

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
SCHOOL OF NURSING
COLLEGE OF HEALTH, EDUCATION AND PROFESSIONAL STUDIES
ACADEMIC ADVISING SYLLABUS**

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Appointment Hours: Monday - Thursday, 9-4pm

*See availability in SSC Campus/Navigate

Mission of Advising at UTC:

The University of Tennessee at Chattanooga strives for student success and views academic advising as a vital component of the educational experience. Advising engages and empowers students to develop educational plans that will meet their academic, career, and personal goals.

Student Expectations

You have responsibilities in the advising partnership to help you be successful. As an advisee, you are expected to:

1. Schedule and attend your required advising appointments each semester.
2. Monitor your progress in your courses and ask your advisor for help as soon as a problem arises.
3. Take responsibility for your schedule, educational goals, and career plans.
4. Come prepared to advising appointments with questions and any assignments complete.
5. Understand degree requirements for majors you are considering.
6. Create and follow a plan that will lead you to a timely graduation.
7. Follow-up on referrals your advisor makes.
8. Check your UTC email daily.

Advisor Expectations

1. In an effort to meet the academic advising goals of the University, advisors will be expected to:
 - a. Provide accurate, program-based knowledge.
 - b. Utilize the University web site, course catalog, class schedule, Clear Paths for Advising, and other University resources to provide accurate information.
 - c. Clearly explain general education, major, degree, and graduation requirements for the program or unit under which they advise.
 - d. Be knowledgeable in current prerequisites, course sequencing, and course offerings for their area.
 - e. Be trained in academic advising functions in Banner, MyMocsDegree, Argos, and other university programs, as well as issues related to student development.
 - f. Assist in creating an academic plan that incorporates the student's major, minor, summer attendance, and desired graduation deadline.
2. Be knowledgeable in academic policies, procedures, processes, and deadlines at the University and department or unit levels.
 - a. Assist in transfer issues and the petitioning process.
 - b. Understand and follow FERPA guidelines.
3. Conduct themselves in a professional and courteous manner while treating students with respect.
 - a. Be available during reasonable hours each semester for academic advisement, general questions, and performance concerns.
 - b. Provide means for communicating, scheduling appointments, and keeping accurate, up-to-date records.
4. Refer students to other services, departments, or individuals as the situation requires.

Student Learning Outcomes

By the end of the sophomore year, a BS Nursing student should be able to:

1. Understand the importance of General Education and how these requirements relate to your selected major.
2. Understand the expectations of a nursing major, including translation of the pre- and co-requisites, nursing checkpoints, application to the program and the process of course sequencing.
3. Demonstrate professionalism by using effective written and oral communication when addressing your academic advisor and other university personnel, showing academic initiative, and keeping commitments and appointments.

4. Understand the various functions of MyMocsDegree and be able to independently use them in academic planning.
5. Begin to explore potential career possibilities within the nursing field.

By the end of the junior year, a BS Nursing student should be able to:

1. Apply problem-solving methods and exercise judgment for course sequencing to successfully meet degree requirements.
2. Take responsibility for your academic and collegiate planning.
3. Understand the potential consequences of academic changes on graduation.
4. Link appropriate courses with career path.
5. Identify, evaluate, and plan potential career or graduate school opportunities in nursing.
6. Navigate the graduation application process.

By the end of the senior year, a BS Nursing student should be able to:

1. Complete the graduation application process.
2. Successfully complete all degree requirements or compose alternative options.
3. Complete remaining graduation requirements as applicable. These may include, but are not limited to: specific major requirements, senior exit exam, financial aid Loan Exit Counseling, and Commencement activities.
4. Complete RN licensure paperwork and register for the NCLEX exam.
5. Maintain a professional relationship with your academic advisor.
6. Transfer the professional communication methods learned to your post-graduate relationships.

Resources:

- Undergraduate Catalog <http://catalog.utc.edu>
- Clear Paths for Advising <http://www.utc.edu/clearpath>
- MyMocsDegree located in MyMocsNet account on Academics tab
- University Advising Website <http://www.utc.edu/advisement/>
- Disability Resource Center (423) 425-4006; 108 University Center; <http://www.utc.edu/disability-resource-center/>
- Counseling and Personal Development Center (423) 425-4438; 338 University Center; <http://www.utc.edu/counseling-personal-development-center/>
- Tutoring Information (423) 425-2653; 335 UTC Library; <https://www.utc.edu/center-college-studentsuccess/tutoring/>
- Supplemental Instruction Information (423) 425-4573; <https://www.utc.edu/center-college-studentsuccess/supplemental-instruction/>
- Mocs One Center (Financial Aid, Scholarships [including HOPE], Records, Bursar) (423) 425-5880; 124 University Center; <https://www.utc.edu/mocs-one-center/>

Note: Each student is responsible for understanding and following the policies outlined in the catalog and for understanding the specific degree requirements for his or her program of study...although faculty and other University officials may offer advice regarding particular matters, the student must ensure that he or she understands the consequence of acting on such advice. Moreover, the student assumes sole responsibility for the consequence of creating or modifying his or her course schedule. (UTC Undergraduate Catalog, 2018)