

Student Services' Responsibilities

Nature and Scope of the Office

The College of Nursing Office of Student Services has responsibility in the areas of admissions, student recruitment, student records, counseling, nursing scholarships, nursing awards, orientation, placement, academic advisement, co-curricular activities, student personnel research and evaluation, and other general guidance services. The office coordinates all aspects of student services in the College of Nursing for graduate and undergraduate students.

I. Admissions and Student Recruitment

- Collaborates with associate deans and dean in identifying College recruitment objectives, plans and procedures
- Initiates, coordinates and conducts recruitment programs for the College; communicates with appropriate schools and colleges
- Initiates development of informational materials for prospective students
- Corresponds with prospective applicants
- Implements the admissions policies and procedures of the College of Nursing (evaluation of course work, transfer college credits, etc.)
- Coordinates the preparation of admission materials for the undergraduate and graduate programs of the College and disseminates same to inquiring public
- Implements a program of prospective student interviews, as applicable
- Identifies and maintains current information on University admission requirements and communicates with the College administration and faculty regarding these policies
- Identifies and maintains a listing of available College loans and scholarships for nursing students
- Conducts studies on admissions trends and effects of this data on College admission policies

II. Student Records

- Maintains accurate materials in student folders and updates necessary information as required
- Insures that the Office of Student Services follows federal, state, University and College policies regarding the use of student records
- Evaluates compilation methods and procedures and recommends needed changes
 - A. Storage and location of records
 - B. Use of records
 - C. Forms to be used
 - D. Periodic disposal of inactive student records
- Supervises the maintenance and use of student records
- Consults and advises faculty regarding interpretation of available data
- Periodically supplies student information for reports to Kentucky Board of Nursing, American Association of Colleges of Nursing, Commission on Collegiate Nursing Education, Council on Higher Education, and other organizations

- Monitors individual applicant records for appropriate data (references, transcripts, etc.)
- Monitors individual admitted student records for appropriate data (grade reports, credentials for graduation, admission to candidacy, etc.)

III. Financial Aid/College Scholarship Awards

- Provides current information to students, faculty and prospective students on sources of financial aid and scholarships
- Coordinates the identification and selection of recipients, when appropriate

IV. Orientation, Graduation, and Co-Curricular Activities

- Coordinates the planning and implements the orientation, pinning and hooding programs of the College
- Coordinates the planning and implements open house activities of the College
- Coordinates the development and implementation of activities which will assist in improving student/faculty communication and student participation in the University community
- Provides assistance to the University of Kentucky Student Nurses Association (UKSNA) by offering the continuous support of the Office of Student Services to the organization
- Coordinates the selection of students to be recognized for outstanding performance in the College and University

V. Advising and Registration

- Coordinates the advising program for the undergraduate students in the College of Nursing and prospective students in relation to all aspects of curriculum, student rights and responsibilities, senate rules, etc.
- Confers with undergraduate advisees at least once a semester to plan scheduling
- Acts as a liaison for all students with other University offices
- Serves as a resource to faculty and student groups regarding academic advisement procedures
- Coordinates student registration and the Undergraduate Summer Advising Conference (late registration, add/drop, advance registration, etc.)
- Maintains current information on University and College academic requirements
- Coordinates the revisions and online posting of the student handbooks
- Offers limited counseling to students in the areas of adjustment to the college environment, personal and social problems, educational development, vocational planning, financial problems, and other relevant areas. Refers students to counseling/testing as appropriate

VI. Placement

- Works with the James W. Stuckert Career Center on main campus to provide students with career exploration and job search tools; participates in career fairs sponsored by the Center
- Provides a College of Nursing Career Fair as needed and posts current employment opportunities on bulletin boards and in the weekly undergraduate student e-mail message

VII. Student Data

- Coordinates all demographic records for applicants, enrolled students and graduates
- Maintains student files and hard copies, captures trends and historical data of each nursing program
- Provides raw data for reports as requested by faculty, staff and other University offices