

Nursing 2000 Course Letter
Fall 2025
Mini 1 and Mini 2

Welcome to Nursing the Emotionally Ill. The Fall 2025 Semester of Nursing 2000, both lectures and labs, will be taught **on-campus**. Clinical will also be taught **on-site** for your assigned section. Information on the Course Textbook and Assessment Technologies Institute (ATI) are posted on Brightspace. Additional information will be provided on the first day of the lecture. Below are key details relating to clinical schedules for lecture, clinical and laboratory sections for Nursing 2000.

Clinical Requirements:

- All students must have health clearance (physical exam required annually), valid CPR certification and verification of a background check/medical clearance by Castle Branch, verification of Vaccination of influenza vaccination (with Lot #& Expiration date), and COVID-19 information all uploaded to CastleBranch before the start of classes. **A copy of the verification of your influenza vaccination must be brought to the clinical agency on the first clinical day.** Please retain a copy of these documents for future use. You may also need a copy of the above for other clinical sessions. Failure to have the above documents will result in a clinical absence. The clinical rotation is eight hours: 8:00a.m. to 4:00 p.m. *or* 4:00 p.m. to 12:00 a.m., depending on your clinical placement.
- **Please Note:** You are no longer required to purchase individual malpractice insurance as CUNY has purchased a policy that covers all nursing students.

Important Dates Fall 2025

MINI 1

- **Tuesday, September 9, 2025, Classes /Clinical Begin**
- **Tuesday, September 23, 2025, No Classes Scheduled**
- **Wednesday, September 24, 2025, No Classes Scheduled**
- **Wednesday, October 1, 2025, No Classes Scheduled**
- **Thursday October 2, 2025, No Classes Scheduled**
- **Monday, October 13, 2025, College Closed**
- **Monday, October 20, 2025, No Classes Scheduled**
- **Tuesday October 21, 2025, Classes follow a Monday Schedule**

- **MINI 2**
- **Begins on Friday, October 31, 2025**
- **Thursday, November 27, 2025, College Closed**
- **Friday, November 28, 2025, Classes Closed**
- **Saturday November 29, 2025, No Classes Scheduled**
- **Sunday November 30, 2025, No Classes Scheduled**
- **Friday, December 5, 2025, Last Day of Friday Classes**
- **Thursday December 11, 2025, Last Day of Day and Evening Classes**
- **December 15-19, 2025, Final Exam Week**

NUR 2000 EXAM Schedule Fall 2025

Mini 1

Exam 1: September 29, 2025

Exam 2: October 27, 2025

ATI Proctored Exam: October 28, 2025 (Tuesday)

Final Exam: October 30, 2025 (Thursday)

Mini 2

Exam 1: November 17, 2025

Exam 2: December 8, 2025

ATI Proctored Exam: December 9, 2025 (Tuesday)

Final Exam: December 16, 2025 (Tuesday)

Exam Policy

1. Students are required to arrive at least 15 minutes prior to scheduled exam time.
2. All students (including NUR 2000 students) are required to wear the designated KCC clinical uniform for all examinations. No shirts can be worn under or over the uniform; arms need to be visible. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next makeup exam date.

3. All students should have their hair tied back so that their ears are visible. Only medically prescribed hearing devices or devices required for an AAS accommodation are acceptable. Medical documentation needs to be provided at the beginning of the semester to the instructor.
4. The wearing of jewelry of any kind is strictly prohibited during the examination. This includes, but is not limited to earrings, necklaces, bracelets, all types of watches and any other item the faculty proctors deem unacceptable. Failure to comply with this requirement will result in the student being prohibited from sitting for the examination. A makeup exam will be scheduled on the next makeup exam date.
5. All eyeglasses are subject to inspections.
6. Any student who arrives 15 minutes later than the posted exam time will not be permitted to take the exam that day. A makeup exam will be scheduled on the next makeup exam date. There will be no exceptions to this policy.
Students will be allowed only one make up exam/semester.
7. Students are required to line up outside of assigned classroom and will be seated at the discretion of the faculty.
8. All personal items (cell phones, smart watches, earbuds/pods, backpacks, purses, pens, highlighters, pencils, food and drinks etc.) must be placed in the classroom, at a location designated by the proctor before taking assigned seat.
9. Cell phones are to be turned off (not on vibrate) and placed with all personal items in the area designated by the proctor. At no time shall a student have their cell phone on their person once seated for the exam.
10. Students should remove all hats, scarves, sweatshirts, hoodies, prior to the beginning of the exam (The only exceptions are head coverings worn for religious purposes).
11. Students will be given a pencil and paper for med math calculations only. No other data should be written on the paper. Please write your name on the paper.
12. Students are prohibited from talking once the exam starts until the proctor states the exam is over and the students have exited the testing room.
13. Students are not permitted to discuss/record/write down the exam questions in any context on their own or with each other during or after the exam.
14. If the student has any questions once the exam begins, they are required to raise their hand and a proctor will come to them.
15. Questions related to medical terminology are not allowed.
16. Once the student completes the exam, they are to raise their hand after the green check mark is visible on their computer screen. A proctor will come over to them to confirm their exam is uploaded.
17. After exam upload confirmation has occurred, the student will sign out of ExamSoft.

18. Once signed out of ExamSoft, the computer will not be used by the student for any reason. (Assignments, internet searching, personal use etc.).
19. Students will remain silent while they are waiting for the examination to be over.
20. If a student does not comply with the exam rules, they will be dismissed from the exam and receive a grade of zero for the exam.

ATI Proctored Assessments with Respondus LockDown Browser

The Respondus LockDown Browser will be utilized for **all** ATI *Proctored* Assessments given remotely or in person. It will prevent students from copying, printing, visiting another URL, or accessing other applications during a test. When you launch an ATI Proctored Assessment with Respondus through the ATI student portal, Respondus Lockdown browser will open **automatically when you begin a proctored assessment**.

Please read the information below carefully. Print out the last page, print your name and sign in the spaces provided. Your signature will represent your agreement and adherence to the requirements.

This form is to be submitted to your instructor during the first week of class, for each course you take that administers an ATI Proctored Exam (Nursing 2100, 2200, 2000, 1900, 2300).

If you fail to sign the form, you will not be able to take your ATI Proctored exam. If the exam is not rescheduled prior to the end of the semester, you will receive an Incomplete (INC) grade and will not be able to progress in the program.

The Respondus Monitor will record the student using video during the exam. The video record will only be reviewed by ATI if there is a reason to believe test protocol has been breached and the student may have committed an act of academic dishonesty. If a student is found or suspected of an act of academic dishonesty, they will be investigated by ATI and reported to KBCC's Office of Academic Integrity. ***If ATI Test Security has deemed a student has committed any act of academic dishonesty, ATI can permanently suspend the student's ATI account. Without an ATI account, a student will be unable to complete the KBCC Nursing program requirements and therefore be dismissed from the nursing program.***

[ATI Proctoring-Student Quick Guide \(PDF\)](#)

[ATI Proctoring-Student Orientation \(6 min\)](#)

I agree to the use of Respondus Lockdown Browser during my Proctored ATI Assessments.

I have completed the requirements as outline above.

Print Your Name _____

Your Signature _____

Today's Date _____

Current Course_____

Instructor_____

Schedule for lecture and laboratory sessions:

- Sections 02C1,2,3,4 ; (Mini 1) ; 04 C1,3,4 (Mini 2)
 - Lectures: Monday 10:20 AM – 1:40 PM; Tuesday 11:30 AM – 1:40 PM
 - Laboratory: Monday 1:50 – 4:00 PM
- Sections 01C 1,2,3,4 (Mini 1) ;03C 1,3,4 (Mini 2)
 - Lectures: Monday 10:20 AM – 1:40 PM; Thursday 9:10 – 11:20 AM
 - Laboratory: Thursday 12:40 – 2:50 PM

Mini 1 Clinical Schedule:

Section *01/01C1*, your clinical day is Wednesday, Maimonides Medical Center

Section *01/01C2*, your clinical day is Tuesday **Evening**, South Brooklyn Hospital

Section *01/01C3*, your clinical day is Wednesday, South Brooklyn Hospital

Section *01/01C4*, your clinical day is Tuesday, South Brooklyn Hospital

Section *02/02C1*, your clinical day is Thursday, South Brooklyn Hospital

Section *02/02C2*, your clinical is Thursday, South Brooklyn Hospital

Section *02/02C3*, your clinical day is Thursday **Evening**, South Brooklyn Hospital

Section *02/02C4*, your clinical day is Wednesday **Evening**, South Brooklyn Hospital

Mini 2 Clinical Schedule

Section 03/03C1, your clinical is Tuesday, South Brooklyn Hospital

Section 03/03C3, your clinical day is Wednesday, Maimonides Medical Center

Section 03/03C4, your clinical day is Tuesday **Evening**, South Brooklyn Hospital

Section 04/04C1, your clinical day is Thursday **Evening**, South Brooklyn Hospital

Section 04/04C3, your clinical day is Wednesday, at South Brooklyn Hospital

Section 04/04C4, your clinical day is Wednesday, South Brooklyn Hospital

We look forward to meeting everyone and wish you all a successful semester.

The Nursing 2000 Faculty

Professor Erin Murphy Smith

Professor Catherine Wilson-Mooney