

LPN Pre-Advising Checklist

Note – all students are admitted to the University of Arkansas as Pre-LPN-BSN students. It will take a minimum of 8 weeks to have your file fully reviewed.

STEP 1: Prior to meeting with your academic advisor, please complete the following:

- Make sure to access your student records in UA Connect
- Check to see all transcripts are posted:
 - Academic Records Tile → My Academics → View transfer credit report
- Download Microsoft Teams – All advising meetings will be conducted through virtual sessions throughout the time at the university.
 - <https://its.uark.edu/communication-collaboration/phones/voip/get-started-microsoft-teams.php>
- Review the LPN-BSN **degree worksheet** AND your **degree audit** in to see how they align:
 - <https://coehp.uark.edu/students/advising/degree-worksheets.php>
 - Degree Audit tile is in UA Connect

STEP 2: Once you have reviewed the above steps, then it is time to schedule your advising appointment:

- Contact the Boyer Center for Student Services at 479-575-4203 or by setting your own appointment through Blackboard: <https://learn.uark.edu/>
 - Step-by-step guide to make an appointment
<https://advising.uark.edu/uasuccess/students/appointments.php>
 - If all appointments are full, please complete the [Nursing Advising Appointment Request form](#) and allow for up to 72 hours for a response.

STEP 3: During your first advising appointment:

- Please make sure to be at a computer where you can be an active participant in the advising session. Your academic advisor will share information more thoroughly in a virtual advising appointment vs. a phone appointment.
- Be logged into Microsoft Teams 5-10 minutes before your appointment begins.
- Write down any questions you have ahead of time, so you can make the most of your time with your 1-1 appointment with your academic advisor.
- Advising appointments will last 30 minutes, only.

STEP 4: After your advising appointment:

- Students will have discussed action items with their advisor. Be ready to follow through on those instructions.
- Enrollment will be on your own, during the enrollment dates set by the registrar's office.
- If you need help on how to enroll, check out this guide: <https://help-uconnect.uark.edu/knowledge-centers/student/enroll-class.php>