

NOTES ABOUT NAC APPOINTMENTS

Hours and Times

We are open Monday – Friday 8 am – 5 pm, with appointments starting at 9 am.

- We are closed every Tuesday from 11 am – 12 pm.
- **We are closed Saturdays and Sundays and after 5 pm MDT.**

We schedule in Utah time. 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 availability.

- 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.

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 click with better than others, as long as it is for a topic she is able to advise on and within her working hours.

Advisor	Typical Availability	Notes
Nancy	Monday – Friday* 9 am – 12:30 pm MDT Nancy is unavailable August 5 - 9, 29.	<ul style="list-style-type: none">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.
Leslie	Monday - Friday 1:30 pm - 5 pm MDT Leslie is unavailable August 1 - 9, 14, 29.	<ul style="list-style-type: none">Leslie can advise on all aspects of the program, except the ones listed under “only Cara” and some international student concerns, such as visas.
Cara	Monday – Friday* 9 am - 3:30 pm MDT Cara is unavailable August 29 - 30.	Only Cara can advise regarding <ul style="list-style-type: none">FNP programStudent athleticsROTCScholarships for those in the programLicensingApplication review for denied applicantsMinoring in Information SystemsAdding a second major

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