

FELBRY FOCUS

Volume 1 Issue 3 December 2018

Important Information and Reminders

Special points of interest:

- Attendance and Absences
- Financial Aid Reminders
- Campus Surveys
- Registration for

ATTENDANCE AND ABSENCES



Students should strive for promptness at all times. However, if an issue arises and you will be late or unable to make class, it is the student's responsibility to inform the instructor. Students will need to complete a Make Up Request Form and submit it and any necessary supporting documentation for any test, quiz, lab, or clinical missed to the instructor. These forms can be found in each course in Canvas. Students should note that all lab and clinical hours must be completed to pass the class.



FINANCIAL AID REMINDERS

All students receiving financial aid, will need to fill out a 2018-2019 and 2019-2020 FAFSA. If you think that you have already done so be sure to double check. Also it is extremely important that any and all required documentation is submitted and all necessary forms are signed in a timely manner. Delay in this process can result in a delay of aid disbursement and your ability to register for classes on time.

Questions can be directed to the financial aid department:

finaid@felbrycollege.e

WHAT DO YOU THINK? WE WANT TO KNOW!

Student input is vital to any school. One of the ways that we gather that data from you is sending out end of course surveys. There will be a link provided to you at the end of each course in Canvas. They will be published under the "modules" in the course.

These are anonymous unless you used the comments section to identify yourself. Please make sure that you participate so that we can continue to improve our programs..

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Spring 2019 Course Registration

Students will be required to register for the upcoming term, using Campus Café. Once all grades and an attendance have been submitted to the Registrar, online registration will be unlocked. For students who have never registered on Campus Café before or who need a reminder, please refer to the registration video provided on the home screen of Campus Café.

Please note that if a student has an outstanding balance, registration will remain locked. In this case, students will need to call and speak with the Bursar to make a payment and gain access to course registration.

Please watch for an announcement in Felbry Notifications on Canvas, regarding the dates for course registration.

Students should also note that outstanding lab or clinical hours that result in an incomplete grade will prevent students from being able to register for the appropriate courses. If you have missed any lab or clinical time, please follow the appropriate process to rectify the situation to ensure timeliness in grade reporting and registration.

By: Abbey Allert

Helpful Hints: Clinical Success

All discussion regarding clinical matters should take place through your Felbry email account. This includes scheduling, documents, and any other questions or information.

Please be sure that you have scanned (we recommend using a free app for your phone like CamScanner) and emailed to:

clinical@felbrycollege.edu.

Remember that students should be keeping their own file of the required documents and checking them regularly for expiration.

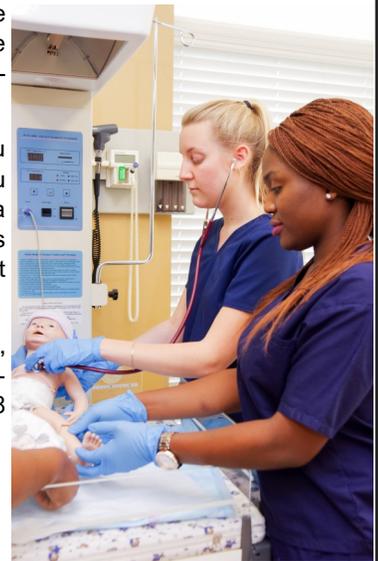
All students are expected to be on time and in complete Felbry uniform.

Students that are not in compliance with either of these policies may be subject to dismissal from the clinical.

Please remember not only are you representing your school, but you are representing yourself as a healthcare professional. Students with clinical concerns should first speak directly with their instructor.

More information regarding uniform, student conduct and clinical procedures can be found in the 2018 Catalog by visiting:

www.felbrycollege.edu



Introducing: PICMONIC



Picmonics is a new program that assists healthcare students in ground-breaking study techniques.

Their research proven methodology utilizes the brain's natural retention process by transforming forgettable facts into memorable stories and characters provided students with tips and tools. We were

happy to have provided their presentation to our students this month.

We will continue to seek out and provide these kinds of opportunities to students. Check out Canvas Notifications for the discount codes or simply visit:

www.picmonics.com

Campus Rules and Safety Reminders

All Students should be parking in the back (west) parking lot.

The front is reserved for staff, faculty, handicapped, and visitors only. Student vehicles that are parked in a restricted area will be subject to tow and all applicable fees.

Please note that any handicapped persons are eligible to park in the handicapped zone. However, proof of handi-

capped registration from the Bureau of Motor Vehicles may be required. Please also note that the "Reserved" parking behind the gate is not to be used by students. We appreciate your continued cooperation!

Signing In — For campus security purposes, all students should be stopping at the front desk to sign in when they arrive on campus to attend class.

For safety, students should only be using the front entrance when entering the building.

As always we strive to keep our campus safe for our students, staff, and faculty. If you see something unusual or concerning you are encouraged to report it right away.

Felbry FYI

Learning Resource Center

The LRC is open to all Felbry Students. Please be advised of the policies that apply to the circulation materials.

Full/Part time students are able to check out 3 resources for 5 days with one renewal. Items that are overdue will be assessed a fee of \$0.25 per day. Items not returned 30 days after the due date will be considered lost items. The patron will be charged the overdue fee; the cost of the item and an additional processing fee.

To renew a material, or to make an inquiry regarding materials or LRC policies

email: lrc@felbrycollege.edu

Make up Lab Policy-

As with any other make up activity students should turn in the Make up Request form (located in all Canvas courses) to the instructor. Once your request has been processed and approved your instructor will be provided with a Make Up Assignment Form.

The student will be required to present this form and have the Lab Proctor sign it. The student will then need to present the signed form to the Course Instructor by the deadline state on the form.

From the Registrar

As Felbry moves into the future , we are

implementing the option for ACH payments via Campus Café. Please stop by the registrar’s office and complete the appropriate form if you have not already done so. Again, this is another opportunity to assure that your Campus Café account is accessible, accurate, and up to date.

All students are expected to keep their account in good standing to avoid any delays in testing and registration. Students can direct questions or issues regarding payment or scheduling to the registrar’s department via email;

registrar@felbrycollege.edu

School Closures and Delays

It is that time of year again! As we welcome the holidays and the end of the term we also welcome the weather that goes with it.

Felbry College may cancel or delay classes and clinicals due to inclement weather. There are several ways that you can be notified of school closures and delays. It will always be posted in Canvas under Felbry Notifications so be sure that you are checking those regularly.



Have you signed up for the Remind App? Text the message @felbry to 81010 or (347) 298-7987, to receive updates and notifications.

Felbry also reports delays and closings to WBNS 10tv News.

Please note that all missed hours will need to be made up. Arrangements for make up times will be communicated from your instructors.

Felbry In The News

As some of you know Felbry College School of Nursing has celebrated it’s 10th year in 2018.

Recently Mrs. Feyi Tolani, Founder and CEO, was showcased in an article in New American Magazine. The author of the article is Deba Uwadiae and title is “ Feyi Tolani, Advocate in Nursing” .



The article is an inspiring look back at Mrs. Tolani and the path that led her to nursing, family, and her mission to impart the art of caring .

Make sure you check it out in New American Magazine or on their website at:

www.thenewamericanmag.com

FYI... continued

Academics

If your course grade is below 78%, you are asked to speak with your course instructor about a plan for academic success.

No food permitted (including candy or snacks) in the classrooms at any time, whether during or in between classes.

Be sure you are in compliance with the Felbry College Dress Code Policy at all times. Students are also expected to demonstrate positive and professional behavior when interacting with faculty, staff, and classmates.

Fall 2018 Open Lab Schedule

Students interested in attending open lab for independent skills practice may come to any of the hours listed below:

Monday: 1530-1715 (Skills Lab)
Tuesday: 1500-1700 (Skills Lab)
Wednesday: 1430-1830 (Skills Lab)
Thursday: 1430-1700 (Skills Lab)

Notes:

- ◆ Students making up lab hours **must** obtain the proctor's signature before leaving the lab.
- ◆ Students are expected to bring their own supplies to practice. Students must specify if additional supplies are needed.
- ◆ Compliance with Felbry College dress code policy is required for participation in lab.
- ◆ Open labs are available through the end of Week 14.

Final Exam Preparation

Finals are just around the corner and that means HESI. All students should be running a check to ensure that their laptops are compatible with HESI. Any student needing assistance with this process, should contact the Librarian or LRC Assistant. Either of them will be happy to assist you.

Please note that these preparations are essential to your testing success. They day of or before a test is not sufficient time to make sure that your equipment is compatible. On test day, students should make sure to bring their laptops and chargers, as well a set of headphones and or ear buds. For questions regarding compatibility checks please email: lrc@felbrycollege.edu.



This Holiday season, Felbry will be holding a food drive to benefit MVRC (Military Veteran Resource Center). We will be accepting donations on non-perishable items from 11/12-12/21. Please join the cause and bring donations to the college campus.