

# RIBN Student Handbook

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Regionally Increasing Baccalaureate Nurses



Lenoir-Rhyne University

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Caldwell Community College & Technical Institute

Catawba Valley Community College

Gaston College

Mitchell Community College

Western Piedmont Community College

Wilkes Community College

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# Table of Contents

<b>Mission and Philosophy .....</b>	<b>4</b>
RIBN Mission .....	4
Lenoir-Rhyne College of Health Science Mission Statement .....	4
Lenoir-Rhyne School of Nursing Philosophy .....	4
<b>Academic Standards and Regulations.....</b>	<b>5</b>
Accountability .....	5
Academic Integrity .....	5
Grade Expectations .....	5
Readmission Policy.....	5
Withdrawing .....	6
Outdated Courses .....	6
Disability Policy.....	6
<b>Finance.....</b>	<b>7</b>
Financial Aid While Dually Enrolled .....	7
Financial Aid the Final Year of the Program.....	7
Paying Lenoir-Rhyne Tuition.....	7
Options for Paying Lenoir-Rhyne Tuition .....	7
Paying Community College Tuition .....	8
Financial Aid Part-Time/ Full-Time .....	9
Financial Aid Limit at the Community College .....	9
Forgivable Education Loan for Service.....	9
Refund Policy .....	9
<b>After Acceptance.....</b>	<b>10</b>
Orientation .....	10
Health Records.....	10
Advising.....	10
Schedule .....	10
<b>Prior to Starting Nursing Courses.....</b>	<b>11</b>
Patches.....	11
Certified Nurse Aide (CNA) I Requirement.....	11
Criminal Background Check and Drug Screening.....	11
CPR .....	11

Travel .....	11
<b>Lenoir-Rhyne University Information.....</b>	<b>12</b>
Managing myLR Account .....	12
Convocations .....	12
Delivery of LRU Courses.....	12
LRU Computer Competency Exam (LRU 050).....	12
Student Services .....	12
Matriculation into Final Year of Program .....	13
Online Nursing Courses Orientation .....	13
Level II Capstone.....	13
Sigma Theta Tau.....	13
Honors .....	13
<b>Additional Information .....</b>	<b>14</b>
Email .....	14
Textbooks.....	14
Holidays and Breaks.....	14
Inclement Weather.....	14

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# Mission and Philosophy

## RIBN Mission Statement

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The mission of Regionally Increasing Baccalaureate Nurses is to improve the health and health outcomes of North Carolinians by enhancing the educational preparation and diversity of the nursing workforce.

## Lenoir-Rhyne College of Health Science Mission Statement

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The College of Health Sciences, as a unit of service within the community of Lenoir-Rhyne University, supports the philosophy and values of the greater University. The College of Health Sciences actuates the University values of excellence, integrity, care and curiosity through its programs and curricula. Programs serve to stimulate intellectual, physical, and spiritual growth through support of academic rigor, personal responsibility, service to others, and openness of mind to diverse perspectives.

The mission of the College is to prepare learners for professional careers in the health related fields of health and exercise science, physical education, exercise physiology, athletic training, and sports management; occupational therapy; and nursing. The College of Health sciences offers undergraduate and graduate courses of study that are based on liberal arts, grounded in a Christian perspective, and cultivate a sense of community and service to others. The College strives to promote leadership specifically within athletic, educational, and health care communities in addition to encouraging advocacy for and service to consumers in the general community.

The College fosters wholeness of person not only through professional courses of study, but also by support of programs which seek to integrate personal well-being into a meaningful life.

## Lenoir-Rhyne School of Nursing Philosophy

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As a part of Lenoir-Rhyne University and College of Health Sciences, the mission of the School of Nursing is the education of nursing leaders who influence the quality of health care through the promotion of health and the management of illness in a global society.

The faculty in the School of Nursing fully ascribes to the educational philosophy of Lenoir-Rhyne University and College of Health Sciences by offering a course of professional study that builds upon the liberal arts and positions graduates for personal and professional success. The faculty strives to develop specific cognitive, affective, psychomotor and technological skills in students to enable them work in collaboration with other members of the health care team and improve the quality of health care through the use of information technology, clinical judgment and research.

The School of Nursing endeavors to foster in graduates a sense of personal responsibility and accountability for one's own actions and for service to the community and the profession. The program facilitates development of nurses who demonstrate caring and respect for all, show a commitment to continuing professional growth, pursue the development of evidence for practice and act with integrity and professionalism at all times. The faculty believes that development of nursing leaders who are able to provide evidence-based client-centered care is best accomplished within the context of a Christian caring perspective.

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# Academic Standards and Regulations

## Accountability

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Lenoir-Rhyne RIBN Students are held accountable to uphold all policies and regulations at both their home community college and Lenoir-Rhyne University.

## Academic Integrity

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All students are expected to adhere to the LR University statement of academic integrity: “As a student of Lenoir-Rhyne University, I accept as my personal responsibility the vigorous maintenance of honesty, truth, fairness, civility, and concern for others. My devotion to integrity demands that I will not cheat in academic work and that I adhere to the established and required community code of conduct. I accept the responsibility for upholding the established standards against those who would violate them. And I understand and accept the consequences of infracting upon or assisting others in infracting upon this code. In addition to and beyond the requirements of any code or law, I affirm my own commitment to personal honor and integrity in all matters large and small. Even though the ideal of honor is an abstract one, by implementing this ideal, I join the men and women of Lenoir-Rhyne University in making the concept of honor a reality.”

## Grade Expectations

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Only community college coursework with a grade of “C” or above will transfer. A “C-“ will not transfer. Additionally, RIBN students are required to make at least a “C” in all nursing coursework at Lenoir-Rhyne University. Each community college has a minimum grade students must maintain in their nursing coursework. Students should refer to his/her community college’s Associate Degree Nursing Handbook for the current minimum grade requirement.

## Readmission Policy

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The following readmission policy applies to students who receive an unsuccessful grade in the nursing program, or who voluntarily withdraw from the program. Unsuccessful grades are defined as “D”, “F”, “U”, or “W”.

- If a student receives an unsuccessful grade in the RIBN program, s/he may not proceed to any subsequent course which has the course in question as a prerequisite. S/he must repeat the course in question before proceeding to the next higher course in the program.
- Most RIBN courses are offered only once annually.
- Since a new class of students is admitted to each program annually, it may be necessary for students who have received an unsuccessful grade in a major course reapply for readmission to the program for the following fall.
- Readmission of students who have progressed beyond the first semester, but who have been unsuccessful in a subsequent semester, is dependent upon space availability in the class, demonstration of proficiency in a variety of clinical procedures, and other issues pertinent to reentering students. Students will be required to meet with the Nursing Directors/Department Head/Chair for specific readmission guidelines.

## Withdrawing

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If a student needs to withdraw from a class at Lenoir-Rhyne University, s/he should contact the Student Success Advocate to complete the withdrawal process. This also applies for students who wish to withdraw from the RIBN program completely. Students should note that withdrawing from a course may negatively impact a student's financial aid. It is always recommended students consult a financial aid counselor before making any decisions.

## Outdated Courses

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Because students are dually enrolled, they must be conscientious of classes that have limitations and expirations. Special considerations should be given to science, math, and computer classes. Students should refer to Lenoir-Rhyne University and the community colleges' catalogs for additional information.

## Disability Policy

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Students who qualify and want to make use of disability services should contact the disability service department at both Lenoir-Rhyne University and their community college to ensure they are receiving the services entitled to them.

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# Finance

## Financial Aid While Dually Enrolled

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Students are not allowed to receive Financial Aid from two institutions at a time, so while students are dually enrolled, they will apply for financial aid through their community colleges. Students should indicate their community college as their “home school” when completing their FAFSA. Students should contact the community college financial aid departments for additional assistance or questions.

CCC&TI	Julie Ahouse	828-726-2704	jahouse@cccti.edu
CVCC	Brandy Stewart	828-327-7000 Ext. 4450	bstewart@cvcc.edu
Gaston	Ungina Perkins	704-922-2310	perkins.ungina@gaston.edu
Mitchell	Rachel Knox	704-878-3255	rknox@mitchellcc.edu
WPCC	Dori Barron	828-448-3170	dbarron@wpcc.edu
Wilkes	Roberta Harless	336-838-6139	rjharless610@wilkescc.edu

## Financial Aid the Final Year of the Program

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Students will apply for Financial Aid through Lenoir-Rhyne during the last year of the program. Students should indicate Lenoir-Rhyne as their home school when they complete their FAFSA for the senior year. Please note that since students are receiving the discounted Adult Learner’s rate, they are only eligible for state and federal funds, and not LR scholarships. However, students are encouraged to apply for outside scholarships and request funds be sent to LRU.

## Paying Lenoir-Rhyne University Tuition

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Students will receive tuition statements for the upcoming semester at least 2 weeks prior to starting classes. Students will receive an email when their tuition statement is ready to be viewed. The due date will be published on the tuition statement. However, because financial aid is distributed from the community college, and many students use financial aid to cover their LRU tuition, RIBN students who are dually enrolled at the community college have until the end of the semester to pay for the course they are currently enrolled in. If interest or a late fee is charged throughout the semester, students can contact the business office to have it removed ([lj.mckee@lr.edu](mailto:lj.mckee@lr.edu)). Please note: Students in their final year of the program apply for financial aid through Lenoir-Rhyne University. Therefore, they should have their tuition paid by the published due date.

## Options for Paying Lenoir-Rhyne Tuition

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Students have many options to pay for their LRU tuition:

- 1) **Financial Aid**- Some students may receive enough grants and scholarships to pay for their LRU tuition with their financial aid refund. It is the students’ responsibility to ensure they use their refunds responsibly and put the funds toward their LRU statement.
- 2) **Self-Pay**- A student may pay online through MyLR using a credit card or send a check to Lenoir-Rhyne University’s Business Office with the full tuition amount.
- 3) **Installment Plans**- Installment plans are interest free, and have a \$25- \$35 enrollment fee. These plans allow you to either setup the payment for autodraft or receive monthly reminders to log in and make the payment. There are several different options for installment plans:

- a. 8 or 10 month plan- Students may enroll in an 8 or 10 month installment plan through their myLR account. When asked how much they want to divide into installments, students should put the total **tuition for the entire year** (generally, students take 6 credit hours a year. RIBN tuition for the 2019-2020\* is \$550/credit hour 550 X 6= 3300). Therefore, a student's total tuition will be \$3300. If a student knows of any financial aid and/or scholarships s/he is/are receiving, s/he can subtract this from the total amount. For example, if a student is receiving a \$1000 private scholarship and \$500 in financial aid, this student should put \$1800 in the total amount s/he wants divided into eight installments. Eight month plans run August-March. *Students interested in an 8 month plan should enroll in July.* Ten month plans run June-March. *Students interested in a 10 month plan should enroll in June.*
- b. Fall only plan- Students may enroll in a fall only installment plan through their myLR accounts the July before the fall semester begins. When asked how much they want to divide into installments, students should only put the tuition for the fall semester (generally, students take 3 credit hours a semester. 550 X 3= 1650). Therefore, a student's fall tuition will be \$1650. Fall only plans run July-November. *Students interested in a fall only plan may enroll through July (though they can enroll late through August).*
- c. Spring only plan- Students may enroll in a spring only installment plan through their myLR accounts the November before the spring semester begins. Spring only plans run November-March. *Students interested in a spring only plan may enroll through November.*
- d. Other plan- If a student misses a deadline to enroll in a payment plan, s/he can still enroll in one manually by contacting the Director of Student Accounts, Janet McKee, at 828-328-7105, Option 3 or [lj.mckee@lr.edu](mailto:lj.mckee@lr.edu).

*\*Tuition is subject to change after each academic year. Academic year runs Summer-Spring.*

- 4) **Loan**- Most community colleges do not participate in the federal loan program. Therefore, if a student needs a loan to pay for their LRU tuition while dually enrolled, they may do so through a private lender (SallieMae, Wells Fargo Student Loans, etc.). When applying for the loan, students can choose to have the money sent to either the community college or Lenoir-Rhyne University.
  - a. If the student indicates the community college as the school where the funds go, the student will receive the loan in a form of a refund from the community college after classes have started, and it will be up to the student to use it to pay for his/her LRU tuition.
  - b. If the student indicates Lenoir-Rhyne as the school where the funds go, the funds will go directly toward the student's LRU statement.
  - c. When picking a lender, some lenders will not allow LRU to receive the loan because they are taking less than 6 hours at LRU. Therefore, students interested in having the loan sent directly to LRU should ensure the lender will allow it. For a list of lenders known to allow loans for students taking less than 6 hours at a school, contact the Student Success Advocate.
  - d. Note: Gaston College does not participate in the private loan program, so students at this institution **MUST** have the funds sent to LRU.

Students will be able to apply for a federal loan their final year in the RIBN program at Lenoir-Rhyne University through the financial aid office.



## Paying Community College Tuition

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Students will manage their Community College accounts through WebAdvisor. This is where they can view and pay tuition. Students also have the option of setting up payment plans to pay community college tuition. Students can view additional information regarding payment plans on the following webpages:

CCC&TI	<a href="http://www.cccti.edu/BusinessOffice/PayPlan.html#page-page-1">http://www.cccti.edu/BusinessOffice/PayPlan.html#page-page-1</a>
CVCC	<a href="http://www.cvcc.edu/Student_Services/Business_Office/Tuition_Payment_Plan.cfm">http://www.cvcc.edu/Student_Services/Business_Office/Tuition_Payment_Plan.cfm</a>
Gaston	<a href="http://www.gaston.edu/pay-for-college/payment-plans-facts/">http://www.gaston.edu/pay-for-college/payment-plans-facts/</a>
Mitchell	<a href="http://www.mycollegepaymentplan.com/mitchell">http://www.mycollegepaymentplan.com/mitchell</a>
WPCC	<a href="http://www.wpcc.edu/online-tuition-payment-plan/step-step-enrollment-instructions/">http://www.wpcc.edu/online-tuition-payment-plan/step-step-enrollment-instructions/</a>
Wilkes	<a href="https://www.nbspayments.com/signin/4K0JP">https://www.nbspayments.com/signin/4K0JP</a>

## Financial Aid Part-Time/ Full-Time

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While dually enrolled in Lenoir-Rhyne University and the Community College, students attending CVCC, Gaston, Mitchell, and Wilkes will be dually coded in Associate of Arts (AA) and Associate Degree Nursing (ADN). This will allow courses students are taking for their Bachelor of Science in Nursing degrees (which are not required for their ADN) to count for financial aid purposes. However, the following courses have no courses equivalent at the community college and will NOT count toward total hours for financial aid purposes under any circumstance at the community college: FYE 191, FYE 192, LRU 100/101/102, REL 100\*, NAT 388\*, HSB 388\*, HUM 388\*. \*Effective immediately, these courses will be moved to the last year of the RIBN curriculum when students apply for financial aid from Lenoir-Rhyne.

Students attending CCC&TI and WPCC will not be dually coded. These institutions' policies do not allow students the option of receiving financial aid for two programs at one time. Therefore, students will be coded as Associate of Arts during year one of the program while working on nursing general education classes. This will allow all classes taken at the community college to count for aid. For the second and third years in the program, students will be coded as Associate Degree Nursing. This means that ONLY courses required for an Associates Degree Nursing will count toward financial aid. Other general education classes students may be taking for their Bachelor's Degree (whether they are at Lenoir-Rhyne or the Community College) will NOT count for a students' total hours for financial aid purposes.

## Financial Aid Limit at the Community College

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Students should be aware that financial aid will cover 150% of hours required for a program of study for eligible students. For example, if a student is enrolled in the Associate Degree Nursing Program, and the program requires a total of 70 credit hours to graduate, financial aid will cover a total of 105 hours. This means that students who have taken coursework prior to entering the RIBN program should be cautious that financial aid may "run out" before they are able to finish the required coursework at the community college. If a student used financial aid for coursework prior to starting the RIBN program, s/he is encouraged to meet with a financial aid counselor prior to starting the program to ensure s/he is financially prepared for his/her time in RIBN.

## Forgivable Education Loan for Service

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Many students choose to apply for the Forgivable Education Loan for Service (FELS). Additional information on the FELS can be found at CFNC: <http://www.cfnc.org/FELS>.

## Refund Policy

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According to the consortium agreement (which is in place for CVCC, Gaston, Mitchell, and Wilkes), a student will only be entitled to a refund in the event s/he ceases enrollment at both LRU and the community college during the payment period. Students who drop classes but continue to maintain enrollment in at least one class (either at the community college or LRU) receive no refund. If a student ceases enrollment at both LRU and the community college completely, s/he will follow the University Refund Policy published in the Lenoir-Rhyne Undergraduate University Catalog.

Students enrolled in schools in which there is no consortium agreement in place (CCC&TI and WPCC) will follow the University Refund Policy published in the Lenoir-Rhyne Undergraduate Catalog.

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# After Acceptance

## Orientation

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Information about registering for new student orientation will be outlined in the student's acceptance letter. Students will be required to pay enrollment fees of a \$50 deposit and \$35 application fee for a total of \$85 before attending orientation. During this time, first-year students will have a chance to register for classes, get an ID badge, and meet their peers.

## Health Records

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All incoming students are required to complete Lenoir-Rhyne's health packet and submit immunization records. After a student is accepted into the program, s/he will receive a letter in the mail with further instructions on completing this required paperwork prior to orientation. These items should be turned in as soon as possible to the address located on the front of the packet. Students should also keep a copy of these items in a personal folder.

## Advising

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In addition to Lenoir-Rhyne University's RIBN Student Success Advocate, students will have academic advisors at their community colleges. Students may need to meet with these advisors each semester prior to registering for classes. Lenoir-Rhyne and the community colleges work together to ensure students stay on track and are taking the appropriate classes each semester. Registering for coursework the first semester may vary depending on community college. Directions on how to register for classes their first semester in the RIBN program will be communicated with students at orientation.

## Schedule

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After paying the enrollment fees, each student will be given a unique 3 or 4 year plan outlining the classes required to take during the duration of the RIBN program. Courses may be moved or switched around slightly depending on availability. If a student has any questions, or wants to make any changes to his/her schedule, s/he should contact the RIBN Student Success Advocate.

Each student will be given a link to an online workbook. This online workbook will provide the student's schedule, a degree check sheet for their Associates Degree Nursing, and a degree check sheet for their Bachelor of Science in Nursing. Anyone with this link is able to view the document, so students should keep the link confidential. The student, Student Success Advocate, Director of Nursing at Lenoir-Rhyne University, and community college advisors will have access to these workbooks.

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# Prior to Starting Nursing Courses

## Patches

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Once students enroll in nursing courses at the community college, they will purchase RIBN patches. These patches should be worn on the left sleeve of their community college clinical scrubs. They may be ironed on or stitched.

## Certified Nurse Aide: (CNA) I Requirement

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Prior to starting NUR III, students must:

- Provide documentation of successful completion of a NC approved Certified Nurse Aide I Program which includes theory, lab-B, and clinical components\*. (A copy of a college transcript or a notarized course completion certificate will be acceptable documentation.) \*Challenging the Nurse Aide I examination will not meet this requirement\*, AND
- Be listed on the NC Registry: Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry <https://www.ncnar.org/index1.jsp> and the Division of Health Service Regulation. (A copy of current listing on the NC DHSR Nurse Aide Registry Website will be acceptable documentation.)
- Wilkes students must have this completed by the last week in July prior to starting NUR III. All other students have until the first day of NUR III.

## Criminal Background Check and Drug Screening

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Before starting nursing courses, all students will be required to complete a criminal background check and drug screen prior to attending clinical. These screenings will be conducted at the student's expense by a professional and independent vendor. Failure to achieve acceptable standards for these screenings will result in the denial of clinical privileges. Successful completion of clinical is required for program completion.

The North Carolina State Board of Nursing requires criminal background checks for all applicants for initial licensure and may deny licensure to individuals convicted of a misdemeanor or felony. The NC Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national examination. The question asked on this application is whether or not the applicant has ever been convicted of a misdemeanor/felony. If the response is yes, a certified copy of the criminal record and a detailed written explanation must be submitted. Review of the record is made by the Board staff in accordance with guidelines established by the Board. The applicant may take the exam as scheduled; however, the license may or may not be issued upon passing the exam.

## CPR

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Students will be required to obtain CPR credential/certification for Basic Life Support from the American Heart Association prior to starting nursing courses. This CPR for the healthcare provider/professional rescuer course must include hands-on skill demonstration of a rescuer adult, child, and infant CPR and Automatic External Defibrillator.

## Travel

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Students should have reliable transportation for classes and clinical sites. Nursing students will be required to complete clinical rotations which may require them to travel more than one hour from the community college campus.

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# Lenoir-Rhyne University Information

## Managing MyLR Account

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Students can view and manage their charges and view their schedules using Lenoir-Rhyne's Self Service system, MyLR: <http://lr-ssl.lr.edu/selfservice/Home.aspx>. Students will receive information detailing how to login to their MyLR accounts at orientation.

## Convocations

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As part of providing a liberal arts education, Lenoir-Rhyne University requires full-time undergraduate students to participate in convocations. Convocations are designed to meet the various goals of the institution's mission through educational opportunities beyond the traditional classroom. These experiences come in the form of spiritual development, cultural development, professional development, creative development, intellectual development, health and wellness, and community service. **Because RIBN students are not regularly on campus, they are not required to participate in convocation experiences.** However, students are always welcome to attend convocations and participate in all LRU events and functions.

## Delivery of LRU Classes

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Freshmen will be required to come to Lenoir-Rhyne University during the first year for FYE 191 and FYE 192. These courses will be offered one evening a week as not to conflict with community college course work. After the first year, students will have the option of taking their LRU coursework online or seated. Online course instructors reserve the right to require students to occasionally come to campus to satisfy course requirements. If a student chooses to take a course at LRU seated, it is the responsibility of the student to ensure coursework will not conflict with community college courses/clinical work. Additionally, students in their final year of the program will be required to complete 40 hours of clinical work. Generally, students are able to complete these hours at the facility where they are currently working (if they are working as an RN in a facility that has an agreement with LRU). Additional information on clinical requirements will be provided upon enrollment of the course.

## LRU Computer Competency Exam (LRU 050)

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All entering students will be required to register for LRU 050 in the first semester at LRU. This is a 0-credit hour exam they will be required to take to show they can perform basic computer skills. The fee of the test is \$20\*, and it will be added to the student's tuition statement. Failure to pass this exam will result in students being required to take a 1 credit hour seated course at Lenoir-Rhyne University: LRU 060. Students will receive additional information via email on how to take the LRU 050 exam after classes start. \*Fee is subject to change

## Student Services

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RIBN students have access to Lenoir-Rhyne University's facilities including (but not limited to): workout equipment, student health center, library, and Bear's Lair. Students are also encouraged to attend LRU sporting events. GO BEARS! To access many of LRU's facilities, students will be required to have a student ID. IDs are made at the welcome center located in Cromer Center.

## Matriculation into Final Year of Program

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Students must pass the National Certification Licensure Exam- RN (NCLEX- RN) before being allowed to matriculate into 400 level nursing classes at Lenoir-Rhyne University during the final year of the program.

## Online Nursing Courses Orientation

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During their final year, students will take at least 19 hours of nursing coursework online. At the beginning of each semester, orientation will be held for these classes so students will have the opportunity to hear about course requirements and expectations. Information surrounding these orientations will be sent to students through email.

## Level II Capstone

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In order to satisfy the core curriculum at Lenoir-Rhyne University, students are required to take two level II courses (NAT 388 and either HSB 388 or HUM 388). Students will need to complete a capstone in one of these courses. The capstone is a cumulative project where students demonstrate their proficiency in the Lenoir-Rhyne core curriculum. Students can choose which course they complete their capstone in. During the semester, the instructor will give directions on how to go about completing the project if they plan on doing it for his/her class. The project may include making a video, a poster presentation, a project, or coming to campus for a presentation. Specific directions will be provided during the course.

## Sigma Theta Tau

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The Mu Alpha Chapter of Sigma Theta Tau, Inc. was chartered in April 1990. Members of the Mu Alpha Chapter may be selected at the completion of the senior year. Basic candidates must have a cumulative GPA of at least 3.0 on a four-point scale and be in the upper 35% of their nursing class. In addition, candidates shall have demonstrated evidence of professional leadership potential, academic integrity, and/or marked achievement in the field of nursing.

Community leaders with a minimum of a baccalaureate degree, who have demonstrated marked achievement in nursing education, practice, research or publication shall be eligible for membership. The majority has degrees in nursing, but exceptions can be made for bachelor's degree in other fields if achievement is outstanding.

The purposes of Mu Alpha are to:

- (1) recognize superior achievement, (2) recognize the development of leadership qualities, (3) foster high professional standards, (4) encourage creative work, (5) strengthen commitment to the ideas and purposes of the profession.

Because members must have a minimum of a baccalaureate degree to join, eligible students will be invited to join Sigma Theta Tau at the end of their senior year. However, students are welcome to attend Sigma Theta Tau events during their entire duration of the RIBN program. Students will be invited to these events through email.

## Honors

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According to Lenoir-Rhyne University's catalog, students who took at least 64 credit hours at Lenoir-Rhyne University with a minimum GPA may be recognized as Cum Laude, Magna Cum Laude, and Summa Cum Laude. Because RIBN students only take around 40-50 hours from LRU, they do not qualify for recognition. They will still be eligible to graduate with honors at the community college when they receive their Nursing Associate Degrees if they have maintained the appropriate GPA.

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# Additional Information

## Email

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Email is the primary means of contact. Students are expected to check their Lenoir-Rhyne and Community College emails daily.

## Textbooks

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For classes taken at the community college, students should visit the community college's bookstore website for purchasing information. For classes taken at LRU, students can access textbook information at:

<http://www.bkstr.com/lenoirrhynestore/shop/textbooks-and-course-materials>.

## Holidays and Breaks

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While dually-enrolled, students will follow the calendar for both their home community college and Lenoir-Rhyne University. This includes holidays, breaks, and final exam schedules. Academic calendars can be found on the institutions' websites.

## Inclement Weather

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Students will be required to follow the inclement weather policy at both, the community college and Lenoir-Rhyne University. Community college inclement weather policies are published on their websites.

Lenoir-Rhyne University Inclement Weather Policy: Class cancellations and delays for Lenoir-Rhyne University will be posted on the webpage and available by calling 828-328-SNOW (828-328-7669). During periods of inclement weather when the University operates either on a delayed schedule or on a regular class schedule, students who are unable to attend classes due to road conditions will not be penalized. Students should exercise good judgment in deciding whether to attempt to travel to the campus and are encouraged not to do so when conditions might threaten their safety. It is fully the responsibility of students facing this situation to promptly contact their instructors directly to indicate the reason for their absence and to request assistance concerning course materials pertinent to keeping current with the class.