



Advisors FAQ

1. I forgot my password.

Click on the “Forgot Your Password?” link. You will be prompted to enter your institutional email address. You will get a return screen telling you your password was sent to the email address you entered.

2. How do I get more brochures?

Notify Anne Jozwiak (ajozwiak@wisc.edu, 608-263-5171) at the Central Office. She will send you brochures.

3. Who do I notify when a student wants to drop a BSN@Home course?

Notify Anne Jozwiak (ajozwiak@wisc.edu, 608-263-5171) at the Central Office. She will re-confirm with the advisor that the student should be removed from class. Anne will then remove the student from class in the BSN@Home database and will notify Learning Innovations or the institution teaching the course (if a course not supported by LI) to remove the student from class.

4. Who do I contact if I am not getting emails from the Advisor listserv?

Contact Assistant Dean Kay Taube at UW-Extension (taubeks@conted.uwex.edu). She will get you on to the listserv.

5. How do advisors get dropped/added to the BSN@Home administrative database?

Contact the Central Office. They will take care of adding new advisors to the database or deactivating the records of people who are no longer active in an advising role.

6. I have a technical college student interested in taking a BSN@Home course. How do I do that? Can I do that?

Students currently enrolled in ADN programs in Wisconsin may take N434 and N444 (Semesters 3 or 4 of their program) while completing their ADN program. All general education courses required for the degree must have been completed and students must have a 3.0 GPA in their nursing course work. The following protocol will be used to place students:

- Students must get approval from the BSN@Home campus advisor prior to submitting commitment form for the class.
- The campus advisors should **not** approve the student's commitment form.
- The home campus advisor should notify the director of the BSN@Home program of pre-licensure student request.
- Pre-licensure students will be placed at the end of the *Wait List* after the commitment form deadline.
- Pre-licensure students will be placed in the course only if there is space available after current BSN@Home students have been accommodated.

7. How do I know courses are close to filling?

Check the Credit Breakdown report in the database. Course enrollments are listed by course, school, and totals. You will be able to see how close each course is getting to maximum enrollment. In addition, there is a "count down" feature in Self-Entered Registrations. When a course has 10 or fewer slots left, a message will appear next to students' self-entered commitment forms.

8. How does the course waiting list work?

After a course closes, advisors may add students to the waiting list. The Central Office maintains the waiting list. If a spot opens up in a course, Anne will consult the waiting list and notify the appropriate advisor of the opening. The waiting list is followed in chronological order.

For core courses, Clinical Pharmacology, and Pathophysiology, the Central Office is able to move students off of the waiting list until two weeks before class starts. Students waiting for elective BSN@Home courses that are supported by the home institutions may be moved off the waiting list up to the first day of classes.

9. I approved my student's commitment form. How do I know they really have a spot in the course database?

Please check the course roster(s) after you approve a student for class(es). By doing this, you can verify that your action was successful. This step is especially important when courses, particularly Clinical Pharmacology and Pathophysiology, get close to filling.

10. Why do BSN@Home semester begin and end dates sometimes differ from the begin/end dates at my institution?

The BSN@Home semester has to be coordinated among five institutions. In general, the BSN@Home semester is based on the calendars of those institutions that have the most similar schedules. For example, if Madison, Milwaukee, and Eau Claire all have fall semesters running from September 2 through December 15, it is likely that will also be the BSN@Home semester schedule, even though Green Bay and Oshkosh may have different start and ends dates. In cases where no institution semesters match up well, a middle ground is chosen.

11. How do I find the Course Rotation schedule?

The rotation schedule is located on the BSN@Home [<http://academic.son.wisc.edu/bsnathome/index.html>] website. The link is located off the Courses page at <http://academic.son.wisc.edu/bsnathome/documents/Rotation%20with%20BSN%20Header.pdf>

12. How do students get their books?

MBS is the bookstore of record for BSN@Home students. Students should go the BSN@Home website [<http://academic.son.wisc.edu/bsnathome/index.html>] and choose Buy Books from the left-hand side menu. Students will be directed to a UW-Extension web page, and from there should follow directions regarding purchase of textbooks.

13. How do students get their course log ons and passwords?

Approximately two weeks before classes start, Learning Innovations will send welcome letters to enrolled students. These letters will contain course log on IDs and passwords.

14. Why does the Central Office ask the Home Institutions for their final course enrollment numbers each semester?

The Central Office needs to verify final course enrollments at each institution. Final enrollment information is provided to UW-Extension, which uses the data to invoice each institution appropriately, pay expenditures, and redistribute the distance education fee balance per the agreement shared by the five home institutions.