

Advisor Academy

DAY ONE

Monday, September 15

Welcome (8:15 – 8:45)

Roxie Catts, Director, Advising Resource Center

Effective Communication and Conflict Management (8:45 – 9:45)

Nancy Stiller, Director, Ombuds Program

Self Care (9:45 – 10:00)

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Advisor Notes and Student Satisfaction Survey (10:00 – 10:30)

Nancy Stiller, Director, Ombuds Program, *and*
Roxie Catts, Director, Advising Resource Center

Break (10:30 – 10:45)

Admissions Processes (10:45 – 11:15)

Danielle Crosby, Assistant Director, Undergraduate Admissions Processing *and*
Dolores Machado, Coordinator, Sr., Enrollment Services

- Overview of Steps to Becoming a Wildcat: admission, matriculation and term-activated.
- Next Steps Center: Proxy View for Advisors, TSAP (Transfer Student Academic Preview), & *more*
- STU 210 students: advising and priority registration

Registrar Processes (11:15 – 11:45)

Jody Payne, Assistant Registrar

Quiz Bowl (11:45 – 12:00)

Advisor Academy

DAY TWO

Friday, September 19, 2014

Spotlight on Foundations (Composition, Second Language, Math) (8:15 – 9:00)

Tina Schuster Moore, Coordinator, Math Readiness Testing/Placement

Monica Vega, Program Coordinator, Sr., Writing Program

Lyn Duran, Director, Academic Advising – Student Services

Academic Policy (9:00 – 9:30)

Celeste Pardee, Assistant Director, Academic Policies and Organizations

- How policy is created and approved.
- University Policy and College Practices
- Policy Archive
- Resources for Advisors

The General Petition Process (9:30 – 9:45)

Mary Ellen Clark, Articulation Specialist, Office of the Registrar

Academic Policy in Practice (9:45 – 10:30)

Panel discussion highlighting:

- GRO
- General Petitions vs. College Petitions
- Probation and Disqualification
- Academic Agreements
- Re-admission
- Academic Renewal
- 18 of the final 30 units in residence

Break (10:30 – 10:45)

Advising Tips and Contacts (10:45 – 11:30)

Panel discussion highlighting:

- Scholarship vs. General Financial Aid vs. Bursar Questions
- Enrollment Questions: Office of Admission or Office of Registrar?
- Course Drop and Withdrawals (Medical, Complete and General)
- 18 unit Withdrawal Cap

Quiz Bowl (11:30 – 12:00)