

Policy Name: Student Declaration of Current Address and/or Relocation - SCHS
Policy Number: ADM 1.11
Title of Policy Owner: Dean of Administration
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2022
Version: 2.0
Policy Status: Approved

I. Policy

It is the policy of the Southside College of Health Sciences (SCHS) to require students to provide their current address and to update their records if their address changes during their enrollment at the College.

II. Purpose

To maintain accurate student address information for the purposes of College communications and dissemination of information related to professional certification/licensure disclosures.

III. Scope

This policy applies to prospective and enrolled students of SCHS.

IV. Definitions

Address: the physical address where the student resides while engaged in educational activity provided by SCHS.

Enrolled Student: denotes the status of a SCHS student who has completed the registration requirements for an academic program at SCHS.

Prospective Student: denotes the status of an individual who has requested information about enrolling at SCHS or who has been contacted by the College about enrolling either directly or indirectly through advertising.

V. Policy Details

Student Responsibilities

Upon enrollment in a program at SCHS, it is the Enrolled Student’s responsibility to provide the College, via the student portal of the student information system (SIS), of the Enrolled Student’s Address and submit a copy of their government-issued ID, which serves as the basis of determination of the student’s address. Further, it is the Enrolled Student’s responsibility to notify the College, via the student portal of the SIS, of any change in the student’s Address while enrolled. A change of address

must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student’s address.

College Responsibilities

SCHS offers three Associates of Applied Science (AAS) programs: Registered Nursing, Radiologic Technology, and Diagnostic Medical Sonography. All three AAS programs are offered on campus and lead to professional licensure as a Registered Nurse or certification and registration as a Registered Technologist in Radiography or Diagnostic Medical Sonographer. As a higher education institution that offers programs in undergraduate Nursing, Radiologic Technology, and Diagnostic Medical Sonography, it is the responsibility of the College to inform Enrolled and Prospective Students, in writing through email or on the College website (<https://www.schs.edu/about-us/disclosures>), of:

- i. Any state(s) for which the College’s curriculum does not meet that state’s certification board(s) or Board of Nursing requirements for professional licensure or certification.
- ii. Any state(s) for which the College has not made a determination of whether its curriculum meets that state’s certification board(s) or Board of Nursing requirements.

SCHS is approved to operate by the State Council of Higher Education for Virginia (SCHEV) SCHS provides state-specific professional licensure and certification information on its website - <https://www.schs.edu/about-us/disclosures>. In accordance with Federal regulations, if a student relocates and changes address to a state other than Virginia during her/his enrollment with SCHS and follows the requirements of this policy to notify the College of such, SCHS provides individual notification to that student if SCHS’s curriculum does not meet licensing or certification requirements in that state. Notification will be delivered to the student’s SCHS email address through the SIS within 14 calendar days of the College’s receipt of the relocation information.

If a student is located or relocates to a state in which SCHS does not have authority to operate, this may adversely impact the student’s ability to pay for their studies and/or complete a program.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions,

reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	5/27/2020	Establish policy	Dean of Administration
2.0	8/12/2020	Revisions	Dean of Administration
2.0	5/11/2022	Reviewed	Dean of Administration
2.0	1/10/2022	Shared Services policy adapted for SCHS	Dean of Administration