

We are committed to student success. In collaboration with University faculty and staff, we will provide accurate information through a positive, user-friendly environment that respects diversity and promotes accountability and academic achievement.

This partnership with members of our team, including faculty advisors, academic advisors/student success coordinators, and clinical site coordinators, requires participation and involvement of all team members and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

In the College of Nursing, appreciative advising helps to guide our advising practices. As Dr. Jennifer Bloom (n.d.) has stated, "High impact advisors realize that the positive outcomes of advising sessions are not just limited to students; in fact, the real joy of advising occurs when advisors understand how fulfilling it is to really impact other peoples' lives and how much they can learn from advisees." The advising relationship is truly a collaborative experience.

**Office of Student Affairs:**

Uptown East Campus, Procter Hall Room 213  
513.558.3600--nursing1@uc.edu  
Hours: Mon-Fri 8:00 a.m.-5:00 p.m.

**Office of Student Affairs Staff:**

Krista Maddox	Assistant Dean for Students Affairs
Deborah Gray	Associate Director for Undergraduate Programs
Julie McCullough	Senior Academic Advisor-BSN Program
Angela Fisher	Senior Academic Advisor-RN to BSN Program
Andi Davis	Academic Advisor- Accelerated Direct-Entry MSN
Mike O'Neal	Academic Advisor-Graduate Programs
Bailey Tobias	Academic Advisor-Graduate Programs
Ashley Dunn	Student Success Coordinator-Graduate Programs
Ronda Gerard	Student Success Coordinator-Graduate Programs
Erica Holloway-McDaniel	Student Success Coordinator-Graduate Programs
Chris McCann	Student Success Coordinator-Graduate Programs

**Communication with Family and Others:** In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), other third parties (including parents, spouses, employers, etc.) do not have access to your records, and members of our team will not discuss details of your records without your written permission. For this reason, our team members will refer others to communicate directly with you concerning academic issues. You should assume responsibility for your education and any transactions with the University. For more information regarding FERPA regulations, please visit the following link: [http://www.uc.edu/registrar/FERPA\\_and\\_records\\_privacy.html](http://www.uc.edu/registrar/FERPA_and_records_privacy.html).

**Academic Advisor/Student Success Coordinator Responsibilities- What you can expect of us:**

- Effectively communicate curriculum and university and college policies and procedures
- Be knowledgeable about and effectively communicate the curriculum, graduation requirements, and University/department policies and procedures.
- Provide encouragement and support
- Identify resources to help you achieve your personal, academic and career goals
- Uphold confidentiality unless your health and safety are at risk
- Encourage you to take responsibility for your education plans, decisions and achievements.
- Be accessible to answer your questions in timely fashion through in-person, electronic, and phone appointments within 3 business days.
- Provide a safe and respectful environment where you can ask your questions, express your concerns and share your values and goals
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Evaluate your progress towards degree completion and communicate any concerns.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Assist in making academic and personal decisions that will help you achieve your goals, but not make the decisions for you
- Provide you with information about and strategies for utilizing the available resources and services on and off campus.
- Refer you to other campus offices as appropriate

**Faculty Advisor Responsibilities- What you can expect of us:**

- Be knowledgeable about and offer counsel regarding the curriculum, graduation requirements, and University policies.
- Guide you in defining and developing clear and realistic educational goals, while encouraging you to take responsibility for your education plans, decisions and achievements.
- Be accessible to answer your questions through in-person, electronic, and phone appointments within 3 business days.
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Review academic progress toward degree completion and make recommendations should the student encounter academic difficulty or reach out for consultation or advice.
- Collaborate with you to create an appropriate response or plan for success to address obstacles you may encounter as you progress toward degree completion.

**Advisee Responsibilities- What we expect of you:**

- Read all emails sent to your UC email account. Email is the primary form of communication at the University of Cincinnati. Allow 3 business days for responses to your messages, as it often takes research and conversations to arrive at an appropriate response.
- Become knowledgeable about your degree requirements and University/department policies and procedures.
- Contact your academic advisor when you have questions or concerns or you want to discuss possible changes to your plan of study. The academic advisor will consult with the faculty advisor regarding a revised plan of study.
- Be courteous and respectful of others time – my time, the time of other classmates and the time of your professors is valuable, be respectful.
- Take an active and participating role in your future.
- Be open and willing to receive advice and constructive criticism.
- Take responsibility for your actions.
- Accept responsibility for your decisions, your actions, and/or your inactions that affect your educational progress and goals.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be honest, open, and willing to receive and act upon recommendations from faculty and advisors.
- Keep a personal record of your progress towards meeting your goals
- Explore and utilize campus and community resources.
- Make a good faith effort to look for answers to your questions prior to asking for assistance. If you have questions, ASK!
- Demonstrate academic integrity and ethical behavior at all times.

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**Clinical Site Coordinator Responsibilities- What you can expect of us:**

- Be knowledgeable about and effectively communicate information pertaining to critical requirements and clinical placement.
- Be accessible to answer your questions through in-person, e-mail and phone communications within 3 business days.
- Support and collaborate with students who address obstacles they encounter during your clinical placement process.
- Process all submitted paperwork in the order that it was received in preparation for clinical term.
- Work with potential clinical sites to get all supplemental and contractual paperwork in place prior to clinical experience.
- Provide access to E\*Value to your VCF at the beginning of clinical term.

**Advisee Responsibilities- What we expect of you:**

- Provide and upload all documentation required for completion of Critical Requirements during the first term of enrollment and maintain compliance throughout the program.
  - Find and secure VCF/preceptors who meet mandatory requirements set by program and are willing and able to approve and sign off on time logs and clinical evaluations through the E\*Value system.
  - Volunteer Clinical Faculty applications are to be submitted to the Clinical Site Coordinator at or before the deadline established for the clinical term.
  - Understand submissions occurring after the deadline may result in your site not being confirmed by the beginning of clinical term.
  - Contact the VCF regarding schedule for clinical experience, prior to the beginning of the term.
  - Participate in and complete each clinical experience in accordance with professional nursing standards, UC Student Code of Conduct and faculty expectations.
  - Review all E\*Value training documents and nuggets provided within the system.
  - Document time logs and case logs within E\*Value per requirements of your program.
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