Academic Advisor Development Program
2012 – 2013

The Academic Advisor Development Program is jointly presented by select Faculty Advisors and Staff Advisors. It encompasses multiple workshops over the course of the academic year. The sessions will allow for asking questions, as well as exchanging experiences with fellow advisors. The Academic Advisor Development Program is officially kicking-off this fall semester.

Some dates and locations are still being determined. Please join us for the following workshops. You can RSVP for any workshop at: academicservices@uncc.edu. Please be sure to include the name of the session(s) you plan on attending.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
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<tr>
<td>Tuesday, September 25</td>
<td>10am – 10:45am</td>
<td>Understanding the Basics of Advising</td>
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<td>Getting the Most Out of Advising Sessions – Faculty Advisor Perspective</td>
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<tr>
<td>Cone Center 112</td>
<td>11am – 11:45am</td>
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**Understanding the Basics of Advising**
Karina Franco, M.A.  Director of Undergraduate Advising, Belk College of Business
Henrietta Thomas, M.Ed.  Director, University Advising Center

It has been said that “Good advising may be the single most underestimated characteristic of a successful college experience.” This session will define what good academic advising should be, and how advising fits into the institutional mission of the University.

**Getting the Most Out of Advising Sessions – Faculty Advisor Perspective**
Kathy Asala, Ph.D.  Undergraduate Coordinator, Department of Chemistry
Sue Spaulding, M.S.  Undergraduate Coordinator & Lecturer, Department of Psychology

This session will discuss methods used in various departments to effectively and efficiently manage individual advising appointments. Topics include communicating expectations to your advisees in preparing for their advising appointment and making productive use of the advising time.
Tuesday, October 2 (Friday Building 339)

Efficient Use of Banner by Knowing What You Need: Advisor Forms, Reports, 10am – 10:45am
CAPP Degree Audit, 11am – 12:30pm

Efficient Use of Banner by Knowing What You Need: Advisor Forms, Reports
Elizabeth Mullis   Banner Systems Manager, Office of Registrar
Henrietta Thomas, M.Ed.  Director, University Advising Center

Q & A Session. Confused by the variety of reports obtainable in Banner? Unsure about how to complete certain forms? Henrietta Thomas, a seasoned University advisor, and Elizabeth Mullis, Banner systems manager, are there for you to answer all the questions. Go to the source for the knowledge that will make your advising job more efficient.

CAPP Degree Audit
Kathy Asala, Ph.D.  Undergraduate Coordinator, Department of Chemistry
Roy Fielding, M.A.  Senior Lecturer & Exercise Science Program Coordinator, Department of Kinesiology
Elizabeth Mullis   Banner Systems Manager, Office of Registrar

This hands-on session will teach advisors how to read and interpret the CAPP Degree Evaluation for both major/minor requirements and General Education requirements. We will also show examples of how CAPP can be used during student advising appointments as well as when completing graduation audits. It is suggested that attendees bring 5 student ID numbers to this session as test examples.

Friday, November 9 (Fretwell 114)

Advising in General Education and the Major, 9am – 9:45am
Understanding Transfer Credit, 10am – 10:45am

Advising in General Education and the Major
Carol Leeman, M.A.   Senior Lecturer & Undergraduate Coordinator, Department of Communication Studies
John Smail, Ph.D.  Dean, University College

Have you ever been confused about the ins and outs of General Education requirements and how they fit into the major? This session will come to your rescue. The presenters will cover the fundamentals of General Education requirements, as well as explain how these courses may be used to boost students’ success in their major. Some strategic tips that will come in handy when reviewing transfer credit or ensuring that students do not duplicate their General Education courses will be provided.
Understanding Transfer Credit
Carol Leeman, M.A.  Senior Lecturer & Undergraduate Coordinator, Department of Communication Studies
Kevin Parsons, M.A.  Academic Advisor-Transfer Specialist, University Advising Center
Barbara Seyter, M.Ed.  Associate Director of Admission, Undergraduate Admissions

This session aims at clarifying UNC Charlotte policies regarding the intake and use of transfer credit. It will provide faculty and staff advisors with a better understanding of how transfer credit is accepted, processed, interpreted, and used for General Education and majors. It will also describe the method(s) for processing transfer credit-related appeals.

January (date, time, place, TBA)
Niner Advisor
Developing a Working Knowledge of Academic Services & Referral Processes
Developing Cultural Competence for Effective Academic Advising
Importance of Developmental Advising, Especially with First Generation Students

Niner Advisor
Karen Callender, M.A.  Director of Academic Advising & Assessment, College of Arts + Architecture
Fred Spano, Ph.D.  Associate Professor, Music Education

An introduction to the university-wide online appointment-scheduling and advising notes database. You will learn to schedule advising appointments, record advising notes, upload documents into student files, access advising notes and documents from the student's previous advising sessions (even from another college/department), among many additional features.

Developing a Working Knowledge of Academic Services & Referral Processes
Y. Shonta Le Master, M.Ed.  Director, College of Liberal Arts & Sciences Advising Center
Howard Simms, M.A.  Assistant Director, Office of Multicultural Academic Services
Cindy Wolf Johnson, Ed.D.  Associate Provost, Office of Academic Affairs

Have you ever been stumped about how and where to refer a student? Even those who have worked on campus a long time may be confused by all the new resources available to students. Come learn about what is available to your students and how to effectively refer them so they are motivated to take action.

Developing Cultural Competence for Effective Academic Advising
Samuel Lopez, D.PT.  Director, Office of Multicultural Academic Services

UNC Charlotte has one the most diverse student bodies among all the state schools in North Carolina. This provides advisors a unique opportunity to work with students of various backgrounds. Relationships, however, can suffer with these students when advisors have a difficult time relating to advisees. This session will give advisors a greater appreciation and understanding of the diverse groups of students and will help advisors learn how to work most effectively with these populations.
Importance of Developmental Advising, Especially with First Generation Students

Cathy Blat, M.S.E.  Director, University Center for Academic Excellence
M. Terre Lucas, M.S.  Director, Building Educational Strengths & Talents; Coordinator, BEST Choices Learning Community

Many first-generation college students lack experience with the culture of higher education. This session will provide faculty and staff advisors a better understanding of the issues faced by first-generation college students as well as suggestions on applicable information to share in an advising session.

February (date, time, place, TBA)
Efficient Use of Banner by Knowing What You Need: Advisor Forms, Reports
CAPP Degree Audit

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March (date, time, place, TBA)
Learning About Academic Policy Changes and Their Impact on Advising
The Use of Social Media in Advising

Learning About Academic Policy Changes and their Impact on Advising
Kathy Asala, Ph.D.  Undergraduate Coordinator, Department of Chemistry
The session is meant to provide advisors with an overview of the academic policy creation and revision process, as well as highlight relevant policies used frequently in advising. The session will show advisors where to find policy information to assist in their advising responsibilities.

**The Use of Social Media in Advising**
Cricket Bonnetaud, Ed.D.  
Assistant Director & Academic Counselor, Office of Adult Students and Evening Services
Laiko Quintero, M.A.  
Staff Advisor, University Advising Center

Do advisors meet students where they are? Learn how to tap into the power of social media and increase advising effectiveness for all students.

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**April (date, time, place, TBA)**
Advising Students with Disabilities

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**Advising Students with Disabilities**
Katie Montie, M.S.W.  
Assistant Director, Office of Disability Services

The session will provide advisors with an overview of the legal requirements surrounding academic access for students with disabilities. The session will highlight key components of disability culture/etiquette and provide tips to advisors on how to ensure access through case scenarios and discussion.

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Questions or comments? E-mail us at academicservices@uncc.edu