

# The College of New Jersey School of Nursing and Health and Sciences (NHS) 2023-2024 Advising Guide

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## **Definition of Academic Advisement**

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary. “

David S. Crockett, Ed. (1987). *Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services*. Iowa City, Iowa . ACT Corporation.

## **Faculty Expectations**

NHS faculty and professional staff employ a developmental team approach to facilitate student success within the curriculum and beyond. Developmental advising also requires viewing students holistically, helping students to integrate life, career, and academic pursuits. That process requires advisors to forge a trusting relationship with students, one based on mutual respect, genuine concern, honest communication, and appropriate accountability. While the role of faculty advisors is central to guiding students toward understanding and achieving degree and Liberal Learning requirements, they also collaborate with staff to help students develop and progress toward viable educational goals aligned with their values, motivations, intellectual strengths and skills. Faculty advisors also play a key role in helping their students learn about their chosen profession and facilitating preparation for clinical and internship experiences, employment opportunities, and advanced higher education. Advisors also assist students in identifying campus resources and opportunities within and beyond the school. Although advisors are not expected to be all-knowing, they should acquire and share broad knowledge of institutional resources in order to appropriately refer students to helpful campus personnel.

## **Student Expectations**

NHS students are expected to become knowledgeable of College resources, college-wide and program-specific academic policies and procedures, as outlined in the Undergraduate Bulletin and their department’s Student Handbook or Academic Policy document:

<https://bulletin.tcnj.edu/2022-2023/nursing-and-health-sciences/>

Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your department’s web site, specifically in the section titled “Student Resources.”

Nursing: <https://nursing.tcnj.edu/>

Kinesiology and Health Sciences: <https://khs.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

Students should develop achievable career and educational goals, based on candid assessment of intellectual aptitudes, personal values, and aspirations. In consultation with advising resources, students implement strategies to achieve such goals. Ultimately, students are responsible for decisions and appropriate action..

## **Guidelines for Effective Advisement**

### For Students:

- Actively monitor TCNJ email (official communication mode of The College) for academic related announcements, especially from your faculty advisor, department chair, program assistant, or assistant dean.
- Follow expectations for scheduling consultations with your faculty advisor. If your advisor announces specific office hours, be sure to comply unless your academic schedule conflicts. In that case, respectfully email your advisor, including all available upcoming meeting times. Whenever possible, communicate in advance to avoid urgent need for assistance at the last minute. Respectfully follow up if you are not contacted within a reasonable timeframe, typically within a few days.
- Familiarize yourself with College and program policies and procedures, as stated in the Undergraduate Bulletin and department Student Handbooks or academic policy documents as specified above (<https://bulletin.tcnj.edu/2023-2024/nursing-and-health-sciences/>)
- Arrive prepared for advising sessions by reviewing your Academic Requirements report in PAWS, along with your curriculum plan and relevant policy documents provided by your academic department.
- Be prepared to express and discuss your personal and career goals and interests. Remember that advisors are supportive resources, but you are ultimately responsible for decisions that are yours to make regarding academic and career pursuits.
- Be honest when discussing progress and identifying your strengths and areas of challenge.

### For Advisors:

- Get to know your students. Learn about their life and career aspirations, their intellectual and other strengths and challenges, as well as eligibility for special accommodations or opportunities.
- Be respectful of your students. Maintain confidentiality as set forth by FERPA regulations (<http://www.tcnj.edu/~recreg/ferpatutorial/index.html>).
- Look out for your students' welfare. Report any concerning behavior as set forth by the Student of Concern procedure (<http://www.tcnj.edu/~sa/studentofconcern/>).
- Be knowledgeable of campus resources and have in-depth knowledge of academic policy within your discipline (<https://bulletin.tcnj.edu/2023-2024/nursing-and-health-sciences/>)
- Seek to understand underlying assumptions or reasons for student questions or concerns. Gently challenge your students to examine root causes for their statements and claims.
- Use open-ended questions to gather helpful insights.
- Set reasonable limits and help students understand them.
- Be available as much as possible, especially for students who appear to be in distress.
- Consult with your department chair and/or assistant dean for guidance with complicated cases, such as students in distress. In such cases, faculty are strongly urged to file a TCNJ Cares Report with Mental Health Services (MHS) at: <https://mhs.tcnj.edu/>

## **Guidelines for Effective Advisement – Communication between advisors and students**

### **Advising assignments**

NHS academic departments assign advisors prior to or at the beginning of the Fall term. Typically, unless the student changes their major, they will remain with the same faculty advisor for the duration of their major program of study. To balance faculty advising loads, sometimes students are reassigned advisors. For unusual cases in where there is a personality “mismatch,” students can request an advisor reassignment from their department chairperson or program coordinator. Advising assignments are posted in students’ and faculty’s PAWS accounts.

### **Welcome message**

Faculty and students are encouraged to introduce themselves upon learning of their advising assignment. Faculty contact information is available on the TCNJ website directory and on the academic program’s website. NHS department offices in Trenton Hall and Packer Hall can assist students in locating a faculty member’s office. Faculty teaching schedules and office hours are posted by their office door.

### **Required registration-related advising sessions**

In the weeks leading up to the registration cycle for each semester, some students may be subject to an advising hold that prevents them from processing course registration. The Office of Records and Registration notifies students that an academic hold has been placed in their account. Upon receiving this notification, students should contact their advisor to set up a registration advisement meeting. Advising holds will only be lifted following a formal advising session (in-person or virtual, depending on faculty and student schedules) to review course selection for the subsequent semester and address any other registration concerns, i.e. registration holds for other reasons. For example, a registration hold for unpaid balance, incomplete health records, or other requirements will require referral to the appropriate TCNJ office.

The following topics are to be covered registration-related advisement sessions:

- Academic Requirements Report review
- Course History review
- Transfer Credit report review
- Shopping cart selection

### **Developmental Advisement**

Developmental advisement refers to advisement conversations that aid in the holistic development of a student, covering a span that can transcend the academic realm. This type of advisement can be incorporated during the mandatory registration-related advisement sessions, or discussed at alternate times.

## **Possible Advising Session Discussion Topics**

- College, School and Departmental policy review
  - Retention Policy
  - School and College-wide Probation and Dismissal
  - Withdrawal and leave of absence
  - Academic Integrity policy and Plagiarism
- Campus resources
  - Accessibility Resource Center (ARC)
  - Mental Health Services & CAPS
  - Center for Integrative Wellness
  - Center for Student Success
  - Health services
  - Student financial services
  - Study abroad
  - Approval for taking courses at another institution
  - Co-curricular student engagement
  - Study abroad
  - Internships
  - Research and Independent Study
  - Applications for employment and graduate school/professional school
  - Clubs/organizations
  - Athletics
  - Honor societies
- Transitioning to another major
  - How to transition external and internal transfer students into the plan
  - PAWS “What If Report”
  - PAWS “My Planner”

## **USING PAWS - FREQUENTLY ASKED QUESTIONS**

### **What is the Academic Requirements Page?**

The PAWS academic requirements page is a degree “audit” page. The top of the page lists academic information with program enrollment. The page lists all aspects of degree requirements. The page is a tool to assist students in tracking their progress towards completion of degree requirements. Requirements that are already satisfied show as closed (collapsed); pending requirements show open (expanded). The planner is unique to the student, and showing completed and pending requirements, including processed transfer credit. A tutorial on how to use the report is available online ([http://www.tcnj.edu/~it/paws/tutorials/CS\\_AAR/AAR.html](http://www.tcnj.edu/~it/paws/tutorials/CS_AAR/AAR.html)).

### **What is the Course History page?**

The PAWS course history page shows grades earned for every course completed at The College as well

as accepted transfer credit. Courses can be sorted by term or name.

### **What is the Shopping Cart used for?**

The PAWS shopping cart allows you to select classes that you are interested in taking prior to your registration window. Once classes are placed on the cart, you can use the validate feature to check requisites or class reservations. Adding classes to your Shopping Cart or using the validate feature **does not** guarantee enrollment, is not a waitlist, and does not give any priority placement into the course. Saving your selections to the shopping cart can help you narrow down your alternatives as you prepare for your registration advisement session. Once your registration window opens, you can use your shopping cart selections to register for classes.

### **I have a hold on my account. How do I clear it?**

You can view holds in the “holds” section of the Student Center page of your PAWS account. If the box is blank, there are no holds posted on your account. The holds section will list any existing holds. By selecting the detail option, you can view the effective date of the hold and the department responsible for placing the hold. Please note that the hold can only be lifted by the department/unit that placed the hold. Please contact the office that placed the hold on your account if you have questions as to how to get the hold removed.

## **TRANSFER, ADVANCED PLACEMENT AND BY-EXAMINATION CREDIT - FREQUENTLY ASKED QUESTIONS**

### **Can I take courses at another institution towards my major?**

The first step is to consult with academic policies for your major and *in advance* with your faculty advisor or department chair for approval, as some courses may be required to be taken at TCNJ. Getting advanced authorization will ensure that the credit will be accepted by TCNJ, provided you earn a grade of C or above and have transcripts sent to The College. To ensure that courses taken at another institution will be transferable towards your current major, you should ensure that the course you want to take is a match to one of our offerings. Transfer equivalencies for courses from NJ community colleges are posted online (<http://www.njtransfer.org/>). If the course you want is from another institution and you haven't already taken and passed the course at TCNJ\*, you must complete the Course Authorization and submit to Assistant Dean Scarpati at [scarpati@tcnj.edu](mailto:scarpati@tcnj.edu). The form may be accessed here: (<http://www.tcnj.edu/~recreg/policies/documents/CourseAuthorizationForm.pdf>). \*Note that a course taken and passed (grade of D or higher) is recorded on your transcript with the appropriate course unit, typically one unit for a full semester course. If you want to repeat a course at another institution, you first need to request permission from your department chair. Bear in mind that most major courses must be completed and/or repeated at TCNJ, but there are some exceptions in some departments. Regardless, if you are approved to repeat a required course already passed at TCNJ, know that you cannot receive transfer twice for an equivalent course. In that case you should not have an official transcript sent from the other institution to TCNJ. Instead, you should provide an unofficial transcript to your department chair as evidence of successful completion to continue progress in the major. For example, a Nursing student who earns a D+ grade BIO 144 Microbiology (lower than the required C-), may repeat a pre-approved equivalent course at another institution. However, upon successful completion of the equivalent course, the student's D+ grade will stand on their transcript,

regardless of the grade earned at the other institution. If the repeated grade is C- or higher, the department chair will allow the student to progress.

**How are transfer credits related to course units?**

One course unit equals four (4) semester hours. For example, a 3-semester hour course will equal .75 course units. If you earn three transfer credits as the equivalent of a TCNJ course that is worth one course unit, you would have that course completed towards degree requirements, but only earn 0.75 course units towards the course unit total required of your degree program. You would need to make up the remaining 0.25 course units to satisfy degree requirements. You can do so with elective credit (regardless of content), or by taking an extra class in any subject that is worth at least 0.25 course units.

**What is the maximum number of credits I can transfer to TCNJ?**

You can transfer up to 16 course units (64 credits) from a community or junior college. You can transfer all credit from a complete AA/AS degree but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program. You can transfer up to 20 course units (80 semester hours) from all sources (four-year institutions and community/junior colleges).

**I am a new TCNJ transfer student. Who determines what transfer credit I am awarded?**

If you are a transfer student, the Records and Registration office will evaluate credit from other institutions and post approved equivalencies to your PAWS account. The department chairperson evaluates major-related course equivalencies during Transfer Orientation. Requests for re-evaluation of College Core/Liberal Learning equivalent coursework must be forwarded to the Associate Provost Dr. Christopher Murphy at <https://collegecore.tcnj.edu/>

**I am a current TCNJ student who wants to take a course at another institution. Who determines what transfer credit I will be awarded?**

Current students should determine transferability of courses prior to enrolling in another institution. If the course of interest is offered by a NJ community college, students can consult the equivalency tables listed on [www.njtransfer.org](http://www.njtransfer.org) (TCNJ must be set as the receiving institution; the sending institution is where you want to the course at). If the course is not offered by a NJ community college, then the student needs to present a course description and/or syllabus for consideration to either the department chair (for major requirements) or the Director of Liberal Learning (for Liberal Learning requirements), along with a Course Authorization form. Upon receiving approval from either their department or Liberal Learning Office, the form is submitted to the Office of Records and Registration for further processing. The course authorization is conditional upon earning a minimum grade of C or above from the offering institution in order to receive transfer credit. Transcripts need to be sent to R&R at TCNJ for credit to be applied to a student's transcript. Students seeking to take courses elsewhere to satisfy major requirements must first consult department academic polices and secure approval from their department chair in order to ensure compliance and avoid potential disruption of plans for degree completion.

**Does TCNJ accept Advanced Placement credit?**

The College publishes an annual table listing the minimum score required on an AP exam to obtain AP credit at TCNJ, and the course for which the credit is awarded. The table is available online <http://www.tcnj.edu/~recreg/policies/advancedplacement.html>. Students must have their scores sent from ETS directly to the Office of Records and Registration.

**How can I get credit for knowledge earned?**

Departments *may* offer credit by examination for a particular course. If you are interested in obtaining credit by examination, please consult with the Department Chairperson with oversight over the course for which you are seeking credit. If appropriate, the Chair will assign a faculty member to administer the exam. The student must complete a form available online at: (<http://www.tcnj.edu/~recreg/policies/tcnjexam.html>), and pay the required fee.

**PREPARING FOR REGISTRATION - FREQUENTLY ASKED QUESTIONS****How many courses am I allowed to enroll in per semester?**

The standard semester course load for NHS students is four course units, but students may enroll in up to 4.5 units on their own. Students must request approval from their department chair and seek final approval from the assistant dean to enroll in more than 4.5 units in a given semester. College policy requires a 3.3 GPA or higher and at least sophomore status (8 units or more earned at TCNJ).

**Is there extra cost associated with taking more than the standard course unit load?**

Not at this time, but students would be notified if the policy were to change.

**How many courses am I allowed to enroll in for the summer?**

You may take up to 3 course units over the summer, one course unit per summer session.

**Can I take courses at other institutions while concurrently enrolled at The College?**

With prior approval from department chair and dean, students may enroll in courses at other institutions while concurrently enrolled at The College. However, students may not exceed the maximum term course load of 4.5 units set by The College. As always, students must comply with departmental course requirements in their major, which may preclude taking major courses elsewhere.

**How can I enroll in independent study?**

Students interested in pursuing independent study must first identify a faculty sponsor. In consultation with the sponsor, the student must complete both The College's application for Independent Study as well as the School of Nursing, Health, and Exercise Science supplemental form. The School requires signature of the student, faculty sponsor, as well as chair and dean's level approval for consideration. Upon securing the required signatures, the form is forwarded to the Office of Records and Registration for further processing.

**Can I check for completion of prerequisites prior to my registration appointment?**



To confirm that you have fulfilled prerequisites, you can use the "Validate" feature in PAWS. Instructions on how to do so are available online <http://www.tcnj.edu/~it/paws/documents/validate.pdf>. PAWS will conditionally allow for registration if you are currently enrolled in a prerequisite course. *Should you not pass prerequisite coursework, you will be asked to de-register from any courses for which you have not completed prerequisites for by the end of the add/drop period.* Students will be allowed to use transfer credit towards prerequisite completion, if appropriate. If the validate feature shows that you have not completed a prerequisite but you believe it to be in error (i.e., PAWS does not recognize transfer credit), please inform your respective department chair or your assistant dean.

## **ACADEMIC POLICIES - FREQUENTLY ASKED QUESTIONS**

### **How is the GPA calculated?**

A student's grade point average (GPA) is based only on courses taken at The College of New Jersey. These include courses taken during The College's summer session and credits earned through the National Student Exchange program. Items not included in the calculation of the grade point average include courses below the 100 level; courses taken on a Pass/Unsatisfactory basis; audited courses; courses transferred from other institutions; and credits earned through international exchange/study abroad programs. The grade point average is calculated by dividing a student's total quality points by his or her total quality hours. Quality points are calculated by multiplying the number of credits for a course by the weight of the grade earned in that course.

### **What is the College's Dismissal Policy? (Check department and UG bulletin)**

Students placed on TCNJ academic warning or probation for two consecutive semesters or three semesters are dismissed from the College. Students can appeal the dismissal decision. Details are available on the Records and Registration website.

### **What determines College probation and warning status?**

Good academic standing is achieved by attainment of the minimum required GPA (1.75 for up to 8 attempted courses and 2.0 for more than 8 attempted courses (excluding credits transferred from other institutions and classes graded with W, P and NCR). Failure to meet good academic standing places student in academic warning or probation for the term. Students can only enroll in three course units per term while on probation or warning.

### **What are program Retention Standards?**

The retention standards dictate the minimum acceptable grade/s in a set of specified courses for a student to be retained in the major.

### **What are the standards for retention in NHS?**

Retention standards vary according to your major. Refer to your department's Undergraduate Bulletin, which may be found at <https://bulletin.tcnj.edu/2022-2023/nursing-and-health-sciences/>. Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your

department's web site, specifically the section titled "Student Resources."

Nursing: <https://nursing.tcnj.edu/>

Kinesiology and Health Sciences: <https://khs.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

### **Can I repeat courses?**

Courses may be repeated once. If a student wishes to repeat a course more than once, approval of the department chair of the student's major and that of the department offering the course is required. Student must submit a completed Repeat of Course Authorization Form available online to the office of Records and Registration: <https://recreg.tcnj.edu/files/2016/12/Repeat-of-Course-Authorization.pdf>.

### **How does repeating a course affect the GPA calculation?**

NHS majors who repeat a course at TCNJ will have the most current grade counted towards the GPA. The former grades still appear on the transcript, but are not used in the GPA calculation. Students must petition to have their GPA re-calculated by filing the Repeat of Course Notification Form online <https://recreg.tcnj.edu/files/2016/12/Repeat-of-course-notification-form.pdf>. Note that this only applies to grades earned at TCNJ. Grades earned at another institution are not counted towards the GPA.

## **REGISTRATION PROBLEMS - FREQUENTLY ASKED QUESTIONS**

### **When I try to enroll in a course, I get an error message stating there is a hold in my account. How do I clear the hold?**

As a condition for registration, NHS students are required to meet with their academic adviser to agree upon course *prior* to selection for the subsequent term. Some students may have registration holds at the discretion of the faculty advisor or department chair. The advising hold will be lifted once students has met with the advisor to discuss course selection. Students with other kinds of holds (health services, financial, etc.) will not be allowed to register until the holds are cleared by the appropriate office. Students must contact the office responsible for placing that hold for assistance.

### **The class I want has seats available, but I cannot secure a seat because they are reserved. What does this mean?**

Please note that some seats are reserved for student cohorts (students in particular majors or class standing). While a section may have open seats, note that if the seats are reserved for a group that you do not qualify for, you will not be able to register for that section. PAWS will return an error message to inform you of the reason.

### **I am supposed to enroll in a course offered by NHS but all sections are closed. Is it possible to get a seat in the class?**

Students who are successfully following the recommended semester by semester plan for their program, taking every course as per the sequence each term, should be able to secure a seat in the required NHS courses (not necessarily in your choice of section). Please contact your department

chairperson or coordinator if you qualify for the above criteria but are closed out of a required NHS course. We will accommodate students who inform us of the above *during the official registration window*. We may not be able to accommodate students who entered their program on a spring term or are taking courses out of sequence. *We may not be able to accommodate students who request registration into closed School of NHS classes beyond the registration window.*

**I am supposed to enroll in a course offered outside of NHS, but all sections are closed. How can I get a seat in the class if possible?**

Students who are successfully following the recommended semester-by-semester plan for their program, taking every course as per the sequence each term, and are closed out of required course in another School, should contact the chairperson of the department offering the course. You should ask to be placed on a wait list, if available. Please also inform your major's chairperson or coordinator so that they can advocate on your behalf.

Note that NHS cannot assist you with closed courses required for The College Core (formerly Liberal Learning). Please contact the chairperson of the department offering the course to request assistance *if you have an extenuating circumstance for doing so* (i.e., you have only one semester left to graduate and all courses with the domain and civic responsibility that you require are closed). If the department offering the course cannot assist you, please contact the Associate Provost Dr. Murphy at [murphyh@tcnj.edu](mailto:murphyh@tcnj.edu) to discuss the impact of this issue on your graduation plans.

**I cannot enroll in a class because I do not have the proper prerequisites; however, I can prove my knowledge of the prerequisite content. Can I still be signed into the class I need?**

Typically, that is not possible. In some instances, a student has completed an equivalent prerequisite course, but it has not been properly evaluated by the appropriate department chair. In that case, an official transcript must be sent to the chair for evaluation. If approved, a waiver will be sent to Records and Registration to update the student's official TCNJ transcript. Certain circumstances may qualify a student for a waiver of prerequisite for School courses. If so, please request a waiver from your respective department chair or coordinator. You will have to substantiate your request to be considered for approval, and obtain all the necessary signatures as required by the form. If granted approval, you can obtain an authorization number (in advance of your PAWS registration appointment time) from your department chair to bypass the requisite to register at your appointment time.

**COLLEGE CORE/LIBERAL LEARNING REQUIREMENTS - FREQUENTLY ASKED QUESTIONS**

**NOTE:** The name change from "Liberal Learning" to the "College Core" is effective Fall, 2023. Although the requirements are unchanged for students who entered TCNJ before the Fall of 2023, the title of some requirements have been updated for incoming students as of Fall 2023. For detailed information, visit <https://collegecore.tcnj.edu/the-liberal-learning-program-is-now-called-the-college-core/>.

## **What are the College Core (formerly Liberal Learning) requirements?**

Students at The College have three options for completing Liberal Learning requirements. Option A involves completing an approved 6-8 course interdisciplinary concentration. Option B involves completing a self-designed 6-8 course interdisciplinary concentration. Option C, the most common route by far, involves completing a 9- course set of distribution requirements. All of these options include completion or waiver of the First Year Seminar (FYS), the First Year Writing (FYW) course, an online information literacy tutorial, and fulfillment of the Social Justice/Civic Responsibilities requirement (IDS 103 either through a sustained experience, or as an attribute of the Option A, B, or C, or FYS coursework). The FYS may only satisfy up to two Civic responsibilities, but none of the Breadth Requirement domains, such as Literary, Visual & Performing Arts, World Views and Ways of Knowing, Behavioral, Social or Cultural Perspectives or Social Change in Historical Perspectives (*As mentioned above and below, see the link provided above for updates on new titles for some requirements as per the change to College Core as of Fall, 2023*).

## **How are the \*College Core (formerly Liberal Learning) requirements fulfilled for my major?**

NOTE: The name change from “Liberal Learning” to the “College Core” is effective Fall, 2023. Although the requirements are unchanged for students who entered TCNJ before the Fall of 2023, the title of some requirements have been updated for incoming students as of Fall 2023. For detailed information, visit <https://collegecore.tcnj.edu/the-liberal-learning-program-is-now-called-the-college-core/>.

Every major in the School of NHS completion of all College Core (Liberal Learning) requirements. The number of courses required depends on the major course requirements, as some required major courses might satisfy both the major and College Core/Liberal Learning. Refer to your department’s Undergraduate Bulletin, which may be found at <https://bulletin.tcnj.edu/2023-2024/nursing-and-health-sciences/>. Additional information is available in academic policy documents, including recommended 4-year curriculum plans are provided by the department upon matriculation in the major. Visit your department’s web site, specifically the section titled “Student Resources.”

Nursing: <https://nursing.tcnj.edu/>

Health and Exercise Science: <https://khs.tcnj.edu/>

Public Health: <https://publichealth.tcnj.edu/>

## **CHANGE OF MAJOR - FREQUENTLY ASKED QUESTIONS**

### **Who do I speak to about changing my major?**

You should approach your advisor with your interest in switching majors. You should explore your interests by requesting an appointment with the chairperson of the department or the assistant dean of the school offering the major you are interested in.

### **Can I change my major within the School of Nursing, Health, and Exercise Science?**

If you are interested in switching to a major program in the School of Nursing, Health, and Exercise Science, you should speak with the chair of the department offering the major of interest. Some majors have competitive internal transfer application processes, owing to high demand and limited enrollment capacity. Programs such as Nursing have reached enrollment capacity and unfortunately, cannot admit

internal transfers for the 2019-20 academic year. The Public Health and Health, and Exercise Science departments consider applications at the end of the Fall and Spring terms for admission in the following term. Decisions will be announced to students prior to the registration cycle.

**I have decided to change my major, but I still have a School of Nursing, Health, and Exercise Science hold. My advisor will not lift my hold until I meet with him/her. Why do I still have to meet with a School of Nursing, Health, and Exercise Science advisor if I no longer want to pursue a major within that school?**

Making the decision to switch majors and taking classes required of your new interest is not the same as actually processing a change of major. You will need to fill out a change of major form and secure the approval and signature of the chair of the department offering the major of interest (Note- Some majors have specific eligibility requirements and require submitting an application). The form is sent to the Office of Records and Registration for further processing. Records and Registration processes change of major forms twice per year, in early Fall and early Spring. Please check the academic calendar for submission deadlines. As long as you remain a School of NHS student (i.e., your PAWS account shows your major as one within our school), you must abide by School of NHS, regardless of your intent to switch to a major outside NHS. We will continue to place advising holds and expect you to meet with an academic adviser to review registration plans. Your new program of interest cannot lift a School of NHS hold.

### **CAMPUS RESOURCES - FREQUENTLY ASKED QUESTIONS**

**I am having a hard time adjusting to the academic demands of my major. Who is available to help?**

The Center for Student Success provides academic assistance programs which strengthen academic performance and promotes student success and retention. Personalized academic coaching is available for students needing assistance with time management, effective reading, test taking, academic motivation, and a host of other study skills. Academic Enhancement Workshops are offered intermittently throughout the year and teach innovative strategies and techniques to assist students with their own unique challenges and experiences. The Center can also provide resource and support in choosing academic courses.

**What tutoring services are available to students?**

The College's Tutoring Center is located in Roscoe West Hall. The Center offers one-on-one tutoring, drop in tutoring and study groups in a variety of subjects. Tutoring services are free to students and tutors are trained and paid for their services. Please note that tutoring availability for upper level coursework may be limited.

**What study abroad opportunities are available for NHS students?**

If you are interested in studying abroad, please visit The College's Global Programs website to begin to explore your options. Opportunities are available according to academic term, but some major programs such as Nursing, only permit study abroad during summer or winter terms. Please mention your study abroad interest to your academic advisor. It will be important to plan course selection and degree completion plans in accord with your travel plans.

## **CONTACT INFORMATION**

### **Department of Kinesiology and Health Sciences**

Anne Farrell, Department Chair [afarrell@tcnj.edu](mailto:afarrell@tcnj.edu)

Carol Wells, Operations Manager and Program Assistant

### **Department of Nursing**

Tracy Perron, Department Chair [perront@tcnj.edu](mailto:perront@tcnj.edu)

Kristine Bitowf, Program Assistant [bitowfk@tcnj.edu](mailto:bitowfk@tcnj.edu)

### **Department of Public Health**

Brenda Seals, Department Chair [sealsb@tcnj.edu](mailto:sealsb@tcnj.edu)

Mei Zhao, Program Assistant [zhaom@tcnj.edu](mailto:zhaom@tcnj.edu)

### **Dean's Office**

Carole Kenner, Dean of Nursing and Health Sciences [kennerc@tcnj.edu](mailto:kennerc@tcnj.edu)

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### **Acknowledgement:**

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