

SECTION IX – Guidance Program/Academic Advisement

The Faculty believe that each individual is unique and has a contribution to make to the community. The guidance program offers opportunities to the student to identify options for personal and intellectual growth and to be responsible for his/her own decisions.

PURPOSES – The guidance program assists the student to:

Identify potential.

Adjust to the school/community.

Develop short and long-range goals.

Utilize the problem-solving process in dealing with personal, professional and academic problems.

Explore professional options in nursing.

Identify rights and responsibilities.

PERSONNEL OF THE GUIDANCE PROGRAM

Faculty actively contribute toward achievement of the Guidance Program purposes. A mechanism is in place whereby referrals can be made to individual specialists and/or community agencies when needed in specific instances.

GUIDANCE AND COUNSELING SERVICES

PREADMISSION

Preadmission counseling begins when an individual submits an application to the school. Preadmission counseling is conducted primarily by the Office of Student Affairs.

FINANCIAL AID

Financial Aid counseling is the responsibility of the Coordinator, Student Affairs for all enrolled students.

ACADEMIC/ CLINICAL

Initial academic/clinical counseling is the responsibility of the nursing instructor. School administration becomes involved when/if the student is placed on academic/clinical probation. Conferences between the instructor/student are conducted on a regular basis.

Students placed on probation are notified in writing at the time the probationary status occurs.

LICENSURE/TRANSITION

Opportunities are provided for writing resumes and sample letters of application. The process of NCLEX-RN application and licensure is detailed. Each student is assisted in completing the appropriate forms. See Application for Licensure Policy.

A display of current college/university bulletins, job opportunities and articulation materials is available in the Skills Lab.

PERSONAL COUNSELING

While initial counseling services are provided by the Office of Student Affairs, individual nursing instructors, and/or academic advisors, a student is encouraged to seek out any member of the faculty whom they prefer for counseling purposes.

Professional services are available in the health system and the community.

Community resources/referrals are made available via Trinity Health System Policy Manager.

School Administration and Faculty are available to students to assist them in referrals to individual specialists and/or specialized community agencies of their choice. Thus, students presenting unusual or difficult problems may receive needed assistance.

ACADEMIC ADVISEMENT

The Faculty believe the guidance program is based on the uniqueness of the individual. The guidance program offers opportunities to the student to identify options for personal and intellectual growth and to be responsible for their own decisions.

Outcomes:

1. The student will be assigned an Academic Advisor upon entering the program.
2. Meetings:
 - A first meeting with the student is scheduled by the Academic Advisor following presentation of the Study Skills/Test Taking/Empowerment workshop (mandatory student participation).
 - First year students must meet with their Academic Advisors a minimum of every two weeks until the advisor and the student mutually agree to decrease frequency.
 - Second year students should be meeting at least once during the semester/session with their Advisor.
 - Meetings are documented on the Academic Advisement – Student Progress Report.
 - Failure to schedule/attend meetings will result in a Code of Conduct infraction.
 - Academic Advisors will either schedule students or post hours available for appointments.
 - Advisor/student meetings may include discussion of:

- A. Study Skills/Test Taking/Empowerment Profile
- B. Course progress/testing
- C. Standardized test results
- D. Peer Tutoring Program
- E. NCLEX Preparation
- F. Review of textbooks on test-taking techniques i.e. *Nugent, P. and Vitale, B. (2016). Test Success. (7th ed.). Philadelphia: F.A. Davis.*