



AIQ Processing Dates

AIQ Pre-Registration Process for 2018

As the spring semester comes to a close, we are already underway in preparing for our new student enrollment process for Fall 2018. When students register for an orientation session, they are provided with some broad information about their major and are given the opportunity to select classes of interest. With the information that students report on the AIQ, UTC faculty and professional advisors build fall schedules for students prior to their arrival to campus.

The planned AIQ processing dates are listed below. All sessions will take place in the Library, Room 321. For any questions or concerns about the AIQ process, please contact stacie-grisham@utc.edu.

May 21 - 25: 8:30am – 4:00pm
May 31: 1:00pm - 4:00pm
June 11: 9:00am - 12:00pm
June 18: 9:00am –12:00pm
June 25: 1:00pm - 4:00pm

June 29: 9:00am - 12:00pm
July 12: 1:00pm - 4:00pm
July 20: 9:00am - 12:00pm
August 1: 9:00am - 12:00pm



Summer 2018 Orientation Dates

Summer Orientation registration is live!

Fall 2018 Freshman Orientation Dates:

- June 4th & 5th
- June 7th & 8th
- June 21st & 22nd
- July 9th & 10th
- July 16th & 17th
- July 23rd & 24th
- July 26th & 27th

Fall 2018 Transfer Orientation Dates:

- May 1st
- June 4th (evening session only)
- June 26th
- July 19th
- August 2nd

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POINTS OF INTEREST

- REMINDER: Log Training Hours in K@TE
- 18-19 Leadership Team
- COMING SOON: Advanced Training Certificate

CONTACT US!

Please direct any comments, questions or errors to a member of the Leadership Team:

Mary Beth Ondrusek
Vikki Bernotski
Stacie Grisham
Elizabeth Johnson
Laura Bass



REMINDER: Log Training Hours in K@TE

Human Resources now has K@TE, where you log your own training hours. This means that Advisors' Council Leadership is no longer able to send in your training hours for attending Advisors' Council each month. Each month you attend is 1.25 hours of training credit.

To submit training for credit, log into K@TE. Click on Learning (upper left side), from the drop-down select View My Transcript. On the right side of page, click Options and select Add External Training. Enter the information requested and click Submit.

NEW: Personal Finance Minor

Open to ALL UTC students not majoring in Finance.

The Personal Finance minor is designed to make the study of finance more accessible to students across the campus. The primary goal is to spread financial literacy and disseminate best practices in personal finance decision-making. This 18-hour program has a mix of economics, accounting, personal finance, insurance and real estate coursework that broadly expose students to real life circumstances that require financial acumen.

[Click Here to Learn More](#)



Guide App

UTC launched a student mobile app, known as *Guide*, as an additional effort to help guide student engagement and persistence. *Guide* was first launched with first-time freshmen during Summer 2017, and UTC is now ready to expand the mobile app to all undergraduate students during the fall semester. *Guide* includes a variety of features including reminders about important institutional deadlines, appointment scheduling for advising and tutoring, and calendar synchronization. Additional information on the *Guide* App can be found here: <https://www.eab.com/technology/student-success-collaborative-guide>



Stay on track and start exploring by logging in today

- Get reminders about important deadlines and create your own to-dos
- Reach out to advisors, discover supportive resources, and find your way around campus—in seconds
- Explore majors, discover careers, and plan for your future
- Sync your class schedule with your phone calendar
- Schedule and receive advising appointments right away

Search **Guide—College Simplified** in app stores to get it now

Available on the App Store | GET IT ON Google Play

Student Preferred First Name

Students may now request to use a preferred first name. A preferred first name is a name that they wish to be known by on campus. **Students should [click here](#) to verify and update their preferred first name.** Preferred first names are limited to alphabetical characters, apostrophes, periods, and hyphens. The link is also on the Records Office website under Forms -> Other Important Forms.



SSC Campus Updates

As part of our on-going efforts to introduce the SSC Campus advising platform to all users, a selected group of faculty members attended an on-campus training in early April. The faculty members were nominated by their Deans to serve as an early adopter for the system. Their participation in the training provided us with insights for launching the software to all faculty advisors in the coming months, and these faculty will be invited to serve as ambassadors for the rollout in their respective colleges and departments. The next round of trainings will take place in the fall. Additional details will be shared as we get closer to the fall semester.

There were also several releases to the SSC Campus platform during March that enhanced advisor workflows and overall system functionality. Some of the enhancements include:

- The addition of student names and IDs in an actual appointment name when using Outlook calendar synchronization
- A new appointment center view
- Changes to appointment campaigns and tracking (i.e. adding email attachments, custom email text when resending campaigns, the ability to export student lists, etc.)
- Updates to the advanced search feature

Some new features are on the horizon such as the launch of population health dashboards; this is an advanced search feature to help users identify and track students based on various performance indicators such as GPA, credit accumulation, risk, and major changes. We also are undergoing a refresh of our predictive model that determines a student's risk level for graduating based on UTC's historical data. We are optimistic that the predictive model refresh will address some of the known issues that currently exist in the predictive model. Current users will see these upgrades available in the site in the coming months.

Links

- [MyMocsDegree](#)
- [SSB Student Profile](#)
- [Undergraduate Catalog](#)
- [Class Schedule](#)
- [Records Office](#)

The Banner Team recently added some new links to the student view page in SSC Campus to help advisors quickly navigate to other frequently needed sites. The MyMocsDegree link will take you to the degree audit for the specific student's profile you are viewing, and the SSB Student Profile will save time in accessing the necessary screen for hold removal.



2018-2019 Advisor's Council Leadership Team

Chair:

Mary Beth Ondrusek

Secretary:

Vikki Bernotski

Assessment Coordinator:

Elizabeth Johnson

Training Coordinator:

Laura Bass



Advanced Training Certificate

The first offering of the Advisors' Advanced Training Certificate will be offered in Fall 2018 as a daylong workshop, tentatively set for September 14, 2018. This training will be available for anyone who has completed the Advisors' Training Certificate.

Modules of the Advisors' Advanced Training Certificate:

- Legal, Ethical, and Moral Responsibility in Advising
- Advising Through Difficulties
- Advising Theory
- Communication and Collaboration
- Advising Assessment
- Capstone – Philosophy of Advising

Congratulations

to Emily Martin (Nursing), Deandra McGee (Center for Advisement) and Robin Sturnes (Center for Advisement) for completing the Advisors' Training Certificate.

Advising Training Certificate - Fall Training Dates

Register today for in-person training modules offered during the Fall 2018 term.

Registration available at: <https://www.utc.edu/advisement/advisor-information/advisor-training.php>. If you've completed the *Introduction to Advising* module, you should have access to the online modules in UTC Learn. If you have any questions, please contact elizabeth-j-johnson@utc.edu.

Introduction to Advising at UTC

Thursday, September 13th 9:30am-11:00am in Library 207
Wednesday, October 3rd 2:30pm-4:00pm in Library 207

Technology for Advisors *(Introduction to Advising at UTC required)*

Wednesday, September 20th 9:30am-11:00am in Library 201
Wednesday, October 10th 2:30pm-4:00pm in Library 201

Transfer Training for Advisors *(Introduction to Advising at UTC required)*

Thursday, September 6th 10:00am-12:00pm in Southern Writers Room
Thursday, November 1st 10:00am-12:00pm in Southern Writers Room

The Advisors' Training Certificate includes the following modules:

- Introduction to Advising at UTC *(required before other modules)*
- Technology for Advisors
- Academic Policies and Processes
- Advising Unique Populations
- Campus Resources
- Transfer Training for Advisors

Advisors' Council Committee Updates

Assessment Committee

The Spring 2018 Student Advising Survey had over 750 responses. The Advisor Survey was piloted in the spring 2018 semester to faculty and professional advisors with over 90 responses. Results from both surveys are being compiled and will be shared at the next council meeting in June. Communication regarding the Fall 2018 Advising Surveys will be shared via Advisement@raven.utc.edu.

Training Committee

The Training Committee is in the process of updating the current Advising Training modules, as well as creating modules for the new Advanced Training Certificate.

Meetings

Advisors' Council

3rd Wednesday at 8:45am
Signal Mountain Room, UC

Assessment Committee

2nd Wednesday at 8:45am
Elizabeth Johnson, Coordinator

Training Committee

4th Wednesday at 8:45am
Laura Bass, Coordinator

Leadership

1st Wednesday at 8:45am
Mary Beth Ondrusek, Chair
Vikki Bernotski
Stacie Grisham
Elizabeth Johnson
Laura Bass