NOTES ABOUT MEETING WITH AN ADVISOR

Contents

This document covers information regarding our hours and appointment openings, location, advisors, and how to schedule an appointment. Please read this document thoroughly before scheduling an appointment.

Hours and Times

We are open Monday – Friday 8 am – 5 pm, with appointments starting at 9 am and ending at 4 pm. Appointments are preferred.

- We are closed every Tuesday from 11 am – 12 pm.
- **We are CLOSED Saturdays and Sundays and weekdays 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 include your general availability can cause delays in booking your appointment.**

We are closed on the following 2025 dates for holidays, breaks, or university events:

- January 1 – 3
- January 20
- February 17
- April 24 - 25
- May 26
- June 19
- July 4
- July 24
- September 1
- November 26 - 28
- December 22 – January 2, 2026

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 currently have three advisors. All three advisors 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	Working Hours	Notes
Kierra	Monday – Friday 9 am – 12:30 pm MDT **Kierra is unavailable January 1 – 3, 20.**	• Kierra can advise on all aspects of the program, except the ones listed under "only Cara" and some international student concerns, such as visas.
Leslie	Monday - Friday 1:30 pm - 4 pm MDT **Leslie unavailable January 1 – 3, 20.**	• 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 January 1 – 3, 20.**	**Only Cara** can advise regarding • International student concerns • CPT/Internships for international students • FNP program • Student athletics • ROTC • Scholarships for those in the program • Licensing • Application reviews for denied applicants

		• Minoring in Information Systems • Adding a second major

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

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* Monday – Friday 9 am – 5 pm availability
- 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, if you have an advisor preference, etc.

***You can ask to meet at a specific date and time, but if you do not include your general availability, it can cause scheduling delays if your specific date and time is not available.**

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.**