

## **STUDENT SERVICES**

The following is a listing of the services available to students of the Radiologic Technology Program at Regional West Medical Center.

Responsibility: Program Director, Students  
Standard: Human Resources

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### **IDENTIFICATION CARDS**

A Regional West Medical Center Photo ID badge will be obtained from Human Resources. This ID must be worn while on campus or any clinical education setting.

### **BOOK PURCHASES**

The Program will provide a list of the required textbooks, the edition, estimated cost for a new book, and the academic term when each book is necessary for a course. Students must have the required textbooks before the beginning of a course. Students are responsible for locating and purchasing necessary textbooks.

### **ACCESS TO COMPUTER SERVICES**

Students will have access to several different computers. These computers include the Imaging Services Department, in the Program classrooms at St. Mary's Plaza and in the nursing library. The Internet is accessible from all of these sites. These computers in the Program classrooms have software components that include word processing, spreadsheets, database, and PowerPoint.

Hours for computer services:

Imaging Services department - accessible any time

Classroom – weekday daytime hours only unless arrangements are made in advance

Nursing Library (Lockwood Memorial Library) – accessible during daytime and evening hours

A student may also use his or her own personal computer to gain access to the Internet using the sponsoring institution "guest" network while on campus.

### **FOOD SERVICE**

Students with a Regional West photo ID card will receive a 20% discount at The Park Bench Cafeteria at Regional West. Vending machines are found on the first floor of Regional West near the meeting rooms.

### **Imaging Services Department**

A coffee maker, a microwave, and refrigerator are found in the Imaging Services Department break room for those who wish to bring food into the department.

Consumption of food and drink is allowed only in the break room, or in the conference room of the Imaging Services Department.

### St. Mary's Plaza

There are no cafeteria services at St. Mary's Plaza

Vending machines are found on the first and second floor of the St. Mary's Plaza near the lounge. Students have access to a refrigerator and microwave at St. Mary's Plaza.

### **LIBRARIES**

Textbooks relating to a specific imaging area may be found in that area of the Imaging Services department. These materials may not be removed except for copying. All material removed from the shelves must be replaced in its proper location.

The Radiography Program has its own separate library at St. Mary's Plaza.

The Lockwood Memorial Nursing Library is also located in St. Mary's Plaza on the first floor of the facility.

Hours for libraries:

Lockwood Memorial Library (nursing library) – (8:00 am, to 4:00 pm, M –F)

Radiography Program Library - accessible during daytime hours on school days

There are online library services available for student use. Requests for research articles for academic paper and other projects should be directed to instructor for that course

### **LOCKERS**

Each student will have a locker in Regional West's Imaging Services main department and at St. Mary's Plaza for didactic classes. Students should utilize these lockers for coat and school material not currently needed. Students are required to clean out assigned lockers upon termination or graduation from the Program.

### **LOST and FOUND**

Items found within the Program's environs and appear to belong to a student will be retained in one of the instructor's office. Efforts will be made to return the item to the appropriate student.

For items that are lost in a location different than the Program's environs, the student should contact Guest Services Department of the sponsoring organization. If the object

is of value, the student should check with the Security Department of the sponsoring organization.

If a student finds an item that appears to have been lost, the student should contact the Program official or the Security Office of the sponsoring organization. The student will be expected to complete a Lost and Found Report to assist in returning the item to the owner.

### **MAIL SYSTEM**

Mail and notices to the student will be placed in the student's mailbox within the Imaging Services Department in the main hospital or in their mailbox located in the instructor suite at St. Mary's Plaza.

Regional West maintains a mailroom on the ground floor of the hospital or at St. Mary's Plaza. Letters may be mailed from either of these locations.

Regional West has an e-mail service for employees and students for delivery of electronic notices and information.

It is essential that all students examine their mailboxes frequently and department e-mail daily to keep up-to-date on activities for the Program and Department.

### **LOUNGES**

Several lounges may be found at Regional West. The Nebraska Room, an employee lounge located on the first floor of the main hospital is near the meeting rooms. The Tranquility Garden outside the Nebraska Room allows for students and staff to sit outside for a meal.

### **DUPLICATING SERVICES**

Paper copies related to the educational process may be made on the copy machine in the Imaging Services department or in the Program office suite.

Large numbers of copies may be ordered through the Regional West Print Shop for a charge.

### **NOTARY PUBLIC SERVICE**

A Notary Public officer, authorized by law to certify documents, take affidavits, and administer oaths is available. Contact the Program Director to locate a notary.

### **PLACEMENT SERVICE**

Regional West Medical Center School of Radiologic Technology offers no placement service for its graduates.

### **HOUSING**

Limited campus housing is available at St. Mary's Plaza. For further information and rates please call Inn Touch at 308.630.1222.

### **PROFESSIONAL SOCIETIES**

Students must obtain student membership status with the Nebraska Society of Radiologic Technologists (NSRT) and American Society of Radiologic Technologists (ASRT) as part of the requirements for enrollment in the Program.

The Nebraska Society of Radiologic Technologists (NSRT) is the state wide professional organization for radiologic technologists. Membership in the NSRT provides for attendance to these meetings at a reduced rate. Students in the Program will have the opportunity to attend the annual conference of the NSRT. For more information about the NSRT, access the NSRT website at [www.nsrt.net](http://www.nsrt.net).

First and second year students will attend the NSRT Annual Conference and participate in the NSRT sponsored student symposium. Students are also required to attend a specified number of the NSRT board meetings.

The American Society of Radiologic Technologists (ASRT) is the national professional society for radiologic technologists.. Membership provides for discounts on continuing education material, the professional journal "*Radiologic Technologist*," the newsletter "*The Scanner*" and discounts on ASRT merchandise orders. For more information about the ASRT, access the ASRT website at [www.asrt.org](http://www.asrt.org).

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Reviewed: 7/31/01, 3/26/03, 7/14/11, 6/14/12, 3/28/13, 1/30/15, 02/12/16, 1/26/18, 1/24/19, 4/27/2020  
Revised: 3/15/00, 3/28/02, 5/31/04, 3/30/05, 7/5/07, 9/24/09, 2/28/2014, 2/27/15, 1/20/17, 9/30/21,  
2/10/22, 2/3/23