

# The College of New Jersey School of Nursing, Health and Exercise Science 2020-2021 Advising Guide

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## **Definition of Academic Advisement**

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary. “

David S. Crockett, Ed. (1987). *Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services*. Iowa City, Iowa . ACT Corporation.

## **Faculty expectations**

School of Nursing, Health, and Exercise Science faculty and professional staff employ a developmental team approach to facilitate student success within the curriculum and beyond. Developmental advising also requires viewing students holistically, helping students to integrate life, career, and academic pursuits. That process requires advisors to forge a trusting relationship with students, one based on mutual respect, genuine concern, honest communication, and appropriate accountability. While the role of faculty advisors is central to guiding students toward understanding and achieving degree and Liberal Learning requirements, they also collaborate with staff to help students develop and progress toward viable educational goals aligned with their values, motivations, intellectual strengths and skills. Faculty advisors also play a key role in helping their students learn about their chosen profession and facilitating preparation for clinical and internship experiences, employment opportunities, and advanced higher education. Advisors also assist students in identifying campus resources and opportunities within and beyond the school. Although advisors are not expected to be all-knowing, they should acquire and share broad knowledge of institutional resources in order to appropriately refer students to helpful campus personnel.

## **Student Expectations**

School of Nursing, Health, and Exercise Science students are expected to become knowledgeable of College resources, college-wide and program-specific academic policies and procedures, as outlined in the Undergraduate Bulletin and their department’s Student Handbook or Academic Policy document:

<https://bulletin.tcnj.edu/2020-2021/undergraduate-degree-programs/>

Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your department’s web site, specifically in the section titled “Student Resources.”

Nursing: <https://nursing.tcnj.edu/>

Health and Exercise Science: <https://hes.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

Students should develop achievable career and educational goals, based on candid assessment of intellectual aptitudes, personal values, and aspirations. In consultation with advising resources, students implement strategies to achieve such goals. Ultimately, students are responsible for decisions and appropriate action..

## **Guidelines for effective advisement – Making the most out of the advisement process**

### For students:

- Familiarize yourself with College and program specific policies, as stated in the Undergraduate Bulletin and department Student Handbooks or academic policy documents as specified above.
- Actively monitor TCNJ email (official communication mode of The College) for academic related announcements.
- Have reasonable expectations regarding the availability of your advisor to meet with you or respond to your email. Follow any specific instructions provided by your advisor.
- Arrive prepared for advising sessions.
- Be prepared to express and discuss your personal goals and interests.
- Do not expect to be told what to do, especially with respect to your career and/or personal goals.
- Be proactive rather than reactive, whenever possible.
- Be honest when discussing progress and identifying strengths and areas of challenge.
- Accept responsibility for decisions made during the advisement process.

### For advisors:

- Get to know your students. Learn about their life and career aspirations, their intellectual and other strengths and challenges, as well as eligibility for special accommodations.
- Be respectful of your students. Maintain confidentiality as set forth by FERPA regulations (<http://www.tcnj.edu/~recreg/ferpatutorial/index.html>).
- Look out for your students' welfare. Report any concerning behavior as set forth by the Student of Concern procedure (<http://www.tcnj.edu/~sa/studentofconcern/>).
- Be knowledgeable of campus resources and have in-depth knowledge of academic policy within your discipline.
- Seek to understand underlying assumptions or reasons for student questions or concerns. Gently challenge your students to examine root causes for their statements and claims.
- Use open-ended questions to gather helpful insights.
- Set reasonable limits and help students understand them.
- Be available as much as possible, especially for students who appear to be in distress.
- Consult with your department chair and/or assistant dean for guidance with complicated cases, such as students in distress. In such cases, faculty are strongly urged to file a TCNJ Cares Report with Mental Health Services (MHS) at: <https://mhs.tcnj.edu/>

## **Guidelines for effective advisement – Communication between advisors and students**

### **Advising assignments**

The School of Nursing, Health, and Exercise Science makes advising assignments prior to the beginning of the Fall term. Typically, unless the student changes their major, they will remain with the same faculty advisor for the duration of their studies within the School of Nursing, Health, and Exercise Science. To balance faculty advising loads, sometimes students are reassigned advisors. For unusual cases in where there is a personality “mismatch,” students can request an advisor reassignment from their department chairperson or program coordinator. Advising assignments are posted in students’ and faculty’s PAWS accounts.

### **Welcome message**

Faculty and students are encouraged to introduce themselves upon learning of their advising assignment. School of Nursing, Health, and Exercise Science faculty contact information is available on the TCNJ website directory and on the academic programs website. School of Nursing, Health, and Exercise Science department offices in Trenton Hall 206 can assist students in locating a faculty member’s office. Faculty teaching schedules and office hours are posted by their office door.

### **Required registration-related advising sessions**

Every term, weeks prior to the registration cycle for the subsequent semester, School of Nursing, Health, and Exercise Science students receive an advising hold that prevents them from processing registration related transactions. The Office of Records and Registration notifies students that an academic hold has been placed in their account. Upon receiving notification of the hold, students are to contact their advisor to set up a registration related advisement meeting. Advising holds will only be lifted following a formal *in-person* advising session in where the student and advisor agree upon course selection for the subsequent semester, and record the course plan in an Advisor Course Approval Form.

The following topics are to be covered registration-related advisement sessions:

- Academic Requirements Report review
- Course History review
- Transfer Credit report review
- Shopping cart selection

### **Developmental advisement**

Developmental advisement refers to advisement conversations that aid in the holistic development of a student, covering a span that can transcend the academic realm. This type of advisement can be incorporated during the mandatory registration-related advisement sessions, or discussed at alternate times.

## Possible Advising Session Discussion Topics

- College, School and Departmental policy review
  - Retention Policy
  - School and College-wide Probation and Dismissal
  - Withdrawal and leave of absence
  - Academic Integrity policy and Plagiarism
- Campus resources
  - Tutoring
  - Mental Health Services
  - Center for Integrative Wellness
  - Center for Student Success
  - Health services
  - Student financial services
  - Study abroad
  - Approval for taking courses at another institution
  - Co-curricular student engagement
  - Study abroad
  - Internships
  - Research and Independent Study
  - Applications for employment and graduate school/professional school
  - Clubs/organizations
  - Athletics
  - Honor societies
- Transitioning to another major
  - How to transition external and internal transfer students into the plan
  - PAWS “What If Report”
  - PAWS “My Planner”

## **USING PAWS - FREQUENTLY ASKED QUESTIONS**

### **What is the Academic Requirements Page?**

The PAWS academic requirements page is a degree “audit” page. The top of the page lists academic information with program enrollment. The page lists all aspects of degree requirements. The page is a tool to assist students in tracking their progress towards completion of degree requirements. Requirements that are already satisfied show as closed (collapsed); pending requirements show open (expanded). The planner is unique to the student, and showing completed and pending requirements, including processed transfer credit. A tutorial on how to use the report is available online ([http://www.tcnj.edu/~it/paws/tutorials/CS\\_AAR/AAR.html](http://www.tcnj.edu/~it/paws/tutorials/CS_AAR/AAR.html)).

### **What is the Course History page?**

The PAWS course history page shows grades earned for every course completed at The College as well as accepted transfer credit. Courses can be sorted by term or name.

### **What is the Shopping Cart used for?**

The PAWS shopping cart allows you to select classes that you are interested in taking prior to your registration window. Once classes are placed on the cart, you can use the validate feature to check requisites or class reservations. Adding classes to your Shopping Cart or using the validate feature **does not** guarantee enrollment, is not a waitlist, and does not give any priority placement into the course. Saving your selections to the shopping cart can help you narrow down your alternatives as you prepare for your registration advisement session. Once your registration window opens, you can use your shopping cart selections to register for classes.

### **I have a hold on my account. How do I clear it?**

You can view holds in the “holds” section of the Student Center page of your PAWS account. If the box is blank, there are no holds posted on your account. The holds section will list any existing holds. By selecting the detail option, you can view the effective date of the hold and the department responsible for placing the hold. Please note that the hold can only be lifted by the department/unit that placed the hold. Please contact the office that placed the hold on your account if you have questions as to how to get the hold removed.

## **TRANSFER, ADVANCED PLACEMENT AND BY-EXAMINATION CREDIT - FREQUENTLY ASKED QUESTIONS**

### **Can I take courses at another institution towards my major?**

The first step is to consult with academic policies for your major and *in advance* with your faculty advisor or department chair for approval, as some courses may be required to be taken at TCNJ. Getting advanced authorization will ensure that the credit will be accepted by TCNJ, provided you earn a grade of C or above and have transcripts sent to The College. To ensure that courses taken at another institution will be transferable towards your current major, you should ensure that the course you want to take is a match to one of our offerings. Transfer equivalencies for courses from NJ community colleges are posted online (<http://www.njtransfer.org/>). If the course you want is from another institution, you should fill out a Course Authorization form: (<http://www.tcnj.edu/~recreg/policies/documents/CourseAuthorizationForm.pdf>).

### **How are transfer credits related to course units?**

One course unit equals four (4) semester hours. For example, a 3-semester hour course will equal .75 course units. If you earn three transfer credits as the equivalent of a TCNJ course that is worth one course unit, you would have that course completed towards degree requirements, but only earn 0.75 course units towards the course unit total required of your degree program. You would need to make up the remaining 0.25 course units to satisfy degree requirements. You can do so with elective credit (regardless of content), or by taking an extra class in any subject that is worth at least 0.25 course units.

### **What is the maximum number of credits I can transfer to TCNJ?**

You can transfer up to 16 course units (64 credits) from a community or junior college. You can transfer all credit from a complete AA/AS degree but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program. You can transfer up to 20 course units (80 semester hours) from all sources (four-year institutions and community/junior colleges).

### **I am a new TCNJ transfer student. Who determines what transfer credit I am awarded?**

If you are a transfer student, the Records and Registration office will evaluate credit from other institutions and post approved equivalencies to your PAWS account. The department chairperson evaluates major-related course equivalencies during Transfer Orientation. Requests for re-evaluation of Liberal Learning equivalent coursework must be forwarded to the Associate Provost for Liberal Learning, Dr. Christopher Murphy at <http://liberallearning.tcnj.edu/>

### **I am a current TCNJ student who wants to take a course at another institution. Who determines what transfer credit I will be awarded?**

Current students should determine transferability of courses prior to enrolling in another institution. If the course of interest is offered by a NJ community college, students can consult the equivalency tables listed on [www.njtransfer.org](http://www.njtransfer.org) (TCNJ must be set as the receiving institution; the sending institution is where you want to take the course at). If the course is not offered by a NJ community college, then the student needs to present a course description and/or syllabus for consideration to either the department chair (for major requirements) or the Director of Liberal Learning (for Liberal Learning

requirements), along with a Course Authorization form. Upon receiving approval from either their department or Liberal Learning Office, the form is submitted to the Office of Records and Registration for further processing. The course authorization is conditional upon earning a minimum grade of C or above from the offering institution in order to receive transfer credit. Transcripts need to be sent to R&R at TCNJ for credit to be applied to a student's transcript. Students seeking to take courses elsewhere to satisfy major requirements must first consult department academic policies and secure approval from their department chair in order to ensure compliance and avoid potential disruption of plans for degree completion.

#### **Does TCNJ accept Advanced Placement credit?**

The College publishes an annual table listing the minimum score required on an AP exam to obtain AP credit at TCNJ, and the course for which the credit is awarded. The table is available online <http://www.tcnj.edu/~recreg/policies/advancedplacement.html>. Students must have their scores sent from ETS directly to the Office of Records and Registration.

#### **How can I get credit for knowledge earned?**

Departments *may* offer credit by examination for a particular course. If you are interested in obtaining credit by examination, please consult with the Department Chairperson with oversight over the course for which you are seeking credit. If appropriate, the Chair will assign a faculty member to administer the exam. The student must complete a form available online at: (<http://www.tcnj.edu/~recreg/policies/tcnjexam.html>), and pay the required fee.

### **PREPARING FOR REGISTRATION - FREQUENTLY ASKED QUESTIONS**

#### **How many courses am I allowed to enroll in per semester?**

The standard semester course load for School of Nursing, Health, and Exercise Science students is four course units, but students may enroll in up to 4.5 units on their own. Students must request approval from their department chair and seek final approval from the assistant dean to enroll in more than 4.5 units in a given semester. College policy requires a 3.3 GPA or higher and at least sophomore status (8 units or more earned at TCNJ).

#### **Is there extra cost associated with taking more than the standard course unit load?**

Not at this time.

#### **How many courses am I allowed to enroll in for the summer?**

You may take up to 3 course units over the summer.

#### **Can I take courses at other institutions while concurrently enrolled at The College?**

With prior approval from department chair and dean, students may enroll in courses at other institutions while concurrently enrolled at The College. However, students may not exceed the maximum term course load of 4.5 units set by The College. As always, students must comply with departmental course requirements in their major, which may preclude taking major courses elsewhere.



### **How can I enroll in independent study?**

Students interested in pursuing independent study must first identify a faculty sponsor. In consultation with the sponsor, the student must complete both The College's application for Independent Study as well as the School of Nursing, Health, and Exercise Science supplemental form. The School requires signature of the student, faculty sponsor, as well as chair and dean's level approval for consideration. Upon securing the required signatures, the form is forwarded to the Office of Records and Registration for further processing.

### **Can I check for completion of prerequisites prior to my registration appointment?**

To confirm that you have fulfilled prerequisites, you can use the "Validate" feature in PAWS. Instructions on how to do so are available online <http://www.tcnj.edu/~it/paws/documents/validate.pdf>. PAWS will conditionally allow for registration if you are currently enrolled in a prerequisite course. *Should you not pass prerequisite coursework, you will be asked to de-register from any courses for which you have not completed prerequisites for by the end of the add/drop period.* Students will be allowed to use transfer credit towards prerequisite completion, if appropriate. If the validate feature shows that you have not completed a prerequisite but you believe it to be in error (i.e., PAWS does not recognize transfer credit), please inform your respective department chair or your assistant dean.

## **ACADEMIC POLICIES - FREQUENTLY ASKED QUESTIONS**

### **How is the GPA calculated?**

A student's grade point average (GPA) is based only on courses taken at The College of New Jersey. These include courses taken during The College's summer session and credits earned through the National Student Exchange program. Items not included in the calculation of the grade point average include courses below the 100 level; courses taken on a Pass/Unsatisfactory basis; audited courses; courses transferred from other institutions; and credits earned through international exchange/study abroad programs. The grade point average is calculated by dividing a student's total quality points by his or her total quality hours. Quality points are calculated by multiplying the number of credits for a course by the weight of the grade earned in that course.

### **What is the College's Dismissal Policy? (Check department and UG bulletin)**

Students placed on TCNJ academic warning or probation for two consecutive semesters or three semesters are dismissed from the College. Students can appeal the dismissal decision. Details are available on the Records and Registration website.

### **What determines College probation and warning status?**

Good academic standing is achieved by attainment of the minimum required GPA (1.75 for up to 8 attempted courses and 2.0 for more than 8 attempted courses (excluding credits transferred from other institutions and classes graded with W, P and NCR). Failure to meet good academic standing places student in academic warning or probation for the term. Students can only enroll in three course units per term while on probation or warning.

### **What are program Retention Standards?**

The retention standards dictate the minimum acceptable grade/s in a set of specified courses for a student to be retained in the major.

### **What are the School of Nursing, Health , and Exercise Science standards for Retention?**

Retention standards vary according to your major. Refer to your department's Undergraduate Bulletin, which may be found at <https://bulletin.tcnj.edu/2019-2020/nursing-health-exercise-science>.

Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your department's web site, specifically the section titled "Student Resources."

Nursing: <https://nursing.tcnj.edu/>

Health and Exercise Science: <https://hes.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

### **Can I repeat courses?**

Courses may be repeated once. If a student wishes to repeat a course more than once, approval of the department chair of the student's major and that of the department offering the course is required. Student must submit a completed Repeat of Course Authorization Form available online to the office of Records and Registration: <https://recreg.tcnj.edu/files/2016/12/Repeat-of-Course-Authorization.pdf>.

### **How does repeating a course affect the GPA calculation?**

School of Nursing, Health, and Exercise Science majors who repeat a course will have the most current grade counted towards the GPA. The former grades still appear on the transcript, but are not used in the GPA calculation. Students must petition to have their GPA re-calculated by filing the Repeat of Course Notification Form online <https://recreg.tcnj.edu/files/2016/12/Repeat-of-course-notification-form.pdf>. Note that this only applies to grades earned at TCNJ. Grades earned at another institution are not counted towards the GPA.

## **REGISTRATION PROBLEMS - FREQUENTLY ASKED QUESTIONS**

### **When I try to enroll in a course, I get an error message stating there is a hold in my account. How do I clear the hold?**

As a condition for registration, School of Nursing, Health, and Exercise Science students are required to meet with their academic adviser to agree upon course *prior* to selection for the subsequent term. Some students may have registration holds at the discretion of the faculty advisor or department chair. The advising hold will be lifted once students has met with the advisor to discuss course selection. Students with other kinds of holds (health services, financial, etc) will not be allowed to register until the holds are cleared by the appropriate office. Students must contact the office responsible for placing that hold for assistance.

### **The class I want has seats available, but I cannot secure a seat because they are reserved. What does this mean?**

Please note that some seats are reserved for student cohorts (students in particular majors or class standing). While a section may have open seats, note that if the seats are reserved for a group that you do not qualify for, you will not be able to register for that section. PAWS will return an error message to inform you of the reason.

**I am supposed to enroll in a course offered by the School of Nursing, Health, and Exercise Science, but all sections are closed. How can I get a seat in the class?**

Students who are successfully following the recommended semester by semester plan for their program, taking every course as per the sequence each term, should be able to secure a seat in the required School of Nursing, Health, and Exercise Science courses (not necessarily in your choice of section). Please contact your department chairperson or coordinator if you qualify for the above criteria but are closed out of a required School of Nursing, Health, and Exercise Science course. We will accommodate students who inform us of the above *during the official registration window*. We may not be able to accommodate students who entered their program on a spring term or are taking courses out of sequence. *We may not be able to accommodate students who request registration into closed School of Nursing, Health, and Exercise Science classes beyond the registration window.*

**I am supposed to enroll in a course offered outside of the School of Nursing, Health, and Exercise Science, but all sections are closed. How can I get a seat in the class?**

Students who are successfully following the recommended semester-by-semester plan for their program, taking every course as per the sequence each term, and are closed out of required course in another School, should contact the chairperson of the department offering the course. You should ask to be placed on a wait list, if available. Please also inform your major's chairperson or coordinator so that they can advocate on your behalf.

The School of Nursing, Health, and Exercise Science cannot assist you with closed Liberal Learning courses. Please contact the chairperson of the department offering the course to request assistance *if you have an extenuating circumstance for doing so* (i.e., you have only one semester left to graduate and all courses with the domain and civic responsibility that you require are closed). If the department offering the course cannot assist you, please contact the Director of Liberal Learning to discuss the impact of this issue on your graduation plans.

**I cannot enroll in a class because I do not have the proper prerequisites; however, I can prove my knowledge of the prerequisite content. Can I still be signed into the class I need?**

Typically, that is not possible. In some instances, a student has completed an equivalent prerequisite course, but it has not been properly evaluated by the appropriate department chair. In that case, an official transcript must be sent to the chair for evaluation. If approved, a waiver will be sent to Records and Registration to update the student's official TCNJ transcript. Certain circumstances may qualify a student for a waiver of prerequisite for School courses. If so, please request a waiver from your respective department chair or coordinator. You will have to substantiate your request to be considered for approval, and obtain all the necessary signatures as required by the form. If granted approval, you can obtain an authorization number (in advance of your PAWS registration appointment time) from your department chair to bypass the requisite to register at your appointment time.

## **LIBERAL LEARNING REQUIREMENTS - FREQUENTLY ASKED QUESTIONS**

### **What are the Liberal Learning requirements?**

Students at The College have three options for completing Liberal Learning requirements. Option A involves completing an approved 6-8 course interdisciplinary concentration. Option B involves completing a self-designed 6-8 course interdisciplinary concentration. Option C, the most common route by far, involves completing a 9- c o u r s e set of distribution requirements. All of these options include completion of a writing intensive course for first semester students (FSP), an online information literacy tutorial (IDS 102) and fulfillment of the civic responsibilities requirement (IDS 103 either through a sustained experience, or as an attribute of the Option A, B, or C, or FSP coursework). The FSP may only satisfy up to two Civic responsibilities, but none of the Breadth Requirement domains, such as Literary, Visual & Performing Arts, World Views and Ways of Knowing, Behavioral, Social or Cultural Perspectives or Social Change in Historical Perspectives.

### **How are Liberal Learning requirements fulfilled for my major?**

Every major in the School of Nursing, Health, and Exercise Science requires completion of all Liberal Learning Breadth Requirements and Civic Responsibilities. The number of courses required depends on the major course requirements, as some required major courses might satisfy both the major and Liberal Learning. Refer to your department's Undergraduate Bulletin, which may be found at <https://bulletin.tcnj.edu/2018-2019/nursing-health-exercise-science/>.

Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your department's web site, specifically the section titled "Student Resources."

Nursing: <https://nursing.tcnj.edu/>

Health and Exercise Science: <https://hes.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

## **CHANGE OF MAJOR - FREQUENTLY ASKED QUESTIONS**

### **Who do I speak to about changing my major?**

You should approach your advisor with your interest in switching majors. You should explore your interests by requesting an appointment with the chairperson of the department or the assistant dean of the school offering the major you are interested in.

### **Can I change my major within the School of Nursing, Health, and Exercise Science?**

If you are interested in switching to a major program in the School of Nursing, Health, and Exercise Science, you should speak with the chair of the department offering the major of interest. Some majors have competitive internal transfer application processes, owing to high demand and limited enrollment capacity. Programs such as Nursing have reached enrollment capacity and unfortunately, cannot admit internal transfers for the 2019-20 academic year. The Public Health and Health, and Exercise Science departments consider applications at the end of the Fall and Spring terms for admission in the following term. Decisions will be announced to students prior to the registration cycle.

**I have decided to change my major, but I still have a School of Nursing, Health, and Exercise Science hold. My advisor will not lift my hold until I meet with him/her. Why do I still have to meet with a School of Nursing, Health, and Exercise Science advisor if I no longer want to pursue a major within that school?**

Making the decision to switch majors and taking classes required of your new interest is not the same as actually processing a change of major. You will need to fill out a change of major form and secure the approval and signature of the chair of the department offering the major of interest (Note- Some majors have specific eligibility requirements and require submitting an application). The form is sent to the Office of Records and Registration for further processing. Records and Registration processes change of major forms twice per year, in early Fall and early Spring. Please check the academic calendar for submission deadlines. As long as you remain a School of Nursing, Health, and Exercise Science student (i.e., your PAWS account shows your major as one within our school), you must abide by School of Nursing, Health, and Exercise Science policies and procedures, regardless of your intent to switch out of a School of Nursing, Health, and Exercise Science major. We will continue to place advising holds and expect you to meet with an academic adviser to review registration plans. Your new program of interest cannot lift a School of Nursing, Health, and Exercise Science hold.

### **CAMPUS RESOURCES - FREQUENTLY ASKED QUESTIONS**

**I am having a hard time adjusting to the academic demands of my major. Who is available to help?**

The Center for Academic Success provides academic assistance programs which strengthen academic performance and promotes student success and retention. Personalized academic coaching is available for students needing assistance with time management, effective reading, test taking, academic motivation, and a host of other study skills. Academic Enhancement Workshops are offered intermittently throughout the year and teach innovative strategies and techniques to assist students with their own unique challenges and experiences. The Center can also provide resource and support in choosing academic courses.

**What tutoring services are available to students?**

The College's Tutoring Center is located in Roscoe West Hall. The Center offers one-on-one tutoring, drop in tutoring and study groups in a variety of subjects. Tutoring services are free to students and tutors are trained and paid for their services. Please note that tutoring availability for upper level coursework may be limited. The School of Nursing, Health, and Exercise Science is piloting a volunteer tutoring program in Armstrong Hall. Information is available on the School of Nursing, Health, and Exercise Science website.

**What study abroad opportunities are available School of Nursing, Health, and Exercise Science students?**

If you are interested in studying abroad, please visit The College's Global Programs website to begin to explore your options. Opportunities are available according to academic term, but some major programs such as Nursing, only permit study abroad during summer or winter terms. Please mention your study abroad interest to your academic advisor. It will be important to plan course selection and degree

completion plans in accord with your travel plans.

### **CONTACT INFORMATION**

#### **Dean's Office**

Carole Kenner, Dean of School of Nursing, Health and Exercise Science  
Antonino Scarpati, Assistant Dean of Nursing, Health and Exercise Science

#### **Acknowledgement:**

*We would like to thank the School of Engineering for allowing us to adapt some content from the School's advising guidelines. .*