



## New! Advisors' Council Logo

Thank you to April Cox in University Relations for the new logo!



## Save the Dates! Advising Certificate

The Advisors' Council is offering faculty and professional advisors the opportunity to earn an **Advising Certificate**. This certificate is comprised of seven modules; advisors must complete the "Advisor Training Introduction" module before attending the other six modules, which can be completed in any order. Currently, three of the modules are offered; watch for announcements about future module offerings. Registration can be completed at [www.utc.edu/advisement/advisors/advisor-training](http://www.utc.edu/advisement/advisors/advisor-training).

### Advisor Training Introduction

- *Tuesday, February 23rd*  
(2:00pm—3:30pm)
- *Thursday, March 3rd*  
(9:30am—11:00am)

### Advising w/ Technology

- *Wednesday, February 3rd*  
(1:30pm—3:30pm)

### Advising Transfer Students

- *Monday, April 25th*  
(2:00pm—3:30pm)
- *Friday, April 29th*  
(2:00pm—3:30pm)

Coming soon...

- Advising Outliers
- The Advising Appointment
- Campus Resources
- Policies & Procedures



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## POINTS OF INTEREST

- UTC's Newest Advisor
- NACADA's Region 3 Conference
- Campus Resource Spotlight
- Meeting Information

## CONTACT US!

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

- Elizabeth Johnson, Chair
- Stacie Grisham
- Avalon Gourlay
- Nikki Ownby
- Lindsey Felix



Meet UTC's Newest Advisor!

**RACHAEL VINES**

Rachael joined the Center for Advisement in the Fall 2015 semester. She is returning to her Tennessee roots after spending the last five years advising students at Syracuse University in the College of Arts & Sciences. Rachael earned her BS in Psychology from Milligan College, and her MA in School Counseling from East Tennessee State University. Rachael enjoys academic advising because it "provides the great privilege of walking with a student as they journey through academia and take this information to better understand themselves and the world around them. Facilitating this conversation provides a lifelong impact."

*Hobbies, Interests, & Fun Facts*

- Has played viola for 19 years
- Likes to travel and cook
- Loves Harry Potter & Star Wars
- Has two cats

## AIQ Pre-Registration Process for 2016

With the spring semester underway, we are preparing for our new student enrollment process for Fall 2016. We currently conduct a course pre-registration process (commonly referred to as the AIQ process) for incoming freshmen each summer. When students register for an orientation session, they are provided with a general overview of their major and are given the opportunity to select general education classes of interest. Using the information students report on the AIQ, UTC advisors then build fall schedules for incoming students prior to their arrival on campus for

orientation. We've had great success with this AIQ process and are expanding it to include transfer students for Fall 2016.

Advisors will begin building schedules on April 26th for transfer students. A majority of freshmen schedules will be built May 16th - 20th. Additional 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](mailto:Stacie-Grisham@utc.edu).

Tues., April 26 from 8:30am-12:30pm

Wed., April 27 from 9am-12pm

Thurs., April 28 from 2:30pm-5:30pm

May 16 – 20 from 8am – 5pm each day

May 23 – 26 from 8am – 5pm each day

Thurs., June 2 from 9am-12pm

Mon., June 6 from 9am-12pm

Thurs., June 9 from 8:30am-12:30pm

Wed., June 15 from 8:30am-12:30pm

Mon., June 20 from 9am-12pm

Thurs., June 23 from 9am-12pm

Mon., June 27 from 8:30am-12:30pm

Tues., June 28 from 9am-12pm

Mon., July 11 from 9am-12pm

Wed., July 13 from 8:30am-12:30pm

Thurs., July 14 from 9am-12pm

Tues, July 19 from 8:30am-12:30pm

Thurs, July 21 from 9am-12pm

Wed., July 27 from 8:30am-12:30pm

Thurs., July 28 from 9am-12pm

Mon., Aug. 1 from 9am-12pm

*“Education is not preparation for life; education is life itself.” John Dewey*

## Course Override Information

The beginning of each semester often brings a wave of registration challenges for both students and advisors. One common issue is the obstacle of navigating closed classes. Our new students in particular often seem lost in navigating their way through contacting the appropriate individuals. To help simplify this process for both advisors and students, the Advisors' Council has created a page on our website that lists detailed override information for every academic department on campus. Please see our page at the following link for additional information:

<http://www.utc.edu/advisement/advisors/course-overrides.php>

## Declared Major Hold

Academic regulations in the UTC Catalog stipulate that all students must declare a major after they have completed 42 credit hours. Once a student earns 42+ hours and is listed as Undecided, a hold is placed on the student's account. This hold will prevent changes to the class schedule and is used to encourage active participation in choosing a major.

A student can have the hold removed in one of two ways: (1) declare a major or (2) complete an agreed upon action plan created with the Advisor for Academic Exploration to guide the student toward declaring a major.

Students receive communication twice via email: 1) alerting the students when they are nearing the 42 hour threshold, and 2) once they have exceeded the threshold.

If you have a student that you are working with that is wanting to change their major to Undecided, please refer them to the Center for Advisement. Deardra McGee, Undecided Advisor, advises Undecided first-year students. Elizabeth Johnson, Advisor for Academic Exploration, advises Undecided students after the first year.



## Now Open! Mocs One Center

The Mocs One Center is a centralized office in the University Center where students can receive assistance with services such as: requesting a transcript; checking their financial aid; paying their bill; and much more. Enrollment Specialists will answer questions normally referred to the Bursar, Financial Aid & Scholarships, and Records offices. The layout of the office provides a teaching environment in which students learn how to effectively utilize UTC resources.

The office accepts walk-ins and student requests through the online "Service Request Form" which is located at [www.utc.edu/mocs-one-center](http://www.utc.edu/mocs-one-center).

**Location:** University Center, Room 124

**Office Hours:** Monday - Friday 8:00am - 5:00pm

NACADA's Region 3  
Conference is coming to  
Chattanooga in April!

April 20—22nd, 2016

Chattanooga Convention Center

Register online at [nacada.ksu.edu](http://nacada.ksu.edu)

Don't miss this opportunity for professional development! The theme for the conference is "Encouraging Student and Professional Motivation." The conference will commence with the keynote speaker, Dr. Kathleen Smith, elaborating on the topics of inspiring and motivating students, as well as advisors discovering their self-motivation.

### Volunteers needed!

If you would like to volunteer, please contact Elizabeth Johnson ([Elizabeth-J-Johnson@utc.edu](mailto:Elizabeth-J-Johnson@utc.edu)).

### What is NACADA ?

The National Academic Advising Association (NACADA) is an association of professional advisors, counselors, faculty, administrators, and students working to enhance the educational development of students.

#### NACADA:

- Promotes and supports quality academic advising
- Provides a forum for discussion, debate, and exchange of ideas pertaining to academic advising
- Serves as an advocate for effective academic advising



Campus Resource  
Spotlight:  
Counseling & Personal  
Development Center

Location: UC, Room 338

Phone: 423-425-4438

**Services:**

- Individual Counseling
  - personal
  - career
  - academic success
- Group Counseling
- Assessments (Career, personality, college adjustment, etc.)
- Psychiatric Services
- Referrals

Meetings

**Advisors' Council**  
3rd Wednesday at 8:45 a.m.  
Chickamauga Room, UC

**Leadership**  
1st Wednesday at 8:45 a.m.  
Elizabeth Johnson, Chair  
Stacie Grisham  
Avalon Gourlay  
Nikki Ownby  
Lindsey Felix

**Assessment Committee**  
2nd Wednesday at 8:45 a.m.  
Avalon Gourlay, Chair

**Training Committee**  
4th Wednesday at 8:45 a.m.  
Nikki Ownby, Chair

**Transfer Committee**  
3rd Monday at 2:00 p.m.  
Nicole Jones, Chair

## UPDATE: VA Education Benefits

VA educational beneficiaries can be an Undecided major before their junior year. Enrollment certification beyond his or her sophomore year is prohibited unless a major is declared. Only General Education courses can be certified prior to the declaration of a major. Contact Squoia Holmes with any questions.



## Advisors' Council Committee Updates

### Assessment Committee

The Assessment Committee has updated the UTC Advisor Expectations, and is currently collaborating with the Training Committee to create an assessment plan for the Advising Certificate modules.

The results from the 2014-2015 Advising Survey have been distributed to College Deans, and the committee is now preparing for the Spring 2016 Advising Survey. The committee plans on comparing the spring survey results with the NSSE results.

### Training Committee

The committee is offering two new modules for the Advising Certificate this spring (more information on Page 1), with plans to offer additional modules by the end of the year.

In addition, the committee is in the process of assembling an online advisor training handbook. The handbook will be an informational tool for all novice and experienced advisors at UTC.



### Transfer Committee

The committee developed the "Advising Transfer Students" module for the Advising Certificate which will be offered this spring (Refer to Page 1 for dates).

In order to gather insight into students' transfer experiences, the committee is planning on conducting at least one transfer student focus group this semester.

The Transfer Student Newsletter was sent to the 306 new transfer students at the beginning of the Spring 2016 semester.

The Transfer Mocs RLC's (Residential Learning Community) participation in Fall 2016 will be triple the participation in Fall 2015. The RLC will be moving to Decosimo Apartments starting in Fall 2016 in order to provide students with a more intimate living community.