



# Academic Advising Handbook 2017-2018

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Welcome!

Academic Advising is a central responsibility of all faculty members at Healthcare & More (HCM). Each of us guide students through their requirements, serves as advisors to students, and or called upon to answer questions about general school regulations. This handbook offers a quick reference for questions commonly asked by students and provides basic information about the core program, graduation requirements and advising expectations.

## Academic Advising Overview

### Mission

The mission of Academic Advising at Healthcare & More (HCM) is to support student success by:

- Recognizing the need for higher education that is personal and consistent with the values of each learner;
- Providing an on-going, collaborative, nurturing process in which students and educators develop trusting relationships and authentic connections, and
- Empowering learners by intentionally providing occasions to develop decision-making skills.

### Student Outcomes for Academic Advising

As a result of participating in Academic Advising, students are able to:

1. Make progress toward academic goals;
2. Engage with school faculty, staff, and other students;
3. Evaluate and improve the affective skills necessary to be a successful learner.

Academic Advisors are available to assist you in the development of meaningful educational plans to help you achieve your goals, whether it is to continue your education at a two-year college or university, to prepare for immediate entry into the job market, or to develop skills for career advancement or personal growth. Advisors can assist you with the selection of appropriate courses and teach you about your curriculum reinforcing your self-sufficiency and self-direction.

Academic Advisors are also available to help with:

- Educational concerns
- Registering for classes
- Balancing your work and class schedule
- Unofficial review of graduation requirements
- Class withdrawal
- Understanding academic policies and procedures

In order to be recommended by the faculty for the certificate in certified nursing assistant, students are required to complete satisfactorily a minimum of 94 clock hours. The courses below are mandatory for the Certified Nursing Assistant (CNA) Curriculum.

CNA 100 – Orientation.....	4 clock hours
CNA 101 -CNA Fundamentals.....	36 clock hours
CNA 102 – Death and Dying.....	2 clock hours
CNA 103 – Job Seeking Skills.....	2 clock hours
CNA 104 – Skills Lab.....	10 lab hours
CNA 105 – Clinical.....	40 clinical hours

## **General Advising Procedures**

1. Ask student their name, SSN, and educational goals
2. Download the curriculum sheet for Certified Nursing Assistant ( [www.healthcaremore.com](http://www.healthcaremore.com))
3. Place courses completed on your curriculum sheet from grade reports

A – Excellent = 4.0

B – Good = 3.0

C – Average = 2.0

D – Below Average = 1.0

F – Failure = 0.0

## **Graduation Preparation**

Students who are completing a certificate must submit a graduation application during the last two weeks of their program.

Prior to submitting a graduation application, students should also review their degree audit and verify the following:

- Degree, major and catalog year are listed correctly.
- All petitions have been recorded on the degree audit.

Students should meet with their Academic Advisor to review their degree audit prior to submitting a graduation application and discuss any possible issues that may prevent program completion. Forms are available online ([www.healthcaremore.com](http://www.healthcaremore.com)) or in the front office. Completed graduation applications should be submitted to the Director of Student Services and Career Placement, front office, Administrator, or may be faxed to (318) 728-8988.

Applications received after the published deadline will be processed the next term.

Graduation Application fee is \$40

## **Diploma/Certificate Graduation Requirements**

A candidate for a degree must meet the following requirements:

1. Complete all work in the curriculum described in the school catalog in effect at the time of first enrollment at HCM.
2. Complete a minimum of 94 clock hours of Certified Nursing Assistant acceptable school-level work.
3. Complete the required courses with the grade of “C” or higher.
4. Have a cumulative Grade Point Average (GPA) of 2.0 or better on all course work attempted at HCM.
5. Be enrolled and in attendance at HCM.
6. Fulfill all obligations and regulations, including financial, to the School prior to established dates.
7. Make application to the advisor for graduation by the deadline specified in the semester prior to the semester in which graduation is anticipated.

8. Participate in commencement exercises. Notification must be made to the Director of Student Affairs & Career Placement, front office, or Administrator if the candidate will not be participating in commencement exercises.

Healthcare & More Curriculum Sheet

Academic Year: \_\_\_\_\_

Certified Nursing Assistant (CNA)  
Certificate  
CIP Code: 513902

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Required Courses	Course Description	Credits				Plan to Take	Grade
		Lecture	Lab	Clinical	Total		
CNA 100	Orientation to CNA	4			4		
CNA 101	CNA Fundamentals	36			36		
CNA 102	Death and Dying	2			2		
CNA 103	Job Seeking Skills	2			2		
CNA 104	Skills Lab		10		10		
CNA 105	Clinical			40	40		

**Total Minimum Credits to Complete the Certificate in Certified Nursing Assistant = 94**