the Bookstore at 410-532-5395 for hours of operation, etc. For questions pertaining to books for specific accelerated MSN courses please call 410-532-5838. To determine the required books and their cost for an accelerated MSN course visit <http://www.ndm.edu/student-services/bookstore/> and follow the directions for ordering books.

Campus Computer Technologies

The University's main computer center is located in Rice Hall and acts as a hub for all campus networking, telecommunications and database administration. It is home to the campus academic and administrative computer facilities supporting a myriad of Novell and NT servers, fiber distribution equipment, campus security systems, POS/one card system and the campus digital telephone system. The networked computer labs feature a total of 70 workstations in the IBM and Mac labs. All PC and Mac workstations support current computer applications including word processing, databases, graphics, multimedia and many specialty applications. Both networks include laser printers, scanners, CD-ROM and ZIP drives. Using the latest web tools, students may browse the Internet and also access the Loyola/Notre Dame electronic library system, as well as send e-mail to and receive e-mail from other users around the world. From various locations on campus, students have the ability to access the Internet and their personal e-mail accounts. These locations include the campus computer labs located in Rice Hall, Doyle and Meletia Lounges, and appropriately configured classrooms. Lab assistants are available to assist students in their use of the computer equipment and software applications.

Help Desk

The Information Technology Help Desk is available to answer campus technology questions regarding campus software and email from students, faculty or staff. Other services provided by the Help Desk include production and distribution of e-mail account information, and assistance with phone mail. For information and hours, call 410-532-5200 or send e-mail to HelpDesk@ndm.edu. For issues related to JOULE students may contact either course faculty or Zane Hunter (zhunter@ndm.edu).

Campus Ministry

The primary mission of the Office of Campus Ministry at Notre Dame of Maryland University is to strengthen the faith tradition upon which the University is built and to foster the spiritual development of the entire campus community. Campus Ministry provides such opportunities as Eucharistic liturgies, ecumenical and sacramental prayer services, discussion and prayer groups, retreats, counseling and spiritual direction. Community Service is also a vital part of Campus Ministry, providing students with opportunities to volunteer in Baltimore and throughout the mid-Atlantic region. Several student organizations are integral to the office of Campus Ministry: the

student Campus Ministry Team, the Community Service Organization, Peer Ministry, and the Liturgical Music Group. Catholic in its truest sense, Campus Ministry welcomes people of all faiths.

Parking

Notre Dame students must register their vehicle with the security office. Students may park in any area designated for student parking, except those posted as reserved. No parking is allowed in areas designated with white painted curbs or painted in non-traditional parking lanes. Illegally parked or unregistered cars may be ticketed or towed at the owner’s risk and expense. A student’s grades may be withheld until outstanding parking tickets are paid.