

**Policy S-2.02**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:**           **ACADEMIC ADVISING OF UPPER DIVISION BACCALAUREATE NURSING STUDENTS**

**POLICY:**           Academic advising is provided by the University and the College of Nursing to help students succeed in the nursing program of studies. The Office of the Assistant Dean for Student Affairs (ADSA) provides academic advising to all upper division baccalaureate nursing students throughout the program.

**RATIONALE:**    The University of Florida and the College of Nursing are supportive of each student's right to receive appropriate academic advising.

**PROCEDURE:**

1.       Upon admission to the College of Nursing, each upper division baccalaureate nursing student will be assigned an Academic Advisor by the Assistant Dean for Student Affairs (ADSA) for the duration of their program of studies. Students are informed of their advisor in their admission letter.
2.       The Office of Student Affairs (OSA) develops Academic Advising/ Registration materials approximately two months prior to the beginning of each semester. The course/classroom schedules and advisement information is accessible on the College of Nursing Website (<http://con.ufl.edu>) under "Current Students" then "Advisement/Class Schedules" for each semester.
3.       The Advisor will provide dates and times for routine academic advising appointments to students each semester via e-mail prior to the registration period, and at additional times based upon student request or need. All students are responsible for maintaining contact with their Academic Advisor. Students may request academic advising at additional times as needed.
4.       A student database will be maintained by the Advisor in the OSA that includes the dates of advising appointments and other pertinent information that can be used for auditing and accreditation purposes.
5.       The Advisor documents routine advising on the Advising Record (AR) (Attachment #1) and sends the original to the ADSA for placement in the student's official record. Copies are distributed by the ADSA as indicated.
6.       Advising of a confidential or sensitive nature including grades is documented via hard copy only.

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7. Based on student request and/or need, additional advising may be provided by faculty members or the ADSA. The Advising Record (AR) (Attachment #1) may be used to document this occurrence and signed by the student. Copies are provided to the student and to the Academic Advisor. The original AR is sent to the student's official record in the OSA within five (5) working days of advisement.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	5/98	2/10		
Review	Leadership Council	6/98	2/10	2/13	2/13
Approval	Dean	6/98	3/10		

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Attachment #1**

**ADVISING RECORD (AR)**

Student Name: \_\_\_\_\_ UF ID: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures:  
Advisor/Faculty \_\_\_\_\_ Student \_\_\_\_\_

**DISTRIBUTE AS CONFIDENTIAL INFORMATION**

*Distribution*---Original to: \_\_\_ Student Record; Copies to: \_\_\_ Student \_\_\_ Academic Advisor \_\_\_ ADSA