

University of Tennessee  
College of Nursing  
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Knoxville, TN 37996  
[nursing.utk.edu](http://nursing.utk.edu)

Student Services Office  
College of Nursing, Room 203  
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General Inquiries: [conadvising@utk.edu](mailto:conadvising@utk.edu)  
Hours: Monday-Friday, 8:00 am – 5:00 pm

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### Student Services Staff

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### Mission and Purpose:

The mission of the academic advising program in the Student Services Office within the College of Nursing is to engage, support, and assist students seeking an undergraduate degree in nursing at the University of Tennessee.

The purpose of the academic advising program in the Student Services Office is to support, guide, and assist enrolled undergraduate and prospective undergraduate nursing students with regard to admission and progression, academic planning, career exploration, records and licensure, and resource referrals within the University of Tennessee community.

Additionally, the Student Services Office supports the University's position that academic advising is an important facet of the teaching and learning mission of the institution. The University recognizes academic advising to be a critical component of students' educational experience and undergraduate success.

### What is Academic Advising?

Academic advising is a collaborative, student-centered, educational process through which the advisor helps the student set and achieve academic goals; acquire relevant information and services; and make responsible decisions consistent with their values, interests, goals, abilities, and degree requirements. Faculty, administrators and professional staff promote academic advising as a shared responsibility with students.

Advising is personalized to consider the individualized needs of each student, which may include appropriate referral services. Decisions concerning careers, co-curricular activities, or graduate study may be part of the advising process. In the College of Nursing, the advisor is a professional staff member who is knowledgeable in admissions process and curriculum of the nursing programs, university support services and all functions of the College of Nursing Student Services Office.

## Advising Policy:

Prior to enrolling for the first time at the university, all degree-seeking first-year students and transfer students are required to meet with an academic advisor. Readmitted students must also meet with an academic advisor prior to re-enrolling.

The following groups of students are required to meet with an advisor during each tracking semester (fall and spring):

- All students with fewer than 30 hours at UT Knoxville.
- Students following exploratory tracks.
- Students identified as “off-track” by uTrack.
- Students on Academic Probation.

All other students are required to consult with an advisor for a substantial conference during a designated semester each year:

- Students whose ID numbers end in an even digit are required to meet with an advisor during fall semester.
- Students whose ID numbers end in an odd digit are required to meet with an advisor during spring semester.

Our distance education students are provided with the same high quality support as our traditional students. The advising policy applies to all students, with our distance students provided alternative means for in-person appointments, including email, phone and web-based meeting systems.

All students are encouraged to consult with their advisors at any time. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures.

## Who is my advisor?

Students are assigned to an advisor in the College of Nursing upon entry. You can find the name of your assigned advisor by logging into your MyUTK account; however, you are welcome to meet with any of our advisors in the Student Services Office. When making an appointment, you will be able to select the advisor of your choice.

## How do I schedule an appointment?

To schedule an appointment with an advisor, simply log into MyUTK (<http://my.utk.edu>) and click on the GradesFirst link in the “UTK Student Academic Links” section. Once in the GradesFirst system, click the "Appointments for Advising or Other Academic Help" blue button. You are able to select your day, time and advisor.

## **As a student, what is expected of me?**

The College of Nursing expects you to:

1. Schedule your advising appointment prior to your registration eligibility date. Never schedule an appointment during a class or lab time. If you must cancel or reschedule your appointment, please notify our office at least 24 hours in advance through GradesFirst or by calling our office.
2. Be familiar with the curriculum, which is available to you through the University's Undergraduate Catalog, the College of Nursing Freshman Handbook received at orientation, and/or College of Nursing BSN Handbook.
3. Monitor your academic progress by periodically reviewing your academic history and/or your degree audit report (DARS).
4. Take an active role in your advising session by being prepared to discuss your educational plans and goals.
5. Come prepared to your appointment with your current schedule, a tentative plan for next semester, and any questions you have for your advisor.
6. Ask questions if you don't understand a requirement, policy, or if you have a specific concern.
7. Be honest with your advisor about your academic performance, grades, and career goals.
8. Consult with your advisor before making drastic changes to an agreed-upon schedule.
9. Be aware of important deadlines (drop/add, withdrawal deadlines) and academic policies (repeat policies, College of Nursing progression requirements).
10. Consult with your advisor on issues related to academic progress, a change in program, registration for study abroad, internships and co-ops, courses to be taken at another institution, withdrawal from courses, or withdrawal from the University.
11. Make decisions and take responsibility for your academic career.
12. Check your University email account on a daily basis. Read any e-mails or letters that are sent to you by your advisor, the Student Services Office, and the College of Nursing.

## **As a student, what can I expect from my advisor?**

You can expect your advisor to:

1. Be accessible to you during reasonable hours through appointments, walk-in hours, telephone, and/or email.
2. Understand the curriculum, admission/progression requirements for the College of Nursing, graduation requirements, and University policies.
3. Provide accurate information.
4. Discuss specific University and College of Nursing requirements, procedures, and deadlines.
5. Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities.
6. Assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments.
7. Help you identify special needs and acquaint you with services and programs provided by the College of Nursing and the University.
8. Refer you to other services, departments, and specific individuals as special needs are identified.

9. Monitor your progress toward educational goals and keep accurate, up-to-date records of your academic progress.
10. Respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests.
11. Help you assume responsibility for your decisions and actions.

## Student Learning Outcomes:

As the result of participating in academic advising, students will be able to demonstrate measurable learning outcomes. These outcomes include:

Students will demonstrate they *know*:

- Admission procedures for the Bachelor of Science in Nursing (BSN) program, including a familiarity with the admission policy and procedure for the program through which they were admitted or are seeking to be admitted.
- Curricular requirements, progression standards, course sequencing, and grading policies, in order to graduate in a timely fashion.
- Academic policies and procedures as outlined in the Undergraduate Catalog, Hilltopics, and the BSN Handbook.
- Career and professional development opportunities available within the field of nursing as well as on-campus support for identification and exploration of career paths.
- Campus resources and support systems that promote academic success.

Students will demonstrate they *can*:

- Develop an academic plan and assess degree progress through graduation.
- Identify and critically reflect upon academic and career goals in light of personal values, strengths, weaknesses, and priorities.
- Develop individualized skills and strategies for academic success that include accessing and using institutional resources, policies, and procedures.
- Take responsibility for making decisions regarding their academic success.

Students will demonstrate they *value/appreciate*:

- The importance of academic planning and their shared responsibility in the process.
- The importance of enhancing their degree with co-curricular/extracurricular and inter/intercultural experiences.
- Their responsibilities as educated citizens of UT and of a democratic, diverse, and global society.
- The educational process and learning across the lifespan.

**Resources:**

University of Tennessee Undergraduate Catalog: <http://catalog.utk.edu/>

Undergraduate Programs:

BSN Curriculum: [http://nursing.utk.edu/doc/BSNcurr2013\\_14.pdf](http://nursing.utk.edu/doc/BSNcurr2013_14.pdf)

RN-BSN

Curriculum: [https://nursing.utk.edu/academic\\_programs/Documents/RN\\_TO\\_BSN\\_CURRICULUM.pdf](https://nursing.utk.edu/academic_programs/Documents/RN_TO_BSN_CURRICULUM.pdf)

Accelerated BSN

Curriculum: [https://nursing.utk.edu/academic\\_programs/Documents/ABSNCurriculum.pdf](https://nursing.utk.edu/academic_programs/Documents/ABSNCurriculum.pdf)

Undergraduate Nursing Student

Handbook: [https://nursing.utk.edu/academic\\_programs/Documents/UGHandbook.pdf](https://nursing.utk.edu/academic_programs/Documents/UGHandbook.pdf)

Academic Calendars: [http://registrar.tennessee.edu/academic\\_calendar/](http://registrar.tennessee.edu/academic_calendar/)

MyUTK: <http://myutk.utk.edu/>

Student Success Center: <http://studentsuccess.tennessee.edu/>