

## **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** by:

- Tel: [479-575-4203](tel:479-575-4203)
- Email: [bcss@uark.edu](mailto:bcss@uark.edu)

Include the following information:

- Full Name, UARK ID Number, Major, and indicate that you are an Online student.

***Students must complete orientation before making their appointment.***

### **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>