How to Meet With an Advisor

To Schedule
To schedule an appointment, please email nursing-advisement@byu.edu from your BYU student email (if you are a current or admitted student) with the following information:

- Your general availability Monday – Friday 9 am – 5 pm
- A list of general topics you would like to discuss
- Anything else you would like us to note
  - i.e. if you live outside of Utah or Salt Lake valleys and need to meet virtually, if you have an advisor preference, etc.

Hours and Times
Monday – Friday 8 AM – 5 PM, with appointments starting at 9 am.
Closed every Tuesday from 11 am – 12 pm for University Devotional.
Closed Saturdays and Sundays.
  *Appointments are preferred.

We schedule in Utah time (MST). Please keep time zones in mind. 😊
Because appointments are booked on a first-come, first-serve basis, and are often varied throughout the week, we ask that you send us your GENERAL availability, and we will schedule you for our soonest opening that fits your schedule.

- You can request specific times/days, but we cannot guarantee those will be open.
  Failing to send your general availability can cause delays in booking your appointment.

You may also call or text 801-422-4173 to schedule an appointment, but email is the most reliable, and usually quickest, way to contact us.

We are closed on the following 2024 dates for holidays or university events:

- January 1 – 2
- January 15
- February 19
- April 19 – 20
- May 27
- June 19
- July 4
- July 24
- September 5
- November 27 – 29
- December 24 - 31

Location
All appointments are in-person, with exceptions for those living outside Utah and Salt Lake valleys. If you are living outside of Utah and Salt Lake valleys, please include this information when you send your availability. Otherwise, we will assume you will be attending in-person.

Our office is in 501 Kimball Tower. It is right next to the elevators on the fifth floor.
If you are a current missionary or living outside of Utah and Salt Lake valleys, we can schedule a Zoom appointment.
While brief questions can be answered over the telephone by our secretaries, advisors do not offer telephone appointments.

**Advisors**

We have three advisors. All three can answer general questions regarding the program. We do not assign students to specific advisors, but our advisors do have different hours and some have more specific experience or authorizations, both of which may affect which advisor you will be scheduled with.

- You may request to meet with a specific advisor if you find there is someone you prefer, as long as it is for a topic she is able to advise on and within her working hours.

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<tr>
<th>Advisor</th>
<th>Typical Availability</th>
<th>Notes</th>
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| Nancy   | Monday – Friday* 9 am – 12:30 pm MDT | • Nancy can advise on all aspects of the program except the ones listed under “only Cara.”
• If you are an international student, Nancy has the most experience with international issues, visas, processes, etc. | |
|         | Unavailable June 19   |       |
| Leslie  | Monday - Friday 1:30 pm - 5 pm MDT | • Leslie can advise on all aspects of the program, except the ones listed under “only Cara” and some international student concerns, such as visas. | |
|         | Unavailable June 14, 19 |       |
| Cara    | Monday – Friday* 9 am - 3:30 pm MDT | Only Cara can advise regarding
• FNP program
• Student athletics
• ROTC
• Scholarships for those in the program
• Licensing
• Application review for denied applicants
• Minoring in Information Systems
• Adding a second major |
|         | Unavailable June 19   |       |

*A reminder that we are closed Tuesdays from 11 am – 12 pm*