



ALAMOGORDO

ALLIED HEALTH

PRE-ADVISING HANDBOOK

**A guide for incoming
Allied Health Students**

Contact Allied Health

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kaygrace@nmsu.edu

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ADMISSION TO NMSU-A ALLIED HEALTH

SCHEDULING AN ADMISSIONS APPOINTMENT

To become a part of the Allied Health program, you must first be admitted to New Mexico State University at Alamogordo.

For admission to NMSU-A, schedule an appointment with Admissions Specialist or complete an application online. Detailed admission information can be found at

<https://alamogordo.nmsu.edu/student-services/admissions/>

Allow up to two weeks for the admission process to be completed. A letter of acceptance or email will be sent notifying you of your admission status.

SCHEDULING AN ADVISING APPOINTMENT

When you receive your acceptance letter or email, schedule an appointment with an Academic Advisor. Your Academic Advisor can help determine which placement tests are needed, courses you need, and a timeline for completion of your academic plan.

Use the Navigate App or call (575) 439-3600 to schedule an appointment.

Once admitted, you will be able to access your personal academic information via your myNMSU account.

**NMSU is an equal opportunity institution.
For disability accommodations, please contact Accessibility Services.**

**Phone: 575-439-3721
Email: asdnmsua@nmsu.edu.**

**New Mexico State University Alamogordo is accredited by the Higher Learning
Commission**

STUDENT SERVICES INFORMATION

ACADEMIC ADVISING advisingnmsua@nmsu.edu

Tim Wheeler: Advisor
twheeler@nmsu.edu
(575) 439-3726

Jonece Tallant: Advisor
jtallant@nmsu.edu
(575) 439-3727

Halina Stolar: Advisor
halinas@nmsu.edu
(575) 439-3615

HOLLOMAN AFB ADVISOR

Katie Paulus
katie58@nmsu.edu
(575) 479-3720

ACCESSIBILITIES SERVICES asdnmsua@nmsu.edu

**Gary Bond: Accessibilities
Services and Walk-In Advisor**
gbd@nmsu.edu
(575) 439-3721

FINANCIAL AID finaidnmsua@nmsu.edu

Aidee McKinney (VA)
aaramc@nmsu.edu
(575) 439-3711

Michele Bertrand
michbert@nmsu.edu
(575) 439-3706

DUAL CREDIT / EARLY COLLEGE ACADEMY

Cloudcroft High School:
Tim Wheeler
twheeler@nmsu.edu
(575) 439-3726

Alamogordo High School:
Jonece Tallant
jtallant@nmsu.edu
(575) 439-3727

Tularosa High School:
Halina Stolar
halinas@nmsu.edu
(575) 439-3615

NMSBVI and Mescalero Apache Schools:

Gary Bond
gdb@nmsu.edu
(575) 439-3721

ADMISSIONS admissnmsua@nmsu.edu

Chevy Josselyn
chevyj@nmsu.edu
(575) 439-3856

Andrew Ricksecker
rcksckr@nmsu.edu
(575) 439-3859

SUCCESS COACHES

Sofia Ugarte
sodiau@nmsu.edu
(575) 439-3737

Shelby Sears
searss@nmsu.edu
(575) 439-3724

OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS

VPSS Acting: Mark Cal
mcal@nmsu.edu
(575) 439-3717

**Judy Garcia: Administrative
Assistant**
judgarci@nmsu.edu
(575) 439-3716

Office hours: Monday thru Friday

8:00 am until 5:00 pm

Appointments are preferred
(face-to-face, phone, and Zoom
appointments are available)
Walk-ins will be seen as time
permits

(575) 439-3600

PRE-ADVISING FOR HEALTHCARE CLASSES

What is Pre-advising?

Pre-advising is a 30 minute to an hour long meeting with the Director of Allied Health, Becky Ross. All students entering the Allied Health program must meet with the Director of Allied Health for Pre-advising before registering for classes. During this meeting the following is discussed:

- Options geared towards your academic interests in Allied Health courses or programs of study.
- An overall discussion of the course, course rigor and the requirements.

Students cannot register for Allied Health courses without this pre-advisement meeting.

What to bring to your Pre-Advising appointment:

Bring Clinical Clearance items with you to be copied and put in your file:

- Immunization records (MMR, Varicella, HEP-B, Tdap, T-Test, Current Flu Vaccine, and Covid-19 series)
- Driver's License
- Social Security card
- Student ID
- Current CPR/BLS Card

The following paperwork will be filled out at the Pre-Advising appointment:

- Clinical Clearance Pre-Advising form
- Student Demographic Form
- Consent for background check NMDOH CCHSP

Once the pre-advising appointment has been completed, advising forms are initialed and signed by you, and copies of clinical clearance records are submitted, the Allied Health Director will send an email to the Academic Advisors notifying them that you are cleared to register for Allied Health courses. You will receive a copy of the email to use as documentation for clearance to register. When you receive this email, you must contact your Academic Advisor or schedule an appointment to meet with an advisor for course registration. You must provide the advisor with your name, Aggie ID number, and course information (class name, CRN number, and registration semester).

A list of Academic Advisors is located on page 2.

Pre-Advising will be held in the Allied Health Building, first floor, office 170

Mondays from 2:00 p.m. to 3:00 p.m.

and

Thursdays from 3:00 p.m. to 4:00 p.m.

ALLIED HEALTH DRESS CODE

The Allied Health Director and Faculty emphasize the importance of personal appearance. A client/patient considers the personal appearance of the individual caring for them as an indication of the quality of care they will receive.

The Allied Health dress code is adapted from the policy manuals of our Clinical partners located in Otero and Lincoln counties. It is the student's responsibility to adhere to the defined Allied Health dress code.

Patients and staff you will be working with have a right to know who is caring for them. Therefore, it is essential that you are identified as a student by wearing the identification badge and course patch.

Included in the student's course supplies will be a plastic badge holder for your student ID Card. The student is required to wear their student ID **clipped to the LEFT upper garment** in all clinical settings. Students are also required to wear their designated **course patch on the LEFT shoulder** of their upper garment in all clinical settings.

ADDITIONAL REQUIREMENTS OF ALL ALLIED HEALTH STUDENTS

Hair:

All long hair is required to be pulled back, at or above the line of the upper garment collar. Hair clasps are to be functional, rather than decorative. Extremes in hair color, color patterns, and styles are not acceptable in the clinical setting. The student is to adhere to these standards anytime the student is in the lab or in the clinical setting.

Hats/Caps:

Hats or caps are not allowed to be worn by students in the lab or clinical setting

Finger Nails:

Per *Center for Disease Control (CDC)* guidelines, finger nails are to be kept short; students are not allowed to wear nail polish or artificial nails because of risk of transmitting infection.

Jewelry:

A plain wedding band, a watch, a single pair of inconspicuous posts (white, gold, silver) in pierced ears are the exceptions. Tongue piercing jewelry is not allowed to be worn in the clinical setting. Any other body-piercing jewelry, with or without ornamentation, cannot be visible. Necklaces are to be worn inside the uniform.

Cosmetic Makeup:

Must be worn moderately.

Personal Hygiene:

Must be clean-shaven. Those with an established beard or mustache must have them neatly trimmed.

Deodorant, Perfumes, Body Hygiene:

Because of working in close proximity to clients/patients, deodorant and good oral hygiene are essential and a requirement when in the clinical setting. Avoid colognes, after shave, and other heavily scented products; these could be objectionable or hazardous to clients/patients with respiratory disorders.

UNIFORMS

Uniforms are to be clean, pressed, and neat. For infection control purposes, the trousers of the student's burgundy colored scrub attire are to be hemmed to a level that prevents trousers from dragging on the floor/ground.

Please note that the student will be excused from the clinical facility by the staff or the professor should the student arrive at the clinical facility without adhering to all dress code requirements. Students will receive a zero (0) grade for the scheduled clinical date.

UNIFORM GUIDELINES PER COURSE

NA 115: Phlebotomist Technician

NA 110 Electrocardiogram Technician

AHS 190: Clinical Skills & Concepts for Medical Assisting I

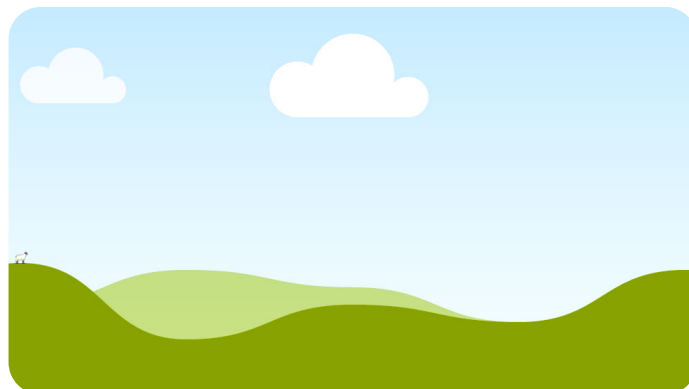
AHS 280: Medical Office Administration & Management

AHS 290: Clinical Skills & Concepts for Medical Assisting II

NA 101: Nursing Aide Theory & Lab

- Burgundy Colored Scrubs (Top & Bottoms)
- NMSU-A Student Patch attached to the left sleeve (obtained from the NMSU Las Cruces bookstore)
- Identification holder with Student ID card pinned to Left upper garment
- White socks
- White solid covered shoes (no clogs or spring heeled shoes are allowed, no opened toed or heeled shoes)
- Black or white long sleeve shirts can be worn under the upper scrub garment
- Lower garments must be ankle length and hemmed (no elastic-ribbed cuffs)

Casual business dress will be worn in all Allied Health classroom settings (all attire needs to fully cover cleavage or buttocks). Each semester your professor will schedule and announce a date when you will be required to begin wearing the required clinical attire to class/lab. Adherence to the dress code is essential in preparing students for professional clinical settings, and a requirement for all clinical rotations.



COURSE MATERIALS

NMSU Bookstore:

<https://www.bkstr.com/nmsustore>

Included above is the new Follett Bookstore link. This is the new bookstore for NMSU, where the textbooks and course materials are located.

The student does not have to purchase the textbooks from the NMSU bookstore.

Every student is required to purchase course patch through the NMSU bookstore. The course patch includes the NMSU-A logo and name of the professional role the student is studying.

For example:

- As a phlebotomist technician student the course patch will indicate that you are from NMSU-A and are Phlebotomist technician student.

The course patch will need to be displayed on the left shoulder of your upper scrub garment.