

CENTRA COLLEGE

CATALOG & STUDENT HANDBOOK

Spring 2021 ADDENDUM:

Distance Education: ADN & PN Spring Semester

Primary Location:

Centra College
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.5505
www.centracollege.edu

Branch Location:

Centra College (Nurse Aide Education Program)
Bedford Memorial Hospital
1613 Oakwood Street
Bedford, VA 24523
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

Notification of Distance Education: ADN & PN Spring 2021 Semester

1.) Instructional delivery methods:

The Associate Degree (AD) and Practical Nursing (PN) Program will remain a blended mode of delivery for the spring semester. Didactic will remain virtual via Microsoft Teams. All policies and procedures set in place for residential classes must be followed in the virtual environment. Faculty will record virtual classes. Students are not to record during virtual learning. Skills labs and simulation will occur in a traditional setting on campus. Clinical will also be in a traditional setting in the hospital or community settings. Professionalism, etiquette, and honor code will take place at all times. Further decision for mode of instruction will be determined based on Governor's directive and Covid-19 cases. Please be sure to review the Student Resource Section on Moodle for any updated announcements and policies related to the continuation of online learning through the spring semester. Please be aware that this institution does not offer distance education to ADN or PN students outside the state of Virginia.

2.) Admission Requirements:

- Official high school transcript (mailed from the educational institution) indicating that the applicant has or will complete a high school course of study and/or has a passing GED official score report.
- The Virginia Placement Test must be taken at Central Virginia Community College and the report must demonstrate that the applicant is eligible to enroll in the required science and English courses.
 - (BIO 100 for P.N. program; BIO 141, BIO 142, ENG 111 for the A.D.N. program)
- A Kaplan Entrance Exam score is completed with the application.
 - Test scores should be no older than 1 years at the time of application.
 - Areas to be tested include Math, Reading, Science, Writing, and Critical Thinking.
 - PN Program: Math 53>, Reading 53>, Science 26>, Writing 43>, and Critical Thinking 46>. To meet requirements for admission, each applicant must achieve 3 out of 5 of the above areas on the Kaplan entrance test.
 - ADN Program: Math>63, Reading 61>, Science 38>, Writing 52>, and Critical Thinking 54>. To meet requirements for admission, each applicant must achieve 3 out of 5 of the above areas on the Kaplan entrance test.
- Letter of Recommendation from an individual, other than a family or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.
- Transfer students refer to the College Catalog: Transfer of Credits into Centra College

3.) Material Circumstance that may adversely impact an applicant's ability to complete distance education program:

If any enrolled ADN or PN student relocate outside the State of Virginia prior to program completion this may adversely impact the student's ability to complete the program.

4.) Material Circumstance that may adversely impact an applicant's ability to gain employment in the field for which the applicant is trained:

If any enrolled ADN or PN student relocate outside the State of Virginia prior to program completion this may adversely impact the student's ability to gain in-field employment.

5.) Any specialized or specific fees associated with distance education.

There are no specialized or additional fees associated with the distance education.

6.) Technology resources required for successful program or course completion.

The technology and learning platform (MOODLE ©) required for a successful distance education program. Incoming students must meet the admission requirements of purchasing an IPAD for technological devices to support the use of instructional resources in distance education (hybrid) courses. For students who may have difficulty purchasing an IPAD for class, Financial Aid or a Payment Plan may help cover these expenses. The use of an IPAD and technology requirements is necessary for success in the ADN & PN programs under the distance education (hybrid) mode of delivery.

MOODLE© Technical Requirements:

Hardware

To access MOODLE©, your computer/IPAD need only support one or more of the compatible browsers listed below.

Browsers

The following web browsers are supported by MOODLE©:

- PC/Windows:
 - Internet Explorer 8 (IE 10 required for drag and drop of files from outside the browser into MOODLE©)
 - Firefox 4 or later
 - Google Chrome 11 or later
 - Opera 9 or later

- Mac:
 - Firefox 4 or later
 - Safari 5 or later
 - Google Chrome 11 or later,
 - Opera 9 or later

Browser Settings

- Security Level - set at Medium
- Accept all cookies
- Enable JavaScript

Viewers/Players/Plug-ins

To view or access course content, you may need one or more of the following, depending on the type of content posted in the course:

- Microsoft Word viewer is recommended as faculty members frequently use Word for their course documents
- PowerPoint viewer for PowerPoint presentations
- Adobe Acrobat Reader for PDF files
- Adobe Flash Player for Adobe Flash content

7.) Availability of technical support, including contact information and hours of operation for faculty and students.

The Educational Tech Specialist provides technical support for faculty and students in the event issues may arise with any of the utilized resources in the distance learning environment. Technological support availability and contact information is accessible to all learners via the College homepage of the learning management system. This information has been available to all ADN & PN students since orientation. The Educational Tech Specialist, Centra IT help desk, and MOODLE© help desk support services are available in the event a student has technological difficulties in the ADN & PN programs with the distance learning (hybrid) environment. Centra College offers several services to benefit students for the ADN & PN programs as well as all other programs among Centra College. These services will be available via virtual on Microsoft Teams or in-person at the college. Established policies for several of these services (counseling, academic advising, guidance, placement services, and financial aid, etc.) are included in the 2020-2021 Centra College Student Handbook.

Contact information for the Educational Tech Specialist is via phone or email. The office number is 434-200-5973 and the email address is ccon.it@centracollege.edu. The faculty and students can call the help desk in addition to the Educational Tech Specialist. The number for the help desk is 434-200-4848 and they are available 24 hours a day.