

**RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING**

**Guidelines for Planning a Pinning Ceremony**

**All class decisions must be approved by the Pinning Ceremony  
Advisors prior to implementation.**

Each ADN and VN class participates in planning the RCC School of Nursing Pinning Ceremony held at the completion of the program. It is a proud and joyous occasion steeped in tradition that symbolizes entrance into the profession of nursing. Additionally, it symbolizes each graduate's commitment to uphold the ideals promulgated by our founder, Florence Nightingale. Family, friends, faculty, college administrators, the College Board of Trustees, clinical agency representatives, and interested individuals from the community are invited to be present to witness this achievement. Courteous and respectful behavior by all participants and guests in the Pinning Ceremony will preserve the esteem of nurses and institutions of higher education. A reception following the Pinning Ceremony is held in the Bradshaw Student Center or other site on campus (eg. Promenade) depending upon student preference and availability.

The following are guidelines for semester planning and participation.

A. Pinning Guidelines

1. One ASRCC account for each semester.
2. Beginning in N2 and VN52, no more than one pinning fund-raiser per academic semester will be permitted.
3. Dues in the amount of \$40.00 will be recommended as a source of revenue for the pinning ceremonies and will be collected at the beginning of N3 and VN62, if the students vote in favor of this method. The money collected/fundraised will be used for the following:
  - a. invitations
  - b. programs
  - c. flowers
  - d. refreshments
  - e. decorations
  - f. slideshow
4. Invitations and Programs [Student choice by majority vote, must be approved by Pinning Advisor(s)]
  - a. Pinning Advisor(s) will provide students with samples of invitations from which to choose. Pinning invitations will be in school colors.
  - b. Pinning invitations and programs will be ordered through RCC's Printing and Graphics Department.
  - c. Nursing faculty and RCCD staff invitations will be sent via e-mail/e-vite by the designated Pinning Advisor. Invitations will be sent to college key college administrators.
  - d. Includes the names of the RCCD Board of Trustees in the pinning program.

5. Flowers [Student choice by majority vote, must be approved by Pinning Advisor(s)]
  - a. Flowers without thorns must be purchased if the class elects to have this as a part of the ceremony.
6. Refreshments [Student choice by majority vote, must be approved by Pinning Advisor(s)]
  - a. Refreshments will be limited to cake and/or cookies, punch, tea, coffee, and water.
  - b. Refreshments can be ordered through RCC's Food Services.
7. Decorations/Colors of Decorations [Student choice by majority vote, must be approved by Pinning Advisor(s)]
8. Class Theme [Student choice by majority vote, must be approved by Pinning Advisor(s)]
9. Music for professional and recessional [Student choice by majority vote, must be approved by Pinning Advisor(s)]
10. Slideshow
  - a. If class decides to have a slide show prior to the ceremony, arranges to obtain slides. Pictures for slide show will be limited to one professional picture per student. As many group pictures of professional nature as can be accommodated in a total timeframe of 15 minutes for the slide show may be placed at the end of the student pictures. Pictures must be approved by Pinning Advisor prior to use in the slide show.
11. Attire [Student choice by majority vote, must be approved by Pinning Advisor(s)]

For females, the following guidelines will apply:

- a. Professional, white nursing uniform dress or pantsuit (without embellishments) or RCC uniform. No colored scrubs, street clothes, capri/crop pants, or jeans are allowed. No low cut, suggestive, or sheer blouses are permitted. Skirt length must not be shorter than knee level. Appropriate undergarments will be worn and will not be visible through the uniform. No cardigans/sweaters, jackets, or white T-shirts are allowed.
- b. Standard clinical attire applies to the pinning ceremony (tattoos, jewelry, make-up, artificial nails).
- c. White, professional nursing shoes are to be worn. No tennis shoes, dress shoes, open toes, or high heels are permitted.
- d. White or flesh-colored hosiery must be worn. Bare legs are not appropriate.
- e. Nursing caps are to be secured with white bobby pins. Wearing of nursing caps is optional/individual choice.

For males, the following guidelines will apply:

- a. Professional, white, male nursing uniform or RCC uniform with professional, white nursing shoes.
- b. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.

12. Candles/Lamps

- a. Each graduate will purchase a candle **and** lamp from a vendor of class choice.

**Suggestion: [www.advanceweb.com](http://www.advanceweb.com) - click on: Healthcare Shop, Shop by Occasion, Graduation, Ceramic Graduation Lamp (product 3607) or JH Recognition.**

13. RCC School of Nursing Pins

- a. Coordinated by class president, who coordinates pinning orders. (See Time Table)
- b. Ensures that pins are ordered early enough so that the order will arrive at least one month prior to the Pinning Ceremony. Obtains shipping date in writing from pin company.
- c. Class President arranges with the faculty Pinning Ceremony Advisor(s) to check off the names of students who ordered pins. ALL PINS ARE RETURNED TO FACULTY PINNING CEREMONY ADVISOR(S). Possession of a nursing program pin signifies attainment of program learning objectives and pins are therefore awarded only upon program completion. If the program is not completed, an unused pin may be returned by the advisor for partial refund to the student.
- d. Ensures pins are sent to the Pinning Ceremony Advisor(s).

14. Pictures:

- a. Students have individual pictures taken in professional white uniform. Pictures can be used for NCLEX application, composite picture, and personal distribution.
- b. Pictures must be completed in the Intercessions prior to Nursing 4/VN 70/71 in order to meet the NCLEX application deadline. (See Time Line)
- c. A photographer needs to be selected who will give group rates and who will give a free framed composite picture to the class to hang in the School of Nursing office. A CD of the graduates' pictures is provided by the photographer for use in creating the slide show.

15. Rehearsal

**All students participating in the Pinning Ceremony are expected to attend the rehearsal.**

B. Expenditures/Class Funds

1. All class monies are maintained in the College Bank. The class treasurers coordinate the Pinning Ceremony budget; all transfers of funds and reimbursements must be signed by the class president or treasurers, the Pinning Ceremony Advisor, and the School of Nursing Dean. A receipt must be submitted with each requisition. Requisitions must be submitted within 15 days of the Pinning Ceremony. Reimbursements may take a minimum of three days.
2. The following are provided by the College: Use of Landis Auditorium and reception site. A small portion of the ASRCC budget may be allotted for the Pinning Ceremony and this amount varies each year.

3. All expenditures must be itemized with receipts in order for funds to be distributed. Individual students generally pay for school pin, apparel selected by class, pictures, cap, and lamp/candle, if applicable.
4. If the class decides to assess class dues the dues will be collected in Nursing 3/VN 62.
5. Students will be given an opportunity to vote on how they would like their remaining class funds to be disbursed after graduation. Students will vote on the following options (majority vote will prevail in the decision):
  - \_\_\_\_\_ Nursing Endowed Scholarship Fund (will provide a scholarship for the Man and Woman of Distinction from the VN and ADN Programs)
  - \_\_\_\_\_ ADN or VN Emergency Fund (used for short-term loans that are repaid by a student prior to the end of the semester)
  - \_\_\_\_\_ Student Nurses Organization
  - \_\_\_\_\_ Upcoming Graduating Class
  - \_\_\_\_\_ Established Nursing Endowed Scholarship Specify: \_\_\_\_\_
  - \_\_\_\_\_ Other

C. Pinning Advisors Responsibilities

1. Dates and time for the Pinning Ceremony and rehearsal:
  - a. The dates and times for the Pinning Ceremony, Pinning Ceremony rehearsal, and decorating are determined by the nursing faculty prior to the start of each academic year.
  - b. Requests for Landis Auditorium and Bradshaw Student Center or other reception site are completed and filed by the Instructional Department Specialist. The Pinning Ceremony Advisor(s) confirm that requests have been submitted.
  - c. The time and date of the rehearsal will be announced to faculty by Pinning Advisor(s). Arranges for the class to preview the slide show at the beginning of the rehearsal.
  - d. Ensure the ceremony is completed in one hour. Slide presentation (optional) will begin 15 minutes prior to the start of the ceremony (3:45 p.m.).
2. Set-up
  - a. A floor plan for Landis Auditorium and Bradshaw Student Center or other reception site completed by the students, in conjunction with the Pinning Advisor, must be submitted at the time the facility request is submitted. (See Time Table)
  - b. Landis: Supply podium (with RCC emblem), microphone, enough chairs for all class members, risers for chairs, 8 foot table, chair on which mistress/master of ceremonies sits. Requests reasonable room for students to walk between chairs on risers and steps in back two rows.

3. Distribution of Left-Over Class Monies
  - a. The Pinning Ceremony Advisors, in collaboration with the class president, will be responsible for obtaining the signatures of the class president/treasurer, Pinning Advisor, and Dean on the ASRCC Requisition form prior to the Pinning Ceremony.
  - b. The Pinning Advisors will not disburse left over class funds until 90 days after the date of the Pinning Ceremony.
  - c. After 90 days, the Pinning Advisors will submit the signed ASRCC Requisition form to the college bank so that the funds can be disbursed according to the directions voted by the graduating class.
4. Pinning Advisor(s) contacts the Administrative Assistant to the College President to place pinning date and time on calendar. The Administrative Assistant will notify the Chancellor. Pinning Advisor to also contact Vice President, Academic Affairs and Vice President, Career and Technical Programs.
5. For each Spring ceremony, notify the RCCD Foundation regarding the Becky Weckler Award. The Foundation contacts the Weckler family. Send an invitation to the Weckler family.
6. Meets with the IMC Coordinator early in the semester to clarify requests for audiovisual materials and services. Submits official request form.
7. Submits and confirms diagram of floor plan for Landis Auditorium and reception area to Facilities.
8. Develops the program for the Pinning Ceremony utilizing school guidelines.
9. Confirms the Program Assistant Chair as Master/Mistress of Ceremonies.
10. Participation by Administration:
  - a. Welcome: College President and Chancellor
  - b. Scrolls: Vice President, Academic Affairs
  - c. Congratulatory remarks: Dean and/or Associate Dean, School of Nursing
  - d. Presentation of the Class: Associate Vice Chancellor, Occupational Education
11. Ensures that all students, faculty speakers, and presenters attend rehearsal.
12. Sends written reminder of rehearsal to faculty participants. Administrators need not attend.

D. Semester Level Planning

1. Nursing 1
  - a. Participate in SNO activities.
  - b. Assist Nursing 4 graduates with the Pinning Ceremony.
2. Nursing 2 and VN52
  - a. Same as above.
  - b. Same as above.

- c. Begin to formulate fundraising activities to meet anticipated budget costs (see Addendum A).
3. Nursing 3 and VN61/62
  - a. Same as above.
  - b. Same as above.
  - c. Dues in the amount of \$40.00 to be collected (if class voted for this option) and/or fundraising activities to be continued.
  - d. At the end of the semester, class president will obtain information from Pinning Advisor(s) about scheduling professional photographs during the Intersessions.
4. Nursing 4 and VN 70/71
  - a. After the first exam:
    - (1) Request copies of comprehensive guidelines for planning a Pinning Ceremony from Pinning Advisor(s).
    - (2) Develop overall plan for Pinning Ceremony in collaboration with Pinning Advisor(s).
    - (3) Committee formulation.
    - (4) Contact assistant to College President to request participation in Pinning Ceremony.
    - (5) Begin preliminary planning.
    - (6) Order pins, lamps, and caps.
    - (7) Pinning advisors to order pinning invitations and programs. Invitations will be sent to college-wide faculty via e-vite.
  - b. Committees and/or entire class must meet at least monthly with the Pinning Advisor(s).

E. Committees:

1. Committees are utilized to complete the preparations for the ceremony and to give all students the opportunity and responsibility to share in Pinning Ceremony plans. Class officers coordinate the committees for the event.
2. Each committee has 6 - 10 members and selects a chairperson.
3. Committees include:
  - a. Pinning Ceremony Committee
  - b. Picture/Video Committee
  - c. Invitations/ Program Committee
  - d. Reception Committee
  - e. Hostesses/Hosts Committee
4. *Pinning Ceremony Committee Functions:*
  - a. Comprised of class officers and the chairpersons of the committees.
  - b. Chaired by the class president.

- c. Coordinates all committees and activities. Meets at least monthly with Pinning Ceremony Advisor(s).
  - d. Approves all financial requests; works within budget.
  - e. If class desires, sends class photo to Pinning Advisor(s) for inclusion in program.
  - f. Coordinates the selection of a theme voted for by the class, which can be used to organize the ceremony and reception.
  - g. Confirms the N4/VN class president(s) as class speaker(s). Suggested content: challenge or thank you. Speeches will be expressed in a professional manner. Speech must be limited to **two** minutes **each**. (See Time Table) Speech must be submitted to Pinning Ceremony Advisor(s) at least two weeks in advance for final approval. No reference to religion is permitted.
  - h. Full-time nursing faculty members to present pins, read names, hand out flowers, lead students in the nursing pledge, lighting the Lamp of Learning, and reading goal statements will be assigned by the program on a rotating basis. A list of the faculty participants will be provided to the students at the beginning of the semester. Students vote on the role each faculty will perform.
  - i. Arranges for slide show, processional, and recessional music at the ceremony. Coordinates with the Auditorium Specialist **one month in advance under Advisor's direction**. Keeps all mutually established appointments with Landis Auditorium staff.
  - j. Arranges to purchase flowers without thorns for presentation to students during the Pinning Presentation Ceremony. This is optional.
5. *Graduation Picture Committee:*
- a. Surveys studios for price quotes. Surveys class to determine which studio students prefer for pictures. Recommend Coiner Studios.
  - b. Arranges group pricing schedule. Coordinates any fees with the Pinning Ceremony Advisors/class treasurers.
  - c. Arranges dates and times students may go for sitting.
  - d. Arranges to leave nurse's cap and pin at the picture site for student use. Obtains pin and nurse's cap from advisor(s). Cap is optional for the picture. All students will wear a white uniform – no black ties.
  - e. Plans class photo layout. Most studios will provide a composite picture for the School of Nursing at no cost. When the picture is received, the committee frames it and forwards it to the School of Nursing secretary for placement in the hall graduate photo gallery.
  - f. If class votes on slideshow, sends thank-you notes to Landis personnel.
  - g. Forwards professional and class pictures to the Picture Committee.
  - h. Collects 1 professional photo and 1 clinical setting picture from each student. All students must be represented.
6. *Pinning Ceremony Invitations Committee:*
- a. Surveys class to identify if a verse or a class theme is wanted for invitations/ program. The colors of the invitations will be RCC's black and orange.

- b. Works within budgetary constraints. Makes arrangements with Advisor(s) to utilize RCC's Graphics Department.
  - c. After approval, orders invitations: each class member generally receives 15 invitations. A few invitations will be sent to key college administrators, otherwise department chairs, deans, and faculty will receive invitation via e-vite.
  - d. Submits bills and receipts to the Pinning Ceremony Advisor(s)/class treasurer for payment before end of semester.
7. *Pinning Ceremony Program Committee:*
- a. Once the program is developed through the Pinning Ceremony Committee, surveys class to determine special program style. Works within budgetary constraints. (See Time Line)
  - b. Nurse's pledge is printed on the back of program.
  - c. After program format has been approved by class. Coordinates program with invitations committee.
  - d. Average number of programs ordered has been 1500. Assures that programs are printed at least one month in advance. (See Time Line)
  - e. Submits bill/receipts to Pinning Ceremony Committee for payment before end of semester.
  - f. Purchases one long tapered white wax candle to be placed in "Lamp of Learning" (available in Dean's office) and lit during the Pinning Ceremony.
  - g. Prepares a "scroll" using a white plain paper or "The Nursing Pin," rolling it, tying it with a ribbon, and placing it in a basket. Assures the placement of the basket during rehearsal in Landis Auditorium.
  - h. Completes the set up of Landis Auditorium. Prepares the pinning table including tablecloths. Ropes off area for faculty/guest seating.
  - i. The process for distributing the pin will be determined by the Pinning Committee Advisor(s), in collaboration with the students. The class will purchase a minimum of 1/2" ribbon for faculty to pin students with.
  - j. All students participating in the Pinning Ceremony will submit a short, one-sentence goal statement to be read during the time he/she is pinned. Pinning Advisors will review, edit and approve goal statements.
  - k. Includes the names of the RCCD Board of Trustees on the program.
8. *Pinning Ceremony Reception Committee:*
- a. Surveys the class and plans the reception that is held after the pinning. (See Time Line) Identify one student to serve as liaison to Cafeteria Manager.
  - b. Arranges for decorations - tables, stage
  - c. Arranges for music or additional slideshow at the reception.
  - d. Arranges for refreshments and paper goods.
  - e. Works with Host/Hostess Committee.

- f. Submits bills and receipts for the reception to the Pinning Ceremony Committee for payment before end of day.

**NOTE:** The RCC Cafeteria may have refreshments and necessary items available such as punch bowls, coffee urns, table cloths. Check with Food Services secretary for current prices and availability.

9. *Pinning Hostesses/Hosts Committee:*

- a. Selects 6 to 8 individuals to distribute programs and greet guests at the Pinning Ceremony. Collect the candles and equipment following the ceremony and return them to the School of Nursing office. These individuals are asked to be available 90 minutes prior to the ceremony.
- b. Arranges at least 10 - 12 individuals to be servers at the reception. Meets with helpers at least two times prior to the day of Pinning Ceremony to coordinate activities.

NOTE: Have underclassmen responsible for care of any problems that may arise during the reception and care of floral arrangements afterwards.

- c. Sends thank you notes to all underclassmen who provided assistance at the Pinning Ceremony.
- d. Obtains commitment from 4-6 volunteers to stay until the end of the reception to assist in the clean-up.
- e. Asks 4-6 volunteers to report to the stage directly after the ceremony to assist in returning School of Nursing property (easel, baskets, table skirt, candles.) to the office.
- f. During the Pinning Ceremony, arranges for a volunteer to stand at each stairway onto the stage to assist students and speakers and to prevent members of the audience from going up on stage during the ceremony.
- g. Arranges for 2 volunteers to sit in LS 201AB after the ceremony to provide security and allow graduates to obtain their possessions.
- h. Student Volunteers: Nursing 1, reception help; Nursing 2, take down Landis decorations; Nursing 3, greeters/programs.

F. Day of Pinning Ceremony

1. Student Appearance and Professional Behavior

Students will wear the attire voted on by the class (see above). **Only students who are professionally dressed will be allowed to participate.** Jewelry guidelines are consistent with RCC uniform guidelines. In keeping with the professional nature of the Pinning Ceremony, no high heels, short skirts, jeans, or chewing gum are allowed. Students will be required to sign a form of compliance. Each graduate will be reviewed to ensure compliance with professional attire.

2. Prior to the Ceremony:

Graduates will congregate in LS 201AB or other designated room to obtain their pin and walk as a group to the auditorium. No student arriving late will participate.

**PROJECTED BUDGET ESTIMATES**  
(per 100 students)

1. Free Landis Auditorium for Pinning Ceremony
2. Free Student center for reception
3. \$375 (Est) Basic invitation printed by RCC's Graphics Department (based on 15 invitations/student + 10)
4. \$250 Basic program printed by RCC's Graphics Department (1,000 - 1,500)
5. \$550 Cake, cookies, drinks, paper goods, utensils
6. \$500 Decorations (plants, flowers, etc.)
7. Free Composite picture with frame
8. \$150 Slide show
9. \$150 Long-stemmed flowers for presentation to students (optional)

**INDIVIDUAL STUDENT EXPENSES FOR PINNING CEREMONY**

11. School Pin (optional)
12. White professional uniform, white nursing shoes (no high heels or sandals are permitted), and cap (optional for class): Student may wear RCC uniform if desired (ADN Program only).
13. Pictures (optional)
14. \$11 Lamps/candles
15. \$11 Nursing caps (optional)

Total Pinning Ceremony budget: approximately \$2000

## SUMMARY OF INFORMATION ON PINNING CEREMONY

- Pinning Ceremony is \_\_\_\_\_.
- Pinning Rehearsal is \_\_\_\_\_.
- Decorating will be \_\_\_\_\_.

INVITATIONS

- Each student receives 15 invitations.
- Invitations are paid for out of class funds.

PROGRAMS

- Programs are paid for out of class funds.

PICTURES

- Individual pictures are paid out of pocket.
- Each student should receive a composite of the class with their picture package. The School of Nursing also receives a framed composite for display in the LS 203 hallway.

LAMPS

- Lamps are required and are an out of pocket expense.

NURSING CAPS

- Nursing caps are optional for Pinning Ceremony. They are an out-of-pocket expense.

DECORATIONS

- Are paid for from the class fund.
- This includes all paper products for the reception, all decorations for both the Landis Auditorium and Bradshaw Center, and food/drinks.

PINS

- Are an out-of-pocket expense.
- Stay in the Pinning Ceremony Advisor's office until the ceremony.
- Receipt of pins will be verified by Pinning Advisor(s) and Class officers.

TIME TABLE FOR ADN PROGRAM: December/June

SEPTEMBER / MARCH

- Vote on theme and colors.
- Vote on paper and font for programs and invitations.

OCTOBER / APRIL

- Submit pin orders.
- All lamps must be purchased.
- Class dues are due!
- Submit Program/Invitation orders to RCC Printing and Graphics via Footprints online.
- Submit names as too how they will appear in program.

NOVEMBER / MAY

- All paper products purchased for reception.
- List of all volunteers for Bradshaw-Landis.
- Invitations sent out to college administrators and college-wide community via e-vite.
- Submission of speakers' speeches for approval.
- Minimum 1/2" ribbon purchased for pins.
- All decorations must be purchased for Landis/Bradshaw.

DECEMBER / JUNE

- All scrolls must be rolled and secured with ribbon.
- Rehearsal date \_\_\_\_\_, time \_\_\_\_\_.
- PINNING CEREMONY at 3:45 p.m.
- All thank you letters must be sent out.
- Pinning Ceremony materials (pin board, etc.) returned to proper storage place in School of Nursing.
- Two weeks prior to Pinning, students to sign "Pinning Ceremony Professional Dress Guidelines."

## **DUE DATES FOR VN PROGRAM**

### SEPTEMBER

- Begin fundraising activities

### MARCH / APRIL

- Confirmation of number of guests per student.
- Vote on theme and colors.
- Vote on paper, font, and color of ink for programs and invitations.

### APRIL / MAY

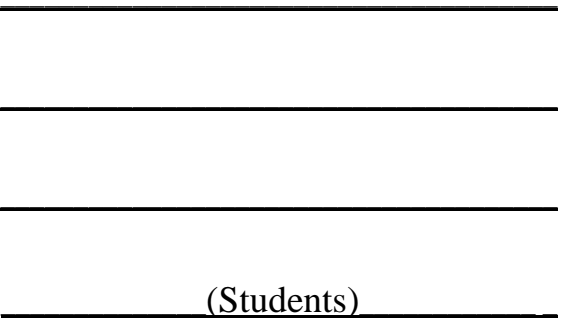
- Class votes on layout of invitations and submits to Pinning Ceremony Advisor(s).
- Submit layout of invitations for approval to Pinning Ceremony Advisor(s).
- Purchase lamps (coordinate with June ADN graduates).
- Class dues are due!
- Layout of Landis Auditorium and Bradshaw Center submitted.
- Class votes on layout of program.
- Submit layout of program for approval to Pinning Ceremony Advisor(s).
- Prepare list of student names for invitation inserts and program.

### JUNE / JULY

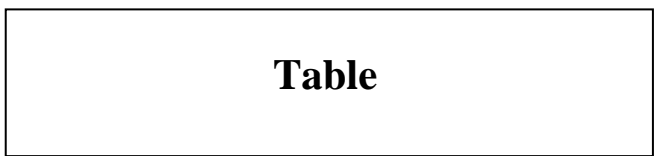
- Class vote on a “certificate.”
- All paper products purchased for reception.
- Contact all volunteers for Bradshaw/Landis and assign duties.
- Invitations must be sent out to college administrators, etc.
- Submission of class president’s speech to Assistant Chair for approval.
- All decorations must be purchased for Landis/Bradshaw.

### JULY / AUGUST

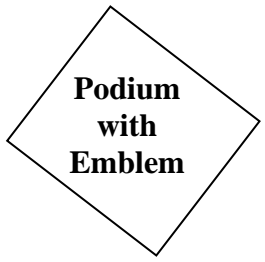
- All certificates must be rolled and secured with ribbon.
- All programs must be folded.
- Rehearsal on day prior to Pinning Ceremony, 1 - 5 pm.
- PINNING CEREMONY at 3:45 p.m.
- All thank you letters must be sent out.
- Pinning Ceremony materials (Lamp of Learning, etc.) returned to proper place.



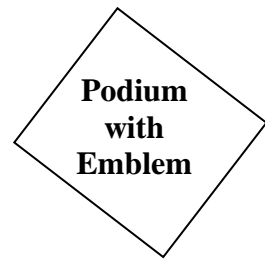
**Chair for  
Mistress  
of Ceremonies**



**Table**



**Podium  
with  
Emblem**



**Podium  
with  
Emblem**



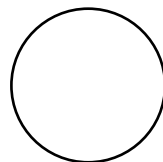
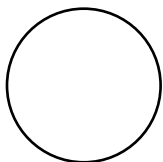
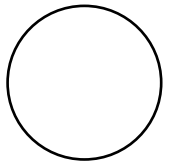
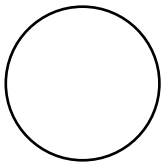
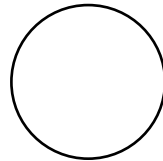
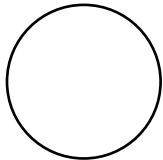
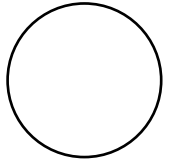
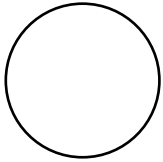
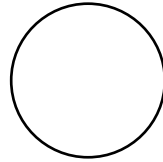
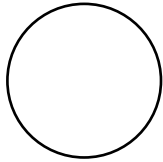
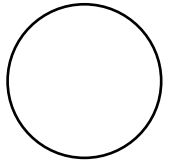
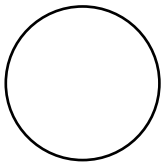
**Audience**

**Bradshaw Student Center**

**Refreshment Tables (3, 6' tables)**

**Liquid  
Refreshment**

**Liquid  
Refreshment**



**RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  
PINNING CEREMONY PROFESSIONAL DRESS GUIDELINES**

I, \_\_\_\_\_, agree to the following professional guidelines as a participant of the RCC School of Nursing Pinning Ceremony. Only students who are professionally dressed will be allowed to participate. I understand that any infraction of the following guidelines will prevent me from participating in the Pinning Ceremony.

For females, the following guidelines will apply:

1. Professional, white, nursing uniform dress or pantsuit (without embellishments) or RCC uniform. No colored scrubs, street clothes, capri/crop pants, or jeans are allowed. No low cut, suggestive, or sheer blouses are permitted. Skirt length must not be shorter than knee level. Appropriate undergarments will be worn and will not be visible through the uniform. No cardigans/sweaters, jackets, or white T-shirts are allowed.
2. Standards for clinical attire apply to the Pinning Ceremony (jewelry, tattoos, make-up, artificial nails).
3. White, professional nursing shoes are to be worn. No tennis shoes, dress shoes, open-toed shoes, or high heels are permitted.
4. White or tan hosiery must be worn. Bare legs are not appropriate.
5. Nursing caps are to be secured with white bobby pins. Wearing of nursing caps is optional/individual choice.

For males, the following guidelines will apply:

1. Professional, white, male nursing uniform or RCC uniform with professional, white nursing shoes.
2. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.
3. Males will be shaved and/or have neatly trimmed facial hair.

Student Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_