

Undergraduate Advisement Guide

OPEN



Rev. 8/8/23

Preface

Welcome! Academic advising is an important thread throughout your entire program. It's a collaborative process designed to help you clarify your educational and professional goals as you formulate your plans to realize these goals. Through regular, ongoing communication with your advisor, you'll be making decisions and taking steps to stay on track, successfully complete your program requirements, and prepare for your career.

Ultimately, it is your responsibility to stay on track in completing your program and satisfying all graduation requirements. This guide is designed to serve as a reference as you reach various stages of your program, from your first year as a nursing student through graduation. In it, you will learn what to expect from your advisor and what is expected of you. You will also find program planning information and referrals to numerous resources and services available to you.



TOPICS

I would like to...

[Find out who my advisor is](#)

[Understand my advisor's role](#)

[Understand my role](#)

[Get advising for my Hunter core requirements](#)

[Meet with my advisor / Prepare for an advising session](#)

[Prepare for registration](#)

[Prepare for my final year and graduation](#)

I'm looking for information on...

[Nursing student policies and handbook](#)

[Program plans for my major](#)

[Registration, finances, and student records](#)

[Internships and career planning services](#)

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I need additional help with...

[Studying, time management, coping with stress](#)

[Emotional distress, counseling/mental health services](#)

[Health insurance, immunizations, other health services](#)

[Accessibility accommodations](#)

Who Is My Advisor?

Each student is assigned a nursing advisor at the start of their program. School staff will provide this information to you.

This list is posted each semester outside of the Undergraduate Office on the 5th Floor at the Brookdale Campus.

You will also be enrolled in a Blackboard Organization based on program with your advisor, where information will be available to you.

If you are uncertain who your advisor is, please contact the Undergraduate Office at 212-481-7598.

It is likely your Nursing advisor will stay your Nursing advisor throughout your journey in the program. You will be notified if there are any changes.



The Role of an Advisor

The role of your advisor at the Hunter-Bellevue School of Nursing is to assist you with monitoring your academic progress, course selection and academic performance; to support you in your educational and career planning; and to direct you to opportunities and resources that can enrich your education. You are strongly encouraged to e-mail or plan visits with your advisor during the academic year.

Your advisor is expected to:

1. **Be available.** You will be able to speak to your advisor as needed throughout and prior to semesters. Your advisor is accessible through email and phone.
2. **Be knowledgeable.** You have the right to expect that your advisor provide you with accurate information about your program course requirements.
3. **Care.** Every student has the right to be treated by their advisor in a respectful, caring, considerate manner.



Your Role as a Student

Ultimately, your role in the advising process is that of a planner, executor, and manager of your educational and professional pursuits in order to get the most from your education. It requires you to be proactive, to stay informed, and to seek help when you need it. You will need to develop and define realistic academic and career goals, be knowledgeable of university and school policies and procedures, continuously monitor your progress in meeting academic program requirements, stay on top of important deadlines, and plan for what's next after graduation. You are your own greatest advocate, but your advisor is here to help you along the way.

As an advisee, you are expected to:

1. Learn as much as possible about your program requirements. Become familiar with [DegreeWorks](#) to track your academic progress and review academic planning resources available on [Hunter's website](#).
2. Prepare for each visit with your advisor by making a list of questions on the courses or program you want to discuss.
3. Schedule a meeting with your advisor every semester for assistance with selecting your courses. The [Office of Advising](#) will assist you with non-nursing courses.
4. Keep a record of your academic progress and goals, including an up-to-date transcript, and bring this information with you to your advising appointments.



Advising for Hunter Core Requirements

The Office of Advising—68th Street Campus

The [Office of Advising](#) provides academic advisement that facilitates student development through plans created collaboratively among students, professional staff, and faculty to achieve educational and personal goals.

Contact

Room 1119, East Building, 68th Street Campus

Tel: (212) 772-4882

advisingservices@hunter.cuny.edu

Use the Navigate Student mobile app to schedule an appointment

Read about Hunter core requirements in the [undergraduate course catalog](#) (Policies & Requirements > Academic Requirements).

Pre-Nursing Advising

Ms. Maria Mendoza, Pre-Nursing Academic Advisor, is the contact person regarding information and clarification on transfer of credits for all undergraduate students preparing to apply or recently admitted to the School of Nursing. She also hosts pre-nursing [information sessions](#) for prospective students throughout the year.

Contact

Room W607, Brookdale Campus

Tel: (212) 481-4773

prenursingadvising@hunter.cuny.edu



Meeting With Your Nursing Advisor

Before the Meeting

- If you have never met with your advisor before, introduce yourself by sending them a brief email.
- Ask them of their availability to meet for the first time.
- Bring a copy of your transcript(s), if any, and a list of current courses you are taking.
- Prepare a list of questions you have in advance.

During the Meeting

- Remind them of your educational and career goals.
- Don't be afraid to ask questions.
- Take detailed notes.
- Be respectful of their time and thank them for meeting with you.
- Ask them when you should meet with them again.

After the Meeting

- Make a list of actionable items to complete, with dates that each item should be completed.
- Update your advisor on your progress periodically.



Preparing for Registration

Before Registration

- Meet with your nursing advisor at least 3 weeks before registration. Check the [academic calendar](#) for registration dates.
- Take stock of all the courses you have already taken or received transfer credit; check your progress in [DegreeWorks](#).
- Review the [schedule of classes](#) for course offerings.
- Refer to the [undergraduate course catalog](#) to learn about course offerings. Check that you meet any prerequisites listed.
- Review tuition and fees, payment information, and other finances with [Bursar](#) and [Financial Aid](#). Check CUNYfirst to ensure you do not have any [holds or stops](#) on your account.
- Make a note of your specific [enrollment appointment date](#) posted in CUNYfirst (*Student Center > Enrollment Dates*).

During Registration

- Register on-time to ensure the best chance of enrolling in the courses you want to take.
- Save a list/confirmation of your selections and take note of required textbooks for each course.

After Registration

- Review add/drop deadlines and other important dates for the upcoming term in the [academic calendar](#).



Preparing for Your Final Year and Graduation

At Least 12 Months Before Graduation

- Review [how and when to apply for graduation](#). Take note of important deadlines to ensure a timely degree audit process.
- Review your [CUNYfirst](#) and [DegreeWorks](#) records to ensure that all information is accurate, and your major/minors are listed properly.
- Review the [course catalog](#) of the year you entered the program for a list of all relevant courses and other requirements.
- Meet with Hunter [Advising](#) and your nursing advisor to review your progress in meeting all general education and major requirements.
- Register for your last year of classes.

During Your Last Year

- Meet with your advisor each term to review your progress and pending requirements. Register for your last term.
- Prepare for the [NCLEX-RN](#) (Generic BS and A2D students).
- Consider next steps in your career and/or explore graduate programs to advance your skills and knowledge. Seek faculty letters for references and prepare graduate school applications.
- Meet with [Career Development Services](#) as you prepare cover letters and resumes when applying for jobs.
- Review and RSVP for [Commencement](#). Let the department know if you will be attending your commencement or convocation ceremony.



Nursing Student Policies

HBSON Student Handbook

Includes information on all HBSON programs, obligations, and rights as a student. The student handbook is an important resource that should be referred to regularly throughout your academic experience at the School of Nursing.

<http://www.hunter.cuny.edu/nursing/repository/files/hbson-student-handbook.pdf>

Hunter College Course Catalog

In addition to describing courses and programs offered by Hunter College, the course catalog is an accurate and up-to-date resource for students seeking information on admissions, financial aid, tuition, and University policies and requirements. The catalog should be used as a guide in planning your course of study in order to meet your degree requirements and graduate in a timely fashion.

<http://catalog.hunter.cuny.edu/>



Program Plans for Your Major

The most current information about each program is posted on our [website](#). Occasionally, a program's curriculum may be revised. If you are not sure which plan applies to you, please review the [course catalog](#) of the year you entered the program for a list of all relevant courses and other requirements and consult your advisor.

Below you will find program plan worksheets you can use to keep track of nursing major requirements. Please update your progress using the worksheet in advance of any meetings with your advisor.

Generic Nursing BS ([Website](#))

- [Class of 2022 \(or Later\) Program Plan](#)

Accelerated Second-Degree (A2D) BS ([Website](#))

- [Program Plan](#)

RN-to-BS Program ([Website](#))

- [Sample Full-Time Program Plan](#)
- [Sample Part-Time Program Plan](#)



Registration, Finances, and Student Records

Resources for Students

The [Students](#) page on Hunter's website provides resources and information about registration, financial aid, records and transcripts, and advising for undergraduate students. Information for other services is available using the links at the bottom of the page.

CUNYfirst

Student records, registration, and financial aid matters are managed in CUNYfirst, our student records system. Hunter publishes several [self-service guides for CUNYfirst](#).

- [Log in or Claim Your Account](#)

DegreeWorks

[DegreeWorks](#) is an online advisement tool for undergraduate students and advisors that shows your progress toward completing your degree requirements. All currently registered Hunter undergraduate students have DegreeWorks accounts. Use this self-advisement tool to regularly track your degree progress as well as plan for future registrations.

- Login: <https://degreeworks.cuny.edu>



Internships and Career Planning Services

Career Development Services

Career Development Services offers students advice on employment opportunities and internships, resume and cover letter writing, as well as career fairs and networking opportunities.

<http://www.hunter.cuny.edu/student-services/cds>

Walk-In Hours

Wednesdays, 9:00 AM - 5:00 PM

Contact

Room 805, East Building, 68th Street Campus

695 Park Avenue

New York, NY 10065

Tel: (212) 772-4850

career@hunter.cuny.edu

Also, be sure to check Blackboard announcements related to job opportunities both pre and post licensure.



Technology Services and Support

Student Help Desk

The [Student Help Desk](#) provides services for students experiencing issues with signing into their accounts, such as the following:

- CUNY Login (CUNYfirst, Blackboard, DegreeWorks, FACTS)
- Student MyHunter Microsoft Office 365 Email
- Hunter NetID

Contact

Room 303, North Building, 68th Street Campus

Tel: (212) 650-3624

studenthelpdesk@hunter.cuny.edu

CUNY Technology Services

CUNY provides several technology platforms and services to members of the community. [Click here](#) for access, FAQs, tutorials, and other helpful information.



Graduate Programs in Nursing

As you approach your final year, you should consider continuing your education by exploring opportunities for graduate study. Hunter College offers several programs and specializations in advanced nursing practice. Read about the requirements for admission by choosing your area of interest below.

Master's Program Specializations

[Gerontological/Adult Nurse Practitioner \(MS\)](#)

[Psychiatric-Mental Health Nurse Practitioner \(MS\)](#)

[Community/Public Health Nursing \(MS\)](#)

[Adult-Gerontology Clinical Nurse Specialist \(MS\)](#)

[Nursing Administration/Urban Policy & Leadership \(Dual-degree MS\)](#)

Postgraduate Advanced Certificate

[Psychiatric-Mental Health Nurse Practitioner Advanced Certificate](#)

Doctoral Programs

[Doctor of Nursing Practice \(DNP\)](#) – Post-BS or Post-MS admission

[PhD in Nursing](#) – Post-MS admission; health equity focus



Studying, Time Management, Coping With Stress

Being a student in a rigorous field of study like nursing can prove to be demanding and stressful, especially if you are managing several other obligations and commitments. We have a full-time academic counselor available to help you if you are feeling stressed, falling behind, or just need some additional encouragement from time to time.

Ms. Barbara Singletary provides academic support counseling that includes reinforcement and teaching of:

- Stress reduction strategies
- Study skills
- Time management
- Individual and educational plans

Contact

Ms. Barbara Singletary

Room W427, Brookdale Campus

Tel: (212) 481-7574

bsinglet@hunter.cuny.edu



If you are experiencing emotional distress or need mental health services and support, see [next page](#).



Counseling and Emotional Distress

Counseling and Wellness Services

[Counseling and Wellness Services](#) offer free, confidential short-term counseling services to students, including individual and group counseling, crisis intervention, consultation, and referrals to services.

Office Hours & Contact

Monday - Friday, 9:00 AM - 5:00 PM

Room 1119, East Building, 68th Street Campus

Tel: (212) 772-4931

personalcounseling@hunter.cuny.edu

Behavioral Response Team (BRT)

The Hunter College [Behavioral Response Team](#) provides support and assistance to students in crisis or in distress. The BRT is designed to:

- Identify those students in need of assistance
- Manage each incident effectively
- Provide structure for an effective method of addressing student behaviors
- Initiate appropriate intervention
- Promote a coordinated response

Contact

Tel: (212) 396-6648

brt@hunter.cuny.edu



**In an emergency, call 911 or call or text 988 to reach the [988 Suicide and Crisis Hotline](#).*

Health Insurance, Immunizations, Other Health Services

Counseling and Wellness Services

In addition to free, confidential short-term counseling services, [Counseling and Wellness Services](#) manages student immunization records and is responsible for assuring student compliance with New York State Immunization laws. They also host health insurance enrollment Navigators and Certified Application Counselors to assist with applying for affordable [health insurance coverage](#) through the New York State Health Marketplace.

Wellness services include:

- Immunization records processing
- Referrals to community-based resources
- Health promotion and education workshops and events

Immunization Records ([Website](#))

Room 307, North Building, 68th Street Campus

Tel: (212) 772-4800

Fax: (212) 650-3254 / (212) 396-6703

wellness@hunter.cuny.edu

Health Promotion & Education ([Website](#))

Room 307, North Building, 68th Street Campus

Tel: (212) 650-3397

healthed@hunter.cuny.edu



Accessibility Accommodations

Office of AccessABILITY

The [Office of AccessABILITY](#) is dedicated to enhancing the educational experience for students with disabilities at Hunter. While complying with the letter of the law, the Office of AccessABILITY also embraces its spirit by providing services to all students with permanent or temporary disabilities to ensure that all Hunter programs and activities are accessible.

Contact

Room 1214B, East Building, 68th Street Campus

Tel: (212) 772-4857

accessABILITY@hunter.cuny.edu

CUNY IT Accessibility

[CUNY IT Accessibility](#) provides resources on information technology accessibility for students, faculty and staff.



Resources for Sexual Misconduct

In compliance with the [CUNY Policy on Sexual Misconduct \(pdf\)](#), Hunter College reaffirms the prohibition of any sexual misconduct, which includes sexual violence, sexual harassment, and gender-based harassment retaliation against students, employees, or visitors, as well as certain intimate relationships.

Students who have experienced any form of sexual violence on or off campus (including CUNY-sponsored trips and events) are entitled to the rights outlined in the Bill of Rights for Hunter College.

Sexual Violence

Students are strongly encouraged to immediately report the incident by calling 911, contacting the NYPD Special Victims Division Hotline (646-610-7272) or their local police precinct, or contacting the College's Public Safety Office (212-772-4444).

All Other Forms of Sexual Misconduct

Students are also encouraged to contact the College's Title IX Campus Coordinator, Dean John Rose (jtrose@hunter.cuny.edu or 212-650-3262) or Colleen Barry (colleen.barry@hunter.cuny.edu or 212-772-4534) and seek complimentary services through the Counseling and Wellness Services Office, Hunter East 1123.



Generic BS Program Plan (Class of 2022 or later. Contact your advisor for prior year plans.)



Student: _____ Admitted: _____ Transfer Credits: _____

First Year Prerequisites: Fall Semester (15 cr)	Credits	First Year Prerequisites: Spring Semester (13.5 cr)	Credits
ENGL 120: English Composition I (Expository Writing)	3	ENGL 220: Introduction to Writing about Literature**	3
Introductory Statistics course (STAT 113 or STAT 213)	3	US Experience in its Diversity (see Catalog)	3
CHEM 100: Essentials of General Chemistry Lecture*	3	CHEM 120: Essentials of Organic Chemistry Lecture*	3
CHEM 101: Inquiries into the Nature of Matter*	3	CHEM 121: Essentials of Organic Chemistry Lab*	1.5
PSYCH 100: Introduction to Psychology	3	PSYCH 150: Human Development	3

*Or higher equivalent courses (e.g., CHEM 102/103; CHEM 102/106; or CHEM 111 for General Chemistry; CHEM 222/223 for Organic Chemistry).

**Although not a prerequisite for entry into the program, this core course is recommended before beginning nursing courses.

Second Year: Fall Semester (14.5 cr)	Credits	Completed	Comments
BIOL 120: Human Anatomy and Physiology I	4.5		
NURS 200: Introduction to Nursing	2		
NURS 240: Foundations of Genetics for Nurses	2		
Hunter Core - Individual & Society: Humanities (see Catalog)	3		
Hunter Core (see Catalog)	3		You must earn a 'C' or better in all courses to continue.
Second Year: Spring Semester (14.5 cr)			
BIOL 122: Human Anatomy and Physiology II	4.5		
BIOL 230: Fundamentals of Microbiology	3		
NURS 210: Nursing Fundamentals and Health Assessment	4		
NURS 343: Pathophysiology and Nursing Care	3		You must earn a 'C' or better in all courses to continue.
Third Year: Fall Semester (15 cr)			
NURS 220: Adult Health and Illness	4		
NURS 331: Pharmacology I	3		
NURS 332: Normal & Therapeutic Nutrition in the Nurs. Process	2		
NURS 380: Nursing Research and Theory	3		
Hunter Core (see Catalog)	3		You must earn a 'C' or better in all courses to continue.
Third Year: Spring Semester (17 cr)			
NURS 339: Pharmacology II	3		
NURS 352: Nursing Care of Women and Childbearing Families	4		
NURS 360: Nursing Care of Infants, Children, and Adolescents	4		
Hunter Core - Individual & Society: Social Sciences (see Catalog)	3		
Hunter Core (see Catalog)	3		You must earn a 'C' or better in all courses to continue.
Fourth Year: Fall Semester (16 cr)			
NURS 349: Foundations of Ethics and End-of-Life Care	3		
NURS 455: Public Health Nursing	4		
NURS 460: Mental and Behavioral Health Nursing	4		
NURS Elective	2		
Hunter Core (see Catalog)	3		You must earn a 'C' or better in all courses to continue.
Fourth Year: Spring Semester (16 cr)			
NURS 422: Health Policy and Leadership	3		
NURS 470: Adult Acute Illness/Immersion Clinical	4		
NURS 490: Gerontological Nursing	4		
NURS 492: Advanced Synthesis of Nursing Knowledge	2		
Hunter Core (see Catalog)	3		You must earn a 'C' or better in all courses to graduate.

Total Credits

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Your program plan should not be changed without consulting with your advisor. Students who transfer credits in chemistry and/or biology may still be short the minimum number of credits needed to graduate. If this applies to you, please meet with your advisor for recommendations.

Other Notes:

Initial and Date:

Student _____

Advisor _____



Accelerated 2nd Degree (A2D) BS Program Plan



Student: _____ Admitted: _____ Transfer Credits: _____

Prerequisite Courses	Hunter Equivalent	Comments
General Chemistry Lecture and Lab	CHEM 100/101, 102/103, 102/106, or 111	
Organic Chemistry Lecture and Lab	CHEM 120/121 or CHEM 222/223	
Human Anatomy and Physiology I & II	BIOL 120 & BIOL 122 (2 courses)	
Introduction to Statistics	STAT 113 or STAT 213	
Microbiology with lab	BIOL 230	
English Composition	ENGL 120	
General Psychology	PSYCH 100	
Human Development	PSYCH 150	
Nutrition	NFS 141	
Genetics course	BIOL 105 or BIOL 107	

Fall Semester (13 cr)	Credits	Completed	Comments
NURS 200: Introduction to Nursing	2		
NURS 210: Nursing Fundamentals and Health Assessment	4		45-hour clinical practicum
NURS 220: Adult Health and Illness	4		67.5-hour clinical practicum
NURS 331: Pharmacology I	3		
Winter Session (3 cr)			
NURS 380: Nursing Research and Theory	3		
Spring Semester (14 cr)			
NURS 339: Pharmacology II	3		
NURS 343: Pathophysiology and Nursing Care	3		
NURS 352: Nurs Care of Women and Childbearing Families	4		90-hour clinical practicum
NURS 360: Nurs Care of Infants, Children, and Adolescents	4		67.5-hour clinical practicum
Summer Session (8 cr)			
NURS 455: Public Health Nursing	4		90-hour clinical practicum
NURS 460: Mental and Behavioral Health Nursing	4		67.5-hour clinical practicum
Fall Semester (13 cr)			
NURS 420: Nursing Leadership and Ethics	3		
NURS 470: Adult Acute Illness/Immersion Clinical	4		112.5-hour clinical practicum
NURS 490: Gerontological Nursing	4		90-hour clinical practicum
NURS 492: Advanced Synthesis of Nursing Knowledge	2		

Total Credits 51

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Your program plan should not be changed without consulting with your advisor.

Other Notes:

Initial and Date:

Student _____

Advisor _____



RN-to-BS Program Plan: *Full-Time Study*



Student: _____ Admitted: _____ Transfer Credits: _____

Prerequisite Courses*	Credits	Transfer Equivalent	Comments
English Composition I (ENGL 120)	3		
Math/Quantitative Reasoning			
• Introduction to Statistics (STAT 113 or STAT 213)	3		
Social Sciences			
• General Psychology (PSYCH 100)	3		
• Human Development (PSYCH 150)	3		
Life and Physical Sciences			
• General Chemistry Lecture and Lab (CHEM 100 & 101)	6		
Anatomy & Physiology I & II (BIOL 120 & BIOL 122)	9 (4.5 ea.)		
Microbiology with Lab (BIOL 230)	3		
Other Science or Mathematics (12.5 credits)	12.5		
Significant Writing Requirement ('W' Courses)			
• If matriculating with 30 or less credits, 3 required			
• If matriculating with 31-59 credits, 2 required			
• If matriculating with 60 or more credits, 1 required			
Foreign Language Requirement – Exempt	-		
Nursing Transfer Credits (AAS or Regents Exams)	24		

*All prerequisites must be completed before the second semester of the program.

Fall Semester	Credits	Completed	Comments
NURS 200: Introduction to Nursing	2		
NURS 240: Foundations of Genetics for Nurses	2		
NURS 379: Nursing and Societal Forces	3		QCC Equivalent: NU-204
NURS 380: Nursing Research and Theory	3		
NURS 381: Health Assessment Throughout the Lifespan	3		
Spring Semester			
NURS 334: Pathopharmacology	4		
NURS 423: Foundations of Ethics and Palliative Care	3		
NURS 482: Roles and Relationships in Prof. Nursing	3		
NURS 491: Gerontology for Nurses	3		
Summer Session			
NURS 480: Promotion of Wellness in the Community*	4		
*Clinical course; requires 45-hour VIRTUAL clinical practicum			

Total Credits 30

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Your program plan should not be changed without consulting with your advisor.

Other Notes:

Initial and Date:

Student _____

Advisor _____



RN-to-BS Program Plan: *Part-Time Study*



Student: _____ Admitted: _____ Transfer Credits: _____

Prerequisite Courses*	Credits	Transfer Equivalent	Comments
English Composition I (ENGL 120)	3		
Math/Quantitative Reasoning			
• Introduction to Statistics (STAT 113 or STAT 213)	3		
Social Sciences			
• General Psychology (PSYCH 100)	3		
• Human Development (PSYCH 150)	3		
Life and Physical Sciences			
• General Chemistry Lecture and Lab (CHEM 100 & 101)	6		
Anatomy & Physiology I & II (BIOL 120 & BIOL 122)	9 (4.5 ea.)		
Microbiology with Lab (BIOL 230)	3		
Other Science or Mathematics (12.5 credits)	12.5		
Significant Writing Requirement ('W' Courses)			
• If matriculating with 30 or less credits, 3 required			
• If matriculating with 31-59 credits, 2 required			
• If matriculating with 60 or more credits, 1 required			
Foreign Language Requirement – Exempt	-		
Nursing Transfer Credits (AAS or Regents Exams)	24		

*All prerequisites must be completed before the second semester of the program.

Fall Semester	Credits	Completed	Comments
NURS 200: Introduction to Nursing	2		
NURS 240: Foundations of Genetics for Nurses	2		
Winter Session			
NURS 380: Nursing Research and Theory	3		
Spring Semester			
NURS 379: Nursing and Societal Forces	3		QCC Equivalent: NU-204
NURS 381: Health Assessment Throughout the Lifespan	3		
Summer Session			
NURS 334: Pathopharmacology	4		
Fall Semester			
NURS 482: Roles and Relationships in Prof. Nursing	3		
NURS 491: Gerontology for Nurses	3		
Winter Session			
NURS 423: Foundations of Ethics and Palliative Care	3		
Spring Semester			
NURS 480: Promotion of Wellness in the Community* *Clinical course; requires 45-hour VIRTUAL clinical practicum	4		
Total Credits		30	

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Your program plan should not be changed without consulting with your advisor.

Other Notes:

Initial and Date:

Student _____

Advisor _____

