

# CALS Monday Message

## Attention: May and August 2013 Graduates

A reminder that the deadline for undergraduates to apply for May 2013 and August 2013 graduation is ***February 1st, 2013***.

(The basic fee for applying to graduate is \$50.00; students applying after the deadline will be charged an ***additional \$50.00 fee.***)

Students with majors in FSHD and RCSC start the process at McPark 203. All other students with CALS majors start the process in Forbes Room 211.

### Dates and Deadlines

January 30 : Last day to increase units without the \$250 Late Registration Fee

January 31 : ***Begin \$250 Late Registration Charge*** for additional class units

\$125 Unpaid Tuition charge applied

Registration from 0 units requires written statement, Registrar, Instructor, and Dean's approval, and pre-payment

February 1: Deadline to apply for May and August candidacy. Applications will be accepted after this date however, a \$50.00 Late Candidacy Application fee will be assessed. FSHD and RCSC majors start the process at McPark 203. All other CALS majors start the process in Forbes Room 211.

February 5: **Last day to: Use UAccess to drop, Drop w/o a grade; classes dropped on or before this date will remain on your UAccess academic record with a status of dropped, but will not appear on your transcript; Change from P/F or audit to regular grade or vice versa with only instructor approval on Change of Schedule form; file Grade Replacement Opportunity (GRO)**



# UA PROGRAM FOR EXCELLENCE IN UNDERGRADUATE ACADEMIC ADVISING SPRING 2013

## *NOMINATION INSTRUCTIONS*

*Nomination Deadline: 5:00pm, February 8, 2013*

### **PURPOSE:**

The Academic Advising Task Force (AATF) recommended that the University should recognize the finest undergraduate academic advisors of the year with an award that should carry a substantial monetary stipend. Excellent academic advising contributes to the overall improvement of our educational environment. The acknowledgement of outstanding undergraduate academic advising encourages greater support of advising activities on campus, reinforces the importance of advising excellence, and provides incentives and motivation to improve the relationship between UA students, faculty, and staff.

### **AWARDS CATEGORIES:**

- **Faculty Advisor** Awarded to a faculty member whose primary responsibility is teaching and who spends a portion of his/her time providing academic advising services to undergraduate students. The individual has demonstrated advising practices that are over and above assigned responsibilities and distinguish the nominee as an outstanding faculty advisor. (\$500)
- **Professional Academic Advisor** Awarded to an individual whose primary role is the direct delivery of advising services to undergraduate students and who has demonstrated practices that are over and above assigned responsibilities and distinguish the nominee as an outstanding academic advisor. Nominee must have more than 3 years of academic advising experience at the UA. (\$500)
- **Emerging Professional Advisor** Awarded to an individual whose primary responsibility is undergraduate academic advising and has demonstrated practices that are over and above assigned responsibilities and distinguish the nominee as an outstanding academic advisor. Nominee must have 3 years, or less, of total academic advising experience. (\$500)

### **ELIGIBILITY:**

Any faculty or staff member within a college or department who serves as an academic advisor for undergraduate students is eligible. Academic advisors are distinguished from other student service professionals who also advise, counsel, and coach students, in that academic advisors are designated as the only individuals with institutional authority to review and authorize whether degree requirements have been satisfied. Past recipients of advising awards from the UA Program for Excellence in Undergraduate Academic Advising are not eligible.

According to the National Academic Advising Association (NACADA), distinguishing characteristics of an outstanding academic advisor may include:

1. Demonstration of a respectful, caring attitude towards advisees, faculty, and staff.
2. Mastery of institutional regulations, policies and procedures.
3. Ability to engage in, promote and support developmental advising.

*continued*

4. Reinforcement of student self-direction.
5. Support of student progress toward academic and career goals.
6. Active participation in and support of advisor development and training programs.
7. Contributions to, or enrichment of, the advising community.
8. Recognition of the changing nature of the university, college and student body environments and supportive of students in appropriate ways.
9. Sensitive to students' diverse needs, backgrounds and experiences.
10. Understanding of student concerns with an appreciation for the student point of view.
11. Recognition of campus-wide resources to refer students appropriately to assist them with their academic and career goals and personal needs.
12. Willingness to share advising skills and strategies with colleagues.
13. Collect and distribute data regarding student needs, preferences, and performance for making institutional decisions.

***Nomination Deadline: 5:00pm, February 8, 2013***

**ALL AWARD RECIPIENTS AND NOMINEES WILL BE RECOGNIZED AT AN ANNUAL ACADEMIC ADVISING RECOGNITION CEREMONY TO BE HELD IN APRIL.**

**QUESTIONS REGARDING THE NOMINATION PROCESS CAN BE DIRECTED TO THE  
ADVISING RESOURCE CENTER  
SUMC 411, 626-8667  
OR E-MAIL: [ADVISING@EMAIL.ARIZONA.EDU](mailto:ADVISING@EMAIL.ARIZONA.EDU)**

*Thank you for your nomination!*



**UA PROGRAM FOR EXCELLENCE IN  
UNDERGRADUATE ACADEMIC ADVISING  
NOMINATION FORM**

**SPRING 2013**

**ADVISOR NAME:**

**COLLEGE/DEPARTMENT:**

**PHONE:**

**E-MAIL:**

**YOUR NAME:**

**PHONE:**

**E-MAIL:**

Please attach a supporting statement that describes how the nominee possesses the distinguishing characteristics of an outstanding academic advisor. The supporting statement should comment on as many of the characteristics listed in the nomination instructions as practical. It should also express relevant experience and why the nominee can be judged as *above and beyond* that which is normally expected of an academic advisor.

All eligible nominees will be notified of their nomination. They will be invited to submit an advising portfolio to be reviewed by the Selection Committee for consideration of one of the awards through the UA PROGRAM FOR EXCELLENCE IN UNDERGRADUATE ACADEMIC ADVISING Program. Additionally, UA award recipients' advising portfolios will be submitted to compete for national recognition through NACADA's Annual Awards Program.

**Nomination Deadline: 5:00pm, February 8, 2013**

**SUBMIT NOMINATIONS TO:**

**ADVISING RESOURCE CENTER, STUDENT UNION MEMORIAL CENTER,  
SUITE 411**

**-OR-**

**E-MAIL: [ADVISING@EMAIL.ARIZONA.EDU](mailto:ADVISING@EMAIL.ARIZONA.EDU)**



**ARIZONA CATTLE INDUSTRY RESEARCH  
and EDUCATION FOUNDATION**

Jolene Miller, Scholarship Chair

PO Box 1053

Yarnell, AZ 85362

Phone (623) 694-7201

**SCHOLARSHIP and GRANT APPLICATION**

(Available to Arizona Residents Only)

January 2013

To: HIGH SCHOOLS, COLLEGES AND UNIVERSITIES

One of the major purposes of the Foundation is to provide funds for education programs and scholarships for persons pursuing studies in **topics and subjects directly and indirectly related to the cattle industry**. Each year, the Foundation awards scholarships to deserving high school seniors and college undergraduates. The amount of scholarships awarded varies, depending on available funds and number of applicants.

Students with **high scholastic achievements, financial need and ranching or farming experience** will be given greater consideration.

**Please photocopy our forms in the attachment** and give to students whom you feel would meet these qualifications. You may direct students to the pdf file also attached to this email.

If you need additional information please contact me at the above phone number or by email at [jolene39m@juno.com](mailto:jolene39m@juno.com).

If we do not have your email address or correct mailing address please provide to the email address in the paragraph above.

# ARIZONA CATTLE INDUSTRY RESEARCH and EDUCATION FOUNDATION

Jolene Miller, Scholarship Chair

PO Box 1053

Yarnell, AZ 85362



Phone (623) 694-7201

## SCHOLARSHIP and GRANT APPLICATION

(Available to Arizona Residents Only)

One of the major purposes of the Foundation is to provide funds for education programs and scholarships to deserving high school seniors and college undergraduates. The amount of scholarships awarded varies, depending on available funds and number of applicants.

- Student must carry 12 credit hours per semester and maintain a 2.5 GPA to be eligible.
- Student must be pursuing studies in topics and subjects directly or indirectly related to the cattle industry.

**This is a fill in form. You can type all information in the blanks prior to printing.**

**APPLICATION DEADLINE: March 15 (postmarked)**

**RECIPIENTS SELECTED BY: JULY 15**

**SELECTED APPLICANTS MUST ATTEND AN INTERVIEW**

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Address During School: \_\_\_\_\_  
Street or P.O. Box City State Zip

Home Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

How many people are dependent on Parents income? \_\_\_\_\_

List members of your family who will be in college next year: \_\_\_\_\_

## APPLICATION PAPERWORK

1. Complete a Letter of Intent
2. Submit a copy of all high school and/or college transcripts.
3. Submit three current letters of reference
4. The committee will give greater consideration to those students with high scholastic achievements, financial need and ranching or farming experience.
5. Current Photo suitable for publication, photo will not be returned.
6. Must send all requested information with application.

## ACADEMIC INFORMATION

High School Attended: \_\_\_\_\_ Cumulative HS G.P.A (A=4) \_\_\_\_\_  
Note: If you have not completed one year at a college or university, send an official high school transcript.

All Colleges/Universities Attended: \_\_\_\_\_

School where you are currently enrolled \_\_\_\_\_ Current Semester Units \_\_\_\_\_

Currently a HS Senior College Freshman College Sophomore College Junior College Senior

College Major: \_\_\_\_\_ Minor \_\_\_\_\_

School you will attend next semester: \_\_\_\_\_

Cumulative College G.P.A. (A=4): \_\_\_\_\_ Total Units Completed: \_\_\_\_\_

### LETTER OF INTENT

Use a maximum of three typed 8 1/2" x 11" single-sided sheets of paper to answer these questions.  
*COMPOSITION AND SPELLING ARE IMPORTANT ELEMENTS OF THE SELECTION PROCESS*

- I. Discuss your financial need: list parent(s) name, occupation, employer and number of dependents.
- II. Describe your career plans and goals; personal desires to further education and plans upon graduation.
- III. Briefly summarize your achievements and activities: awards, extracurricular activities, offices held, honors and scholarships (include dates and amounts awarded).
- IV. Describe your participation with equine, ranching, agriculture or related activities and accomplishments.  
Extra consideration will be given to those students whose families are involved in the field of Agriculture.

### REFERENCES

List the three individuals you asked to send letters of recommendation. Reference letters should discuss your character and your goals. Letters must be current and dated.

Academic and professional references preferred (persons other than family).

1. Name: \_\_\_\_\_

Title / Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_

Title / Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

3. Name: \_\_\_\_\_

Title / Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

- I understand it is my responsibility to confirm all required paperwork is received by the ACIREF.
- The Scholarship Selection Committee of the ACIREF has my permission to review the academic records submitted in support of my application for this scholarship.
- Incomplete applications and applications received after the due date will not be reviewed.
- Payment will be made to recipients upon confirmation of your registration.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail completed application with all attachments to:

Jolene Miller  
PO Box 1053  
Yarnell, AZ 85362

# Undergraduate Research Opportunities Consortium (UROC)

**UROC** is a partnership of several University of Arizona undergraduate research programs, led by the Graduate College, which primarily focus on STEM fields. UROC offers a wide range of 10 week summer undergraduate research opportunities to help undergraduates prepare for graduate school. UROC connects students to meaningful research projects, faculty mentors, and a cohort of like-minded students whose goal is to pursue master's and PhD degrees. Additionally, students will receive intensive, personalized preparation for the graduate admission process, including workshops to prepare for the GRE.

## Important Dates

UROC Starts June 2, 2013 and ends August 7, 2013

[Apply by February 1](#)

Note: Letters of recommendation are ***not*** required.

## Benefits

- Research project
- Faculty mentor
- Workshops/preparation for graduate admission process (personal statements, presentation skills, funding, GRE)
- Speaker series
- Social opportunities and a support network
  - Financial support (pay, stipends)
  - Upper division academic credit
  - On-campus housing available
- Poster session, oral presentation, and closing ceremony

Each of the UROC programs differs in their selection criteria. Visit the UROC web site for more information about individual programs.

[Learn more!](#) Here's how to focus the search—

**For biological science majors:**

## Late Start Math 100 courses

There are some seats available in late start sections of Math 100, which begin March 18.

Students can add class by using UAccess, if eligible.

Students need a score of 30% on Prep for College algebra or 25% on Prep for Calculus to be eligible.

Students with lower placement test scores have time to review and retest prior March 18.

Registration for these courses closes March 20.

## Work for a green future: Become an Environment America fellow

Follow this link to learn more information about becoming a part of the fellowship: [http://jobs.environmentamerica.org/programs/amr/become-environment-](http://jobs.environmentamerica.org/programs/amr/become-environment)

Are you interested in improving the health of your community?

Would like to gain valuable experience working alongside peers seeking a career in the health care field?

Would you like to help educate the next generation in order to develop good health habits?

Here's an opportunity to work side by side with health care professionals in real world situations!

Come join the **Student Health Activist Society** (SHAS), a newly formed club on campus! We are looking for students with a desire to enhance the health care of the local Tucson community through peer education, leadership, and volunteering. We plan on:

- Working with the U of A Respiratory Center, Arizona Cancer Center, American Lung Association, El Rio Clinics, Tucson schools and more!
  - Providing health education to local elementary, middle, & high school students
  - Funding and volunteering for health programs in underserved populations.

In addition, being a new club you'll have the opportunity to run for a position. If interested and would like to learn more, please come to our first meeting this Wednesday, January 23, at 6pm in the Presidio Room at the Student Union. If you cannot attend the first meeting, please contact the SHAS email at [shas.arizona@gmail.com](mailto:shas.arizona@gmail.com) and we'll send you more information.

We look forward to hearing from you soon!

The Office of Admissions will release the applications for the **2013 Arizona Delegates Program** today! Please pass this information along to your students.

### **Spring Break in your hometown? Show'em how you Bear Down!**

- Share your college experiences and UA pride
- Be an inspiration to your old high school
- Professional growth opportunity and resume experience

The **Arizona Delegates Program** offers an opportunity for you to use a day of your Spring Break to reach out to your high school and promote the University of Arizona within your community!

The Office of Admissions will help you coordinate a day visit at your former high school where you will be able to talk about your college experiences and promote the UA. This is your chance to show your Wildcat pride and help future students at the same time!

**Interested in Volunteering?** Applicants can submit a complete packet to the Office of Admissions front desk in Bear Down Gym by **Wednesday, February 6<sup>th</sup> by 5:00 pm**. Questions can be directed to Brenda Quintero at [brendaq@email.arizona.edu](mailto:brendaq@email.arizona.edu) or at **(520) 621-3237**.

## Yoga for Any Body

Yoga is a centuries-old practice that has touched every corner of the globe, and millions of lives... whatever form they come in. Celebrate our diversity in this inclusive, honoring yoga practice of all people. Those with disabilities and able-bodied participants alike will share in an enlightening, sensation-based movement system inspired by the ground-breaking work of Matthew Sanford.

Instructors: Elizabeth Brewer & Megan Morales

Fridays from 4 to 5 pm

Feb. 1 - Apr. 12 in the Rec Center's Larson Room

Must Register by Jan. 25th

\$40 Rec Members/ \$55 Non-Members

Registration at [http://campusrec.arizona.edu/program\\_areas/fitness/mind\\_body\\_pages/yoga\\_for\\_any\\_body.php](http://campusrec.arizona.edu/program_areas/fitness/mind_body_pages/yoga_for_any_body.php) or at the University of Arizona Campus Recreation Center (Rec Center)

Questions? Contact us at [atadaptiveyoganamaste@gmail.com](mailto:atadaptiveyoganamaste@gmail.com)

# USDA Openings for Summer Internship Opportunities

Apply for **Internship Opportunities with the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS)**. The USDA-NRCS offers great career enhancement opportunities including internships, scholarships, trainings and seminars. The NRCS provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Please share this information as appropriate with your work colleagues, family members and friends who may be interested. For more information about NRCS, please visit NRCS' web site (<http://www.nrcs.usda.gov>) to learn more. ---USDA-NRCS.

## Open positions:

1. Kansas student internship opportunities - <https://www.usajobs.gov/GetJob/ViewDetails/335335900?share=email>
2. Montana student internship opportunities - <https://www.usajobs.gov/GetJob/ViewDetails/333807200>

Before you submit an application for any of our vacancies, students and recent graduates should completely review the vacancy announcement. Don't apply for any of our positions, if you don't meet both the required minimum qualifications AND any selective factors described in the vacancy announcement.

If you have reviewed the vacancy announcement and believe that you can meet both the minimum qualifications and selective factors, you should document your experience and education in your résumé. Since traditional résumés do not provide all the information needed to determine your qualifications for Federal positions, you should create a more detailed résumé to use when applying for Federal positions. Your résumé must include: 1) GPA and 2) Complete course work (unit/credit hours). Salary will be determined based on academic classification using the general schedule (GS) levels.

- o Click "**APPLY ONLINE**" to submit your resume. Follow the instructions given to you by the system.
- o You will be prompted to sign in to my account or create a new account page. **Log in** with your ID and enter the your password.
- o Then select your resume and click "**SUBMIT**".

## Questions about USAJOBS and Pathways Program:

For questions about USAJOBS and Pathways Program, please visit the USAJOBS Twitter page <https://twitter.com/USAJOBS>.

## Understanding the Application Process:

Because Federal jobs are filled using a competitive process, understanding the timing of the process will better prepare you for the wait after you submit your application. Once the closing date passes, Federal agencies must wait a period of time (typically, 7-10 days) for receipt of postmarked applications.

During this time period, the Human Resources Specialist will begin reviewing the applications received to determine if the applicants meet the qualification requirements outlined. Those candidates who do meet the minimum qualifications will then be reviewed to determine if they are among the "qualified" or "best qualified" candidates. Sometimes this can take a few days, or a few weeks, depending on the number of applications received. Once the "best qualified" candidates are identified, a "certificate of eligible's" is prepared and sent to the supervisor (or selecting official) for the position. The supervisor will then review the applications and determine who among the "best qualified" will be interviewed. Interviews are scheduled and conducted, reference checks are completed, and a final selection is made. The recruitment and selection process may take several weeks from the time a position is advertised to when a selection is made. Don't be deterred by this. Ask questions and keep in touch with the point of contact during the application process.

## • Follow up process:

And last, you should always print and keep a copy of this vacancy announcement. The vacancy announcement will have the contact information for the position, which you can use to check further on the status of your application. Don't hesitate to ask the status of you application. Just keep in mind that the Federal hiring process does take time. Calling the Human Resources Office daily will not speed up the process. Rather, you might wait a few weeks or a month and then call. In most cases, you will be sent a notice acknowledging the receipt of your application. You will also be notified once a final selection has been made. Once a selection is made for a position all applicants are notified. Feel free to contact the Human Resources Specialist assigned to the vacancy announcement to request feedback on your application if you were not referred for consideration.

## Graduating Student & Alumni Career Day UA Education and Nonprofit Career Day!!

Mark your calendar for Friday, **April 26, 2013**. This is a career fair for graduating students and alumni seeking permanent positions in the fields of Education and Nonprofits. Regarding Education, in addition to teachers, this can mean accountants, human resources and computer techs. The primary interviewing season for teachers is spring semester when school districts actively recruit. Educators interested in careers in education will have opportunities to interview with potential employers during this event in the Student Union Memorial Center

For students interested in a career in the nonprofit sector, this is a broad field with opportunities across the board. Often-times, working in nonprofits can offer opportunities for students and recent college graduates to stretch career-wise in ways that are not readily available in the more structured environments common to large corporations. The nonprofit sector includes organizations that work to fill gaps left by government and business sectors by directly or indirectly working with communities.

The nonprofit sector is comprised of organizations working towards a better world, as defined by each of these organizations' missions. Within the nonprofit sector, organizations have missions that directly contrast with one another — for example organizations on opposing sides of social or environmental issues. But the beauty of working within the nonprofit sector is that anyone can find a cause they believe in and work (actually get paid!) to represent the goals of that particular organization.

**Bring your resume to the Third Floor Ballroom of the UA Student Union Memorial Center on Friday, April 26th, 2013, from 10 a.m. to 1 p.m. and see what opportunities might be waiting for you!**

### **Free Movie Screenings with Course "Meaning in Language and Society"**

This spring, the study of linguistics and philosophy will combine with film to form a unique class offered by the UA College of Social and Behavioral Sciences. As part of the course "Meaning in Language and Society (Ling/Phil 211)" students will watch movies that illustrate the linguistic, psychological and social aspects of meaning.

**Community members can attend the screenings and join in the conversation for free.**

The movies will be shown at the Integrated Learning Center (ILC) 130 on the UA campus from 3:30-6 p.m. on Thursdays, Jan. 24-March 28 (except March 14).

"The course will begin with films that explore distinctions between communication, language, and speech," said Linguistics Professor Cecile McKee. "It will move to considerations of how language signals our social groupings, such as people whose shared dialect reflects their shared culture. It will then consider communication among people who do not share a language and must relay meaning in some other way. It will end with a focus on invented languages, such as we often see in science fiction films."

The course movies include "The King's Speech" (Jan. 24); "The Color of Paradise" (Jan. 31); "Do the Right Thing" (Feb. 7); "Snatch" (Feb. 14); L'Auberge Espanol (Feb. 21); La Grande Illusion (Feb. 28); "Chinese Take-Away" (Mar. 7); "Star Trek: Undiscovered Country" (Mar. 21); and "A Serious Man" (Mar. 28).

Parking is available on a pay-per-use basis at the Cherry Avenue Garage, located on Cherry just east of the library.

For more information, contact Professor Cecile McKee at [520-621-2188](tel:520-621-2188), [mckee@email.arizona.edu](mailto:mckee@email.arizona.edu).

# STUDENT FAQ

**QUESTION:** If I'm graduating this May or August 2013 do I need to do anything?

**ANSWER:** Yes! You need to file for your degree candidacy. Students in FSHD or RCSC start the degree check process at McPark Room 203. All other CALS majors start the application process in Forbes Room 211. All students will automatically be charged \$50 to their Bursar's account for the degree candidacy fee once the application is submitted. This is a UA standard fee across campus. To avoid a \$50 late fee you must submit the application no later than February 1, 2013 (this late fee is in addition to the \$50 degree candidacy fee). Only the degree candidacy application needs to be submitted by the deadline to avoid the late fee.

Once you submit the application you will be informed by Ms. Julie Adkins, what the next steps are.

Ms. Adkins only has walk in hours. If you fill out the application and submit it to Forbes 211 she will send you an email when it is ready to be picked up. Keep in mind you only need to submit the application to avoid the late fee (this means you do not need to meet with her by 2/1/13, she just needs the application by that date).

**Ms. Adkins walk-in hours:**

Monday, Wednesday, Thursday—8:30am-12:30pm, 2:30-4:00pm

Tuesday, Friday 2:00-4:00pm

**Questions? Call 520-621-3616 or stop by Forbes 211**

## CAREER AND ACADEMIC SERVICES WALK-IN HOURS FOR THE WEEK

Career and Academic Services Advising located in Forbes 211

Hours of Operation 8:00am-5:00pm Monday-Friday

Appointment Number: (520) 621-3616

General academic advising questions can be answered in this office. The two advisors in this office are Kristen Geary and Nancy Rodriguez-Lorta. Students can schedule half hour appointments; stop by for a walk-in; contact via email at [kgeary@email.arizona.edu](mailto:kgeary@email.arizona.edu) or [nancyr@ag.arizona.edu](mailto:nancyr@ag.arizona.edu) or by phone at (520) 621-3616. For a complete listing of the major advisors visit the OAP website at:

[http://cals.arizona.edu/academicprograms/advisors\\_by\\_major](http://cals.arizona.edu/academicprograms/advisors_by_major)

**Walk-in Hours for the week of Jan. 28 (for quick questions - 10 minutes or less):**

**Kristen Geary Monday 1:30-3:30pm \* Tuesday 9:00-11:30am \* Wednesday 1:30-4:00pm \* Thursday 10:00am-12:00pm \* Friday 1:30-4:00pm**

**Nancy Rodriguez Lorta Friday 10:30-11:30am**