

# FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS



## **2025-2026 CHP Student Handbook**

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## **FERRIS STATE UNIVERSITY COLLEGE OF HEALTH PROFESSIONS**

### **Our Mission...**

The mission of the College of Health Professions (CHP) is to train and educate future healthcare professional leaders through inter-professional collaboration, practice, and academic excellence.

### **Our Vision...**

The College of Health Professions (CHP) will be a recognized leader in the preparation of healthcare professionals. This distinction will provide students with the lifelong ability to seek and acquire information and transform this knowledge into responsible action within the national and global health care environment.

### **...and Our Values**

To fulfill its vision, the College of Health Professions embraces the core values of the university by fostering opportunities for collaboration, diversity, professional ethics, excellence, learning and opportunity.

### **Message from the Dean**



On behalf of our faculty, staff, and students, welcome to the Ferris State University, College of Health Professions (CHP).

As dean of the college, I am proud of the rich tradition of providing practical, experience-based health care education that our college has upheld since its founding over 50 years ago. Our diverse health programs prepare our students to become dynamic professionals with the moral depth and intellectual intensity necessary to meet the challenging demands of our current healthcare environment.

I am privileged to lead a talented community of faculty, staff and students that are committed to excellence in teaching, scholarship, academics, and service. A unique strength of our community is that it brings together people of different abilities, lived experiences, ambitions and perspectives that serve to enrich our campus culture. Our variances make CHP an exciting and productive community in which to teach, study and pursue relevant education in the health professions.

It is an exciting time to be a higher education provider in the field of health professions. Advancements in medical technology, improvements in standards of practice and expanding health care roles continue to create new opportunities for graduates of the health professions. We pride ourselves on the ability to produce highly qualified candidates to compete for opportunities in health care.

Through our clinical and non-clinical certificates, associates, bachelors, masters, and doctorate degree programs, we intentionally cultivate our students by exposing them to unique experiences, such as interprofessional education, interdisciplinary simulation experiences, academic service learning, student research projects, volunteerism, innovative speaker series, study abroad education, student organization advocacy, clinical rotations, and internships. We are not only preparing our students to make significant contributions to the delivery of health care, but to the development of every community.

I would like to take this opportunity to thank every single person who has helped shape who we are as a college community. We are grateful for our many partners, alumni, friends, and donors who given their time, talents, and gifts to the college to keep our legacy alive.

Our future is bright! I believe no other college of health professions better prepares clinical laboratory scientists, dental hygienists, diagnostic medical sonographers, health care systems administrators, health information managers and technologists, nuclear medicine technologists, nurses, radiographers, public health specialists, and leaders for a

changing world than the College of Health Professions at Ferris State University. I encourage you to spend some time to get to know our community and all that we can offer you.

**GO BULLDOGS!**

Lincoln A. Gibbs, EdD, MPH, CHES  
Dean, College of Health Professions  
Professor, Public Health



**Ferris State University - College of Health Professions**  
VFS 209 – (231) 591-2270

**CHP Dean's Office**

200 Ferris Dr, VFS 209  
(Allied Health Science Building)  
Big Rapids, MI 49307  
(231) 591-2270  
(231) 591-3788 fax  
[CHP@ferris.edu](mailto:CHP@ferris.edu)  
[www.ferris.edu/chp](http://www.ferris.edu/chp)

**School of Nursing**

BSN, Pre-Licensure  
BSN, RN to BSN Completion  
MSN  
DNP  
Nursing Education Certificate (NURS)

Chair's e-mail: [wendylenon@ferris.edu](mailto:wendylenon@ferris.edu)

**Health Administration & Health Information**

Core Curriculum (CORE)  
Exercise Science (EXSI)  
Gerontology (GRNT)  
Health Care Systems Administration (HCSA)  
Health Information (HI)  
Long Term Care (LTC)  
Public Health (PUBH)

Chair's e-mail: [marlajones@ferris.edu](mailto:marlajones@ferris.edu)

**Diagnostic, Laboratory, & Therapeutic Sciences**

Dental Hygiene (DH)  
Diagnostic Medical Sonography (DMS)  
Medical Laboratory Sciences (MLS)  
Nuclear Medicine Technology (NUCM)  
Radiography (RADI)

Chair's e-mail: [emilyzyla@ferris.edu](mailto:emilyzyla@ferris.edu)

**Dr. Lincoln Gibbs – Dean****Theresa Raglin – Associate Dean**

**Sandra Braden Worth** - Academic Advisor, Assistant Professor

**Deborah Buck** – Administrative Specialist

**Dr. John Cowles** – Academic Advisor/Associate Professor

**Richard Ison** – Account Specialist

**Lori Jenema**– Director, Student Academic Affairs (DSAA)

**Ali Konieczny** – Health Sciences Librarian

**Denise Moulter** – Administrative Secretary to the Dean

**Vacant** – Secretary 2

**Jacee Potts** – Graduation Commencement Coord

**Angela Ryan** – Academic Advisor/Assistant Professor

**Chair – Dr. Wendy Lenon, DNP, RN**

**Stacey Bouman** – Department Secretary  
VFS 400 (231) 591-2259

**Program Coordinators**

**Dr. Stephanie Gustman** – MSN and DNP Program  
VFS 301 (231) 591-2258

**Dr. Becky Johnson-Himes** – RN-BSN Completion Program  
VFS 316 (231) 591-2337

**Dr. Rhonda Bishop** – BSN Traditional Track Program  
VFS 303 (231) 591-5033

**Chair – Dr. Marla Jones**

**Stacey Bouman** – Department Secretary  
VFS 400 (231) 591-2259

**Program Coordinators**

**Dr. Gail Bullard** – MHA Program  
VFS 414 (231) 591-2279

**Dr. Tracy Glentz** – CORE Program  
VFS 310 (231) 591-2272

**Paula Hagstrom** – HIT/HIM Programs  
VFS 400B (231) 591-2395

**Dr. Mark Hutchinson** – HCSA Program  
VFS 300A (231) 591-2265

**Dr. Emmanuel Jadhav** – Minor & MPH Program  
VFS 332 (231) 591-3134

**Dr. Marla Jones – Exercise Science**  
VFS 402 (231) 591-2259

**Chair – Emily Zyla, MS, RRT, LRT**

**Alexis Stump** – Department Secretary  
VFS 404 (231) 591-2261

**Program Coordinators**

**Dr. Kimberly Beistle** – Dental Hygiene, Associates  
VFS 302 (231) 591-2224

**Samantha Mishler** – Dental Hygiene, Bachelor Program  
VFS 308 (231) 591-2293

**Daniel deRegnier** – MLS Program  
VFS 418 (231) 591-2327

**Amy Beuker** – RADI Program  
VFS 317 (231) 591-2326

**Michelle Weemaes** – DMS Coordinator  
VFS 304C (231) 591-3071

**Timothy VanderLaan** – NUCM Program  
GR (616) 643-5751

## STUDENT ACADEMIC POLICIES AND PROCEDURES

### Dean's List

The minimum requirements for full-time students each term is: 3.5 GPA and completion of twelve Ferris credit hours or more of graded course work at the 100 level or higher. The minimum requirements for part time students each term is: 3.5 term GPA with completion of at least twelve accumulated Ferris credit hours of graded course work at the 100 level or higher.

### **Excused Absences**

All student requests to be excused from classes are the responsibility of the faculty member teaching the course. The only excused absence that is a part of university policy involves institutional travel which must be approved by the Vice President for Academic Affairs. Students participating in approved University-related travel are to be excused from classes but are still responsible for making up any missed assignments and/or tests. It is up to the discretion of individual faculty members whether other extenuating circumstances should be considered for an excused absence. The Dean's office does not make these judgments for faculty.

### **Graduation Information**

All degree candidates are required to file a formal application for graduation no later than mid-point of the term prior to the anticipated term of graduation. The student's academic/faculty advisor will help each student complete your graduation application and clearance form.

If the application for graduation submitted to the graduate's college Commencement Coordinator at least twelve (12) weeks prior to the ceremony in which the graduate plans to participate, the student's name will not appear in the Commencement program. Failure to meet the deadline may cause your graduation to be delayed until the next graduation period.

To be eligible for graduation, students must have at least a 2.00 (C) cumulative grade point average and meet the course and credit requirements for the selected academic program and the University's general education requirements.

To fulfill the residency requirement, a student must earn a minimum of thirty semester credit hours from the University for a bachelor's degree and a minimum of fifteen semester credit hours from the University for an associate degree. The University expects these hours are the final credits earned for the degree.

### Honors Distinction/Undergraduate Degree Designations:

The Latin System:	
Cum Laude	3.50 to 3.74
Magna Cum Laude	3.75 to 3.89
Summa Cum Laude	3.90 to 4.00

### Academic Warning/Semester Academic Advisory Notice

A student will receive a Semester Academic Advisory Notice if his or her **current semester** GPA falls below a 2.0. This status is determined once grade calculations are finalized after exam week. The student will receive a Semester Academic Advisory Notice each semester his or her current semester GPA falls below a 2.0. Any student who receives a Semester Academic Advisory Notice cannot enroll for more than fourteen credit hours without receiving permission from his or her advisor.

### Academic Probation

A student is placed on probation if his or her cumulative GPA falls below a 2.0. Academic probation is determined once grade calculations are finalized after exam week. The student will remain on probation until the cumulative GPA increases to a 2.0 GPA or above. After two consecutive semesters of probation, a student may be academically dismissed. (See [Academic Dismissal](#)). Any student who is on academic probation cannot enroll for more than fourteen



credit hours without receiving permission from his or her advisor. The temporary grade of “I” will not prevent a student from being placed on probation. Grades of “I” are not figured into the GPA.

Retrieved from:

[https://www.ferris.edu/administration/academicaffairs/Forms\\_Policies/Documents/Policy\\_Letters/AA-Academic-Probation.pdf](https://www.ferris.edu/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Academic-Probation.pdf)

### **Academic Dismissal**

A student may be academically dismissed **whenever any one** of the following conditions is met:

1. Failure in 50 percent or more credit hours for which the student is enrolled in any term.
2. The student's dean's office determines that academic performance at the end of a probationary term does not warrant the student's continuation.
3. A student's cumulative grade point average (CGPA) falls below the minimum level indicated below.

FSU Credit Hours Graded	FSU Cumulative GPA
0-20	1.40
21-30	1.60
31-50	1.70
51-67	1.80
68-97	1.90
98 or more	2.00

### **Academic Dismissal Appeal**

The College of Health Professions Probation and Dismissal Policy requires a student who has been dismissed must remain out of the college until readmission criteria has been met.

Students seeking to return, without attending another college/university first, must appeal for readmission to the CHP and the appeal based on one of the following reasons: 1) Explain the error made in the review of your academic record that has caused you to be inappropriately dismissed; **and/or** 2) Explain the change to your academic standing which alters your situation relative to the **Academic Probation and Dismissal Policy** which, in your opinion, qualifies you for readmission consideration; **and/or** 3) Explain and provide documentation relative to the special circumstance beyond your control that caused your academic difficulties. Also, explain how these special circumstances have been resolved so they will no longer adversely affect your academic performance.

Otherwise, the College of Health Professions **Academic Probation and Dismissal Policy** requires a student who has been dismissed to 1) not enroll in any FSU course and 2) successfully complete a minimum of 12 semester credits of college level course work with “C” grade or better at another college/university before applying for readmission.



## ACADEMIC POLICIES

Ferris State University academic policies and procedures provide the framework for the orderly conduct of its degree programs. The policies are intended to ensure a thorough and complete education for each of the University's graduates. The documents set out the academic regulations which govern our university.

University and College policies may be found at: [Academic Affairs Policy Letters, Guidelines, Procedures, and Resources \(ferris.edu\)](#)

## CALENDARS, FINAL EXAM SCHEDULE & REGISTRATION INFORMATION

**Academic Calendars:** [Academic Calendar \(ferris.edu\)](#)

**Final Exam Schedule:** [Final Exam Schedule \(ferris.edu\)](#)

**Registration Information:** [How to Register for Classes | Ferris State University](#)

**Tools for Advising and Registration:** [Tools for Advising and Registration \(ferris.edu\)](#)

## GENERAL EDUCATION

**General Education - Includes coursework in the following areas:**

- Communication Competency
  - Natural Sciences Competency
  - Quantitative Literacy Competency
  - Culture Competency
  - Self and Society Competency
  - Global Diversity Competency – bachelor's degrees only
  - U.S. Diversity Attribute – bachelor's degrees only
  - Collaboration and Problem-Solving Competency – bachelor's degrees only
- **Mission:** *General Education at Ferris State University challenges students to be successful citizens of a diverse and globalized world.*
  - **Philosophy:** A "...successful citizen of a diverse and globalized world" is someone who understands the important social and scientific issues of the day; someone who is able to effectively communicate their thoughts and ideas about these and other issues, and work effectively with others to address them; someone who is knowledgeable about other cultures and understands the inherent value of that; someone who is personally responsible for their own actions and behaviors; and someone who is able to develop and integrate new knowledge and experiences for a lifetime of personal and professional growth.



## COURSE PLACEMENT GUIDELINES

We use:

- 📖 ACT or SAT scores
- 📖 High school courses and grades
- 📖 Additional testing information (if provided, e.g., CLEP, AP, ACCUPLACER)
- 📖 Coursework transferred here from another college.
- 📖 FSU Reading Competency requirement.  
(430 or lower on SAT Read requires the student to take READ 175)



(440-450 on SAT Read encourages the student to take READ 176)

-  FSU Course prerequisites  
Mathematics and SAT math sub score or Accuplacer  
English and SAT (ERW) English sub score or Accuplacer  
and SAT Reading sub score
-  First semester required courses of the major to which you have been admitted.

### To Challenge your Course Placement:

- 1) **You bring in new ACT or SAT scores that qualify you to take a higher-level math, reading or writing course.**
- 2) **You may take and pass a College Level Examination Program (CLEP) test.** These tests may be taken at any CLEP testing site or at Ferris. To arrange this test at Ferris, contact the FSU Office of Institutional Research and Testing at 231-591-3628 to schedule a testing appointment.
- 3) **You may take and pass a ACCUPLACER test in Reading, Writing or Math.** These tests may be taken at any CLEP testing site or you may decide to take this test at Ferris. To arrange this test at Ferris, contact the Office of Institutional Research and Testing at 231-591-3628 to schedule a testing appointment.

## HEALTH PROFESSIONS QUALIFYING STUDENTS

### WHAT DOES IT MEAN TO BE A QUALIFYING STUDENT IN HEALTH PROFESSIONS?

All new students accepted by the College of Health Professions (CHP) clinical programs are admitted as a qualifying student in their chosen clinical program of study. During the qualifying phase, students work towards meeting qualification criteria (classes, grades, and GPA) required for entrance into the professional/clinical sequence. Program specific qualifications are designed to assure adequate preparation prior to entrance into the professional/clinical sequence of courses for the program.

### WHAT PROGRAMS ARE CLINICAL PROGRAMS AND REQUIRE CLINICAL APPLICATIONS?

Students are required to meet the qualifications and apply to the clinical phase of the program, for the following:

- Dental Hygiene
- Diagnostic Medical Sonography
- Medical Laboratory Science
- Nuclear Medicine Technology
- Nursing
- Radiography

CHP accepts a limited number of students who qualify into the professional/clinical sequence. The program limitations are based on the availability of clinical or internship sites, as well as the individual program accreditation and state regulatory agencies that provide guidelines for class size.

These programs are popular, and the demand is high for many of them, however, CHP will admit any student *who meets the qualification criteria* for their selected program as space becomes available. Due to the demand, some programs may have a 1, 2 or 3 years wait from the time you qualify before you begin the clinical/professional phase of the program. However, please be advised there is not a wait list, students must reapply each year for consideration.

### ADMISSION TO THE CLINICAL PROGRAMS

As a CHP qualifying student, your priority is to meet the program qualification requirements as soon as possible. While you might not be admitted into the clinical sequence after your first application, you can still make progress toward graduation by completing the general education requirements for your degree.

### QUALIFICATION POLICIES

Each clinical program has its own criteria explained in the qualification policy. Make sure to review this material and if you have questions, contact your assigned academic advisor.

Also review the [CHP Clinical Application Frequently Asked Questions \(FAQs\)](#).

## WHAT IS THE PROCESS?

1. Your qualifying semester is determined when you have met the class requirements, minimum grade requirements, and GPA required for that program.
2. Each year there is a one-time application process for students that have met their CHP program qualifications. There is **NOT** a "WAITLIST," but you **must** apply to the program each year to be considered for acceptance.
3. Applications are prioritized by when you qualify. For instance, if we have one hundred applications for twenty-four (24) seats, we will prioritize the students who met the qualifications earliest. Students will be placed by their qualifying semester.
4. If there are more applicants in a qualifying semester then we can accept, the tie breaker will be based on two criteria: number of earned Ferris credit hours, then Ferris GPA.

## IF YOU ARE ACCEPTED:

You will start the clinical/professional phase of the program in the next academic year. Some of our programs will start in summer semester: Nursing / Medical Laboratory Science / Nuclear Medicine

## IF YOU ARE NOT YET ACCEPTED BUT DO MEET THE QUALIFICATIONS:

1. You will need to reapply during the next application cycle.
2. You can continue to work on other general education requirements required for your degree. You cannot take classes in your clinical program at this point.
3. You can take time off from college and reapply to the University and your program in the next application cycle and resume your enrollment when you are in the clinical/professional phase of the program.
4. You can enroll part time to stay enrolled, but it is not required.
5. You can enroll in another degree or minor (if working towards a bachelor's degree) that will work with your CHP program of choice. This is not required either.

## IF YOU ARE CURRENTLY ENROLLED, HOW DO YOU MAKE AN APPOINTMENT WITH YOUR ADVISOR?

You may schedule an appointment to meet one-on-one with your advisor by using Navigate360. A link to Navigate360 can be found in Ferris360 or at [Navigate360 \(ferris.edu\)](https://navigate360.ferris.edu)

## APPLICATION PROCESS

### ADMISSIONS TO THE CLINICAL PROGRAMS (REQUIREMENTS TO ENTER THE PROFESSIONAL SEQUENCES)

Applications for the Clinical programs open each February. Applicants must be currently attending or admitted to the University for a future semester. For example, students not enrolled in the Spring semester must have an active application for the following Summer or Fall semester.

For all clinical programs, except Diagnostic Medical Sonography, applicants may be in their final semester of qualifying classes. Diagnostic Medical Sonography applicants must complete their qualifying classes the **Fall** semester before applying the following Spring.

Details about the Process: [Clinical Program Applications - Health Professions \(ferris.edu\)](https://clinicalprogramapplications.ferris.edu)

## HELPFUL TERMINOLOGY

### Advisor

An educator who assists students in academic and personal matters. Every semester COHP students should meet with their advisor or attend group advising before registering for classes.

### ACT & SAT

ACT & SAT scores are used to help determine appropriate course placement.

**Application Process**

In CHP, certain programs require students to apply and be accepted into the clinical/professional sequence of classes once they have completed the specific qualification courses with set minimum grades.

**Catalog**

Contains information about the entire university- degrees, majors, programs, course descriptions, etc.

**Check sheet**

A list of all the classes a student must take to graduate with a particular degree.

**Class Section**

A specific class offered at more than one time is identified by a number. Each number is known as a section, i.e., ENGL 150-001 (section 001), 002, and so on.

**CLEP**

Collegiate Level Examination Program. Exam given to assess level of knowledge in specific course for credit.

**Co-requisite**

A class that must be taken at the same time as another class because of the relationship of materials.

**Credit**

One class hour per week for a semester. Example: A 3-credit class meets for 3 hours each week.

**CRN**

Course Reference Number (CRN) is a 5-digit number assigned to each section of each course.

**Curriculum**

Structured sequence of courses specific to a major, minor or certificate.

**Drop/Add**

During the first four days of classes, you are free to drop and add classes. After the fourth day of classes, you may withdraw from a class by going to Ferris360 and searching withdraw.

**Full Time**

Enrolling in twelve (12) credits is considered full-time for Financial Aid. A typical full-time load is 12-16 credits.

**GPA**

Grade Point Average.

**Hold**

A restriction placed on a student's account to stop the student from registering, viewing grades, or requesting transcripts. Holds may be placed on student accounts by the Birkam Health Center, an advisor, Financial Aid, Student Financial Services, Dean of Students, Residential Life, or other campus offices.

**MyDegree**

A software application accessible through Ferris360 that shows progress toward degree completion, shows how current credits would transfer into a new Ferris program and helps with academic planning.

**Ferris360**

The web portal for the University. To get into Ferris360, login with Ferris network ID and password. Through Ferris360 students will register for classes, check grades, use Ferris e-mail, lookup advisor information, check registration dates, access Canvas, etc.

**Pre-Requisites**

Classes that MUST be taken prior to enrolling in another class.

**Registration**

The act of scheduling classes for each semester.

### **Registration Date**

The earliest date a student may register for courses. The more credits earned, the earlier the registration date will be. This date can be found on the student's Ferris360 account (Registration Status).

### **SLA**

Structured Learning Assistance. Workshops attached to selected classes to provide additional assistance.

### **Syllabus**

A document from an instructor containing a course outline, assignments, attendance, and grading policies, usually given out on the first day of class.

### **Withdraw**

After the first four days of class, a student can withdraw from a class but cannot add another class in its place. Any class the student withdraws from will show as a "W" grade on a student's transcript. A "W" grade does not impact your GPA. Check the [Academic Calendar](#) to discover the last date to WITHDRAW from a class.

## **STUDENT ACADEMIC BASICS**

### **Students Wishing to Drop from Courses DURING Drop/Add Period (First Four Days of the Semester)**

- ❑ ***Beware of Dropping Below 12 Credits:*** Always check these out BEFORE you drop:
  - Financial aid
  - Athletic eligibility
  - Parent's insurance
  - Veteran benefits
  - International visa status
  - Degree completion requirements
  - Scholarship eligibility
  - Clinical application timeline
- ❑ Once classes begin, you may adjust your schedule during the *first four days of the term*. Changes can be made by using Ferris360 (on a 24-hour basis) in the first three days of the drop/add period or in person at the Timme Center for Student Services (8-5 except on the last day - 12:00 p.m. - 5:00 p.m.)
- ❑ Schedule adjustments are NOT permitted after the fourth day of the term ***without the approval of the Dean's office*** (VFS 209).
- ❑ If you increase your credit hours during this period, you **MUST** pay the extra charges by the fourth day of classes, or your entire schedule may be dropped.
- ❑ ALWAYS check your schedule AFTER you have made changes to ensure the drop or add was successful. NEVER assume you successfully completed the transaction until you have verified it by checking your *Concise Schedule*, *Detailed Schedule*, OR *Week at a Glance Schedule* on Ferris360.

### **Students Wishing to Withdraw from Courses AFTER the fourth day of the semester:**

- ❑ ***Beware of Going Below 12 Credits:*** A student should only withdraw from one course per semester, if necessary. Always check these out BEFORE you withdraw from a course:
  - Financial aid
  - Athletic eligibility
  - Parent's insurance
  - Veteran benefits
  - International visa status
  - Degree completion requirements
  - Scholarship eligibility
  - Clinical application timeline
- ❑ If you are attempting to withdraw from a course AFTER the official drop/add period, search for "Withdraw" on Ferris360. BEFORE withdrawing from the course, speak to your assigned academic advisor. Withdrawing from a course could impact your timeline to applying to your clinical program or your ability to continue working towards your clinical program. DO NOT stop attending class UNTIL you have withdrawn from the course. Be sure to check the academic calendar to find out the last day to withdraw from your courses for the semester.
- ❑ Courses withdrawn AFTER the official day drop/add period result in a "W" grade and DOES NOT result in refund of any tuition. A "W" grade does not impact your overall GPA.

### Repeated Course Policy

- ❑ Students are allowed to repeat a course three times for undergraduate courses. It is better to retake a class sooner rather than later. Remember the LAST earned grade is the grade counted in your GPA.
- ❑ Within the College of Health Professions, math & science classes needed to qualify for a clinical program have limits to the number of times they may be repeated and remain eligible for the program. Refer to the program's qualification policy for more information.

### Minimum Progression Standards

- ❑ Students MUST be aware of their program's qualification requirements.  
Students can find the **Progression Policy** for their major through the **College of Health Professions [website](#)**.
- ❑ Students must be aware of and adhere to university probation/dismissal requirements as well as any progression policies for their program.

### Registration Advising Appointment Reminder

- ❑ Check every semester (late October and mid-March) for the date you can log on to Ferris360 and enroll for classes. Check under "Registration Status" and select the term for this information.
- ❑ Attend an advising appointment prior to your registration date or as soon as possible.
- ❑ Course access first comes, first served.
- ❑ Advisors in the College of Health Professions are the ones who will remove your advising holds.

### Preparing for Registration

- ❑ Review your MyDegree plan for required courses.
- ❑ Check your registration date.
- ❑ Attend your advising session if you are in the qualifying phase of your program. All students enrolled in direct admit non-clinical programs should contact your advisor.
- ❑ Register for classes BEFORE you leave for semester break!
- ❑ Be sure to take care of any other holds that may prohibit early registration (i.e., health center, student financial services, address verification, etc.)
- ❑ Check your "holds" on Ferris360 by going to your Student Academic Dashboard and selecting Registration Status. If all your holds are NOT taken care of, you will NOT be able to register on your assigned date.

### Course Prerequisite Reminders

- ❑ When searching for courses make sure to **check the course pre-requisites**. If you cannot get into a course, it is often because you have not fulfilled the courses pre-requisites (or because the course is permit only and needs special approval from the department).

## RESOURCES

### 1. **TUTORING:**

- All tutoring is FREE.
- Tutoring appointments are scheduled on a first come, first served basis.
- Students are allowed two hours of tutoring per week per subject.
- One-on-one or small group sessions in the Academic Literacy Center with on-site tutors available
- Scheduled course specific workshop tutoring is provided on a walk-in basis in classrooms on campus.
- Lab tutoring assists students with the use of specialized equipment.

### **STUDY SKILLS ASSISTANCE:**

- |                   |                  |
|-------------------|------------------|
| -Textbook Reading | -Memory          |
| -Test Taking      | -Time Management |
| -Note-Taking      | -Study Skills    |

### 2. **COUNSELING SERVICES:**

- Students who wish to see a counselor are asked to call or walk into the Counseling Center located in Birkam Health Center during regular office hours. Appointment last about an hour for 1-2 sessions (as needed). The therapist helps the student define the problem that he/she wishes to
- Resolve and they then work together to develop goals and strategies to resolve these. Students
- Seek help for a variety of concerns including:
  - Stress
  - Anxiety
  - Depression
  - Suicidal thoughts
  - Coping with personal feelings
  - Alcohol & drug use/abuse
  - Self-esteem
  - Family issues
  - Gay/lesbian/bisexuality issues
  - Eating disorders
  - Sexual assault trauma

### 3. **RESEARCH ASSISTANCE:**

- The Reference & Instructional Services (RIS) Department serves the Ferris Community by helping with all levels of general and research related information needs.
- Reference services are provided in person, by phone (X 3602) via e-mail and by live chat.
- CHP students may reach out to Ali Konieczny who is the college's librarian. You may contact Ali at (231)591-3696 or [AlisonKonieczny@ferris.edu](mailto:AlisonKonieczny@ferris.edu)

### 4. **WRITING CENTER:**

- The writing center aims to provide help with all aspects of the writing process, from preliminary brainstorming & outlining to revising & polishing final drafts. They can also offer help writing business letters, applications & resumes as well as assist with spelling, grammar & sentence structure.
- They offer one-on-one on-site tutoring in ASC 1017 with paraprofessionals and student tutors. Online they offer e-mail tutoring as well as a web page which has information about the center, worksheets, and on-line writing practice tutorials.

### 5. **BIRKHAM HEALTH CENTER:**

- Ferris students and their families are eligible for medical care including evaluation and treatment for illness and injury anytime during the entire calendar year. Patients are seen on a walk-in and by appointment basis.
- Please read about our services, including our pharmacy, office hours, insurance, etc., and if you have any questions or concerns, please call us at 231 591-2614 or contact the director.

### 6. **GPA CALCULATOR:**

This is an online tool for students to use to calculate their GPA.

### 7. **TEXTBOOKS AND FERRIS OUTFITTERS**

- Ferris utilizes an online bookstore to purchase textbooks. Students need to log-in to Ferris360 and search Book Store. Students are encouraged to purchase textbooks at least a month prior to the start of the semester. This will allow time for shipping, which can take 4-6 weeks.



- [Ferris Outfitters](#) Campus Store: Ferris Outfitters does not sell textbooks on campus. What they do have is Ferris State University apparel, school and technology supplies, snacks, and the Bulldog Service Center. At the Bulldog Service Center students may get assistance with parking permits, student IDs and much more.
- 8. [DISABILITY AND ACCESSIBILITY RESOURCE CENTER \(DARC\)](#)
  - This helps students explore academic and career options, examine strengths, and set lifetime goals. The department also serves and advocates for students with disabilities. You may contact them at 231-591-3057 or STARR 313.
- 9. [MyDegree:](#)
  - A software application accessible through Ferris360 that shows progress toward degree completion, how current credits would transfer into a new FSU program and helps with academic planning.
    - Log onto **Ferris360**
    - Search MyDegree
- 10. [NAVIGATE360](#)
  - Navigate brings together all the tools you need for success. Students can connect with various resources on campus including academic advisors, tutoring, faculty and much more. Students can access Navigate360 via Ferris360 and search Navigate.
- 11. [CANVAS](#)
  - A software application accessible through Ferris360 that many if not all your classes will utilize to share class information, online modules, online discussions, assignments and more.

## MAJORS and TYPES OF EMPLOYMENT

**Allied Health Science, A.A.S., B.S.** – Nonclinical program that can assist students with entry level positions within health care who earn the associate's degree. The bachelor's degree provides a pathway to earn a higher degree to assist practitioners who only need an associate's degree for the profession and offers opportunities for advancement.

**Dental Hygiene, A.A.S., B.S.** – Clinical program where you provide preventative dental care and teach good oral health. *Employed in dental offices, HMO's, hospitals, universities, armed services, prisons, health departments, schools, businesses, and research labs.*

**Diagnostic Medical Sonography, A.A.S.** – Clinical program where technicians utilize high frequency sound waves to get scans of the body which assist physicians with uncovering mysteries of the body. *Employment available in hospitals, physician offices, clinics, and other health care settings.*

**Exercise Science, B.S.** – Currently a nonclinical program that prepares students for professional certifications that allow them to promote health, fitness, and performance across diverse populations. *Employment available in hospitals, physician practices, nursing homes, home health agencies, fitness centers or self-employment.*

**Health Care Systems Administration, B.S., MHA** – A direct admit program where students learn the business side of the health care system. *Employed in hospitals, clinics, nursing homes, health maintenance organizations, physicians' offices, mental health facilities, dental offices, and Hospice.*

**Health Information Management, B.S.** – A direct admit program that interfaces with medical, financial, and administrative staff. *Employed in hospitals, clinics, insurance agencies, government agencies, physicians' offices, health maintenance organizations, mental health facilities, and Hospice.*

**Health Information Technology, A.A.S.** – A direct admit program that analyzes data, reports patient information, and determine reimbursement. *Employed in hospitals, clinics, insurance agencies, government agencies, physicians' offices, health maintenance organizations, mental health facilities, and Hospice.*

**Medical Laboratory Science, B.S.** Clinical program which uses science and technology to unravel medical mysteries. Studies indicate 70% of diagnosis and treatment decisions are based on test results provided by clinical laboratorians. *Employed in hospitals, clinics, blood banks, independent laboratories, sales, research, consulting, health maintenance organizations, consulting, and crime labs.*

**Nuclear Medicine Technology, B.S.** – A clinical program where technicians learn to produce images of the body using radioactive materials to diagnose and treat patients. *Employed in hospitals, clinics, and medical laboratories.*

**Nursing – Pre-Licensure, BSN** – A clinical program where practitioners promote health, work to prevent disease, and help patients cope with illness, disease, and trauma. *Employed at hospitals, clinics, nursing homes, home care, and other health care settings.*

**Nursing – RN to BSN Completion** – Currently licensed registered nurses working to continue earn their bachelor's degree in nursing. These practitioners promote health, work to prevent disease, and help patients cope with illness, disease, and trauma. *Employed at hospitals, clinics, nursing homes, home care, and other health care settings.*

**Master's Level (MSN), Doctor of Nursing Practice (DNP) and Nursing Certificate (Education)**  
Promoting health, preventing disease, and helping patients cope with illness. Advanced practice nurses work as supervisors, basic primary health care providers, or in areas of specialization. *Employed at hospitals, clinics, nursing homes, home care, and other health care settings.*

**Public Health, MPH** – A growing field that offers a variety of opportunities for specialization in research, communications, health care, technology, and the social sciences. *Employment is available in settings such as professional offices, community health clinics, hospitals, classrooms, and community centers.*

**Radiography, A.A.S.** – A clinical program where technicians are imaging specialists who assist physicians with diagnosis and treatment of disease and trauma. Radiographers can specialize in CT, MR, mammography, and angiography. *Employment is available in hospitals, clinics, medical laboratories, military, long-term care facilities, home health care, and sports center facilities.*