

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
OFFICE OF EDUCATIONAL SERVICES
POLICY & PROCEDURE MANUAL**

Subject: SCHOOL OF NURSING STUDENT DIRECTORY	Original Issue Date: June 13, 2013	Policy #: 410
	Supersedes: June 13, 2013	Effective Date: September 28, 2017
Individuals / Committees Consulted: Office of Educational Services	Reviewed & Approved by: Dean, Administrative and Student Services College Governance Committee	Approved by: Dean, Administrative & Student Services (signature on file) <hr/> Provost, College of Nursing and Allied Health (signature on file)

PURPOSE:

To provide an accurate list of students enrolled in the School of Nursing (SON)

POLICY:

The Student Directory is published three weeks after the start of each semester.

PROCEDURE:

Dean, Administrative and Student Services:

- Distributes projected student roster to SON semester coordinators, Financial Aid Coordinator, and Registration Clerk two weeks prior to the start of the semester
- Verifies student enrollment with the semester coordinators during the first week of school
- Provides Comprehensive Academic Management System (CAMS) Manager, Registration Clerk, Financial Aid Coordinator with official enrollment list in second week of the semester
- Approves final Student Directory
- Notifies CAMS Manager, Financial Aid Coordinator immediately of status changes such as withdrawal/failure of any course, leave of absence, or resignation.

CAMS Manager/ designee:

- Generates current Student Directory from official enrollment lists including:
 - Class graduating date e.g.: 2017-I
 - Student name (last name, first name), listed by class, then alphabetical
 - Mailbox number
 - Clinical site
- Submits roster to the Dean, Administrative and Student Services for approval.

Office of Educational Services (OES) staff member distributes approved roster to all College employees.

PROCEDURE DOCUMENTATION:

Semester Enrollment Lists – projected and final

Subject:

SCHOOL OF NURSING STUDENT DIRECTORY

REFERENCES:

SON Policy #421: Academic Status Notification

REVISION DATES:

June 13, 2013

September 28, 2017