



# WELCOME TO THE DEPARTMENT OF NURSING

234 Reed Hall

606-783-2296; [www.moreheadstate.edu/nursing](http://www.moreheadstate.edu/nursing)

We look forward to working with each of you at this SOAR session! Here are some helpful guidelines for you as we begin your session.

- ✓ Please pull out and have your ACT scores readily available for this advising session.
- ✓ SOAR Advising is generally conducted in groups. If you need individual assistance after the SOAR session is complete, we will be happy to set up a follow up one-on-one appointment with you.
- ✓ After you have completed your registration schedule entry in the computer lab, please leave your folder in the marked bin in that room.
- ✓ If you have additional questions after you leave please feel call the Department of Nursing and we will find the appropriate person to assist you with your questions.
- ✓ Additional information is also available on our web site:  
[www.moreheadstate.edu/nursing](http://www.moreheadstate.edu/nursing)
- ✓ Note: After you have completed registering for your class you should check the courses you are registered for by going to the "My Class Schedule" link under "Academic Profile" in Web Advisor. A copy of your schedule can be printed from here as well.

**Thank you!**

**We look forward to seeing you as our student in the Department of Nursing!**

**Morehead State University  
Department of Nursing**

Process: **SOAR**

**SUMMER ORIENTATION & REGISTRATION**

Academic Counseling Coordinator send notification to faculty of SOAR dates **Responsible:** Academic Counseling Coordinator



Sign up for date to work SOAR (Summer Orientation & Registration)  
**Responsible:** All Faculty, at least 2 per program (ADNP & BNP) for each SOAR date with Academic Counseling Coordinator



Provide list of those signed up to work for SOAR to Chair  
**Responsible:** Academic Counseling Coordinator



Prepare student color coded folders for use during departmental SOAR program. Folders to include: program flyer; SOAR registration sheet; registration instruction sheet; welcome & announcement sheet.  
**Responsible:** Academic Counseling Coordinator



Bring students from main program to department for advising & registration  
**Responsible:** Academic Counseling Coordinator, Regional Academic Counseling Coordinator, Chair, or others as assigned by Chair.



Send students to appropriate grouping for advising. Groups to be ADNP and BNP. When in those groups, divide further into new college students and those who have some college education/transfer students.  
**Responsible:** Administrator, Counselor, or Faculty member



Advise students appropriately and assist students with needs relating to courses to take, how to schedule courses, developmental requirements. When advising is complete forward students on to assigned multi media area/lab schedule entry.  
**Responsible:** Administrator, Counselor, or Faculty member



Assist students as needed in online registration process providing assistance and direction as needed. Faculty to assist.

**Responsible:** Academic Departmental Specialist, Secretary Specialist, AAC, RACC, Faculty



Provide marked container for students to leave folders after they have completed their schedule entry.

**Responsible:** Academic Departmental Specialist



Post appropriate signage for SOAR to include directional signs to meeting area and schedule entry area; blown up laminated developmental sheet; and curriculum sheets.

**Responsible:** Academic Departmental Specialist



Provide nametags for MSU employees/students assisting with SOAR.

**Responsible:** Academic Departmental Specialist



Assign tasks to any nursing students or student employees who are assisting with SOAR.

**Responsible:** Chair, ACC, RAC, ADS

