

College of DuPage
Nursing Department

NOTE: College policy on Faculty Advising in conjunction with this policy.

POLICY: Student advising

PURPOSE: To promote student success in programs in the nursing department, all students in the Associate Degree Nursing program will be assigned a faculty advisor.

GUIDELINES:

1. The faculty advisor will be a full-time faculty in the Nursing Department. Faculty will be assigned in the semester the students are accepted into the nursing program major.
2. Nursing students will have the same faculty advisor for their duration in the program provided:
 - a. There is no break in the student's plan of study, and
 - b. The faculty advisor is still employed by the College.
3. Faculty will be informed of student advisees within the first week of each semester by the PROGRAM PARTICIPATION Committee.
4. The assigned faculty advisor will contact their advisees during the first two weeks of each semester the student is enrolled.
5. Students must meet with their assigned advisor at least one time* per semester.
The purpose of this meeting is to:
 - a. Monitor student's progress with the program plan of study, including identification of potential barriers to success, i.e. time management, financial resources, previous academic difficulties, etc.
 - b. Provide insight into registration for next semester; refer to the degree audit.
 - c. FOR SECOND AND FOURTH SEMESTER students the faculty advisor will:
 - i. Direct advisees to complete petition to graduate
 1. SECOND SEMESTER for the PN certificate
 2. FOURTH SEMESTER for the AAS degree
 - ii. If appropriate, discuss review courses or opportunities that promote success on licensure/certification exam(s).
 - d. Provide information on such things as, but not limited to:
 - i. Time management
 - ii. Academic support services
 - iii. Learning resources
 - iv. Scholarship information
 - v. Factors that promote progression through the program.

Attachment: Advising Rubric

This record can be maintained electronically.

NURSING DEPARTMENT

ADVISING RUBRIC

Student Name			
Program of Study			
Admission (Semester/Year)		Anticipated completion (Semester/Year)	
Faculty Advisor			

Date of contact:								
Contact by P=phone or E=email								
Contact in person								
Activities Accomplished								
• Time management								
• Review schedule								
• Graduation								
• Scholarship								
• Supportive services								
• Success factors								
• Plan for success								
• HESI A2/longitudinal test scores								
• Smartermeasure Assessment Tool								
• Other (specify)								
Licensure or certification prep ideas								

