

## **ACADEMIC ADVISING**

### **PLANNING FOR A SUCCESSFUL JOURNEY**

The Division of Health Services Education provides academic advising services via an experienced team of advisors for undergraduate students with a health care administration major, and graduate students with a health services administration major. Our advising services are designed to provide you with the planning and support to gain the most from your academic experience.

### **TOOLS FOR SUCCESS**

We want you to feel confident that you can get the information you need when you need it and to do so using the tools available to you. We are here to provide you with the means to access important information that is readily available to you without relying on your academic advisor. Our goal is to familiarize you with those resources so you can be self-sufficient.

We also want you to meet with your advisor, whether in-person, by phone or email, to ensure you are on track to take the courses required to complete your degree when they are offered and in the appropriate order. In other words, your academic advisor is the source of information regarding your degree program. This webpage is designed to help you achieve your goals expediently.

### **YOUR STUDENT SUCCESS TEAM: WHO'S WHO?**

As you can see below, there are several university-wide and Health Services Education units supporting you at every stage of your Regis life. Who are your team members and what do they do? Knowing who does what is vital to your success.

### **ADMISSIONS COUNSELOR**

Get off to a good start! As someone applying to Regis University, your first contact is with a university [Admissions Counselor](#) who works with you throughout the admissions process and, once you are admitted as a student, registers you for your first course and maintains contact with you throughout the Drop/Add period for that first course.

### **STUDENT SUPPORT REPRESENTATIVE**

After your Admissions Counselor officially admits you as a Regis student, your next support area is a network of representatives on the university's Student Services team. They are on call at each campus location and online to help you navigate around various Regis resources available to you as a new or continuing student. The Student Services team provides support in the following areas:

- Financial – the financial aid process, student accounts, corporate billing, deferring tuition payments, and other financial issues and questions;
- Process and policies – where to get important information;
- Regis University Systems – access RegisNET email account, registering for classes, managing your account and financial aid, getting books and syllabi for classes, using the WorldClass learning system, and related resources.

At any point in your Regis journey [Student Services](#) is available to help you or to redirect you to the appropriate department. If you have general questions or don't know where to start, contact Student Services at 303.458.4126 or 800.568.8932 or [studentservices@regis.edu](mailto:studentservices@regis.edu).

### **ACADEMIC ADVISOR (HEALTH SERVICES EDUCATION)**

Once you are admitted as a business student, you will be assigned to an Academic Advisor unique to the Division of Health Services Education who works with you to complete your degree and meet your academic goals. Your advisor will help you to:

- Make informed academic decisions and develop educational goals appropriate to your interests and abilities;
- Choose the type of learning options best suited to accomplishing your goals (learning options include classroom-based or online, assessment of prior learning when applicable);
- Locate and connect with additional resources to support your academic success;
- Ensure the required courses are taken in the proper order and when available.

### **DEVELOPMENTAL ADVISING**

The [faculty](#) in the Division of Health Services Education provide a rich sources of academic support for health services administration students, including professional development. Your class instructor is your primary contact if you have questions or concerns about your performance in a course. However, should you want to discuss your specific career goals with another faculty who has in-depth experience as a practitioner in your field of interest, such as a Quality Director, CEO, Practice Manager, consultant, etc., your advisor will connect you with the appropriate faculty member.

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### **EXPERIENTIAL LEARNING OPPORTUNITIES**

[Handshake](#) is a career network for Regis University students, alumni and staff. It is your one-stop-shop for launching your career and searching for internship opportunities. Handshake offers many exciting features, including:

- Personalized job recommendations based on your major and interests
- An easy way to register for and attend Regis University career fairs
- Managing your on-campus interviews with top companies

- Scheduling appointments with the Center for Career and Professional Development

### **RESOURCES FOR NON-TRADITIONAL STUDENTS**

[Find resources for paying bills, registering for classes and unique learning opportunities.](#)

### **RESOURCES FOR TRADITIONAL STUDENTS**

[Find resources for paying bills, registering for classes and unique learning opportunities.](#)