

NOVEMBER 9 , 2011 UPAC meeting minutes

Check-in: Join ARC Advisor Tea – Friday Nov 18th from 3:00 – 4:30 SUMC 411

Next Brown Bag 11:30 am – 1:00 pm SUMC 411

Study Abroad Fair on the Mall Thursday, November 10th

Roxie Catts: **UAAC and Beyond Boundaries (Appendix A)**

- Beyond Boundaries: Will have opportunities for volunteering, and ARC needs creative help with door prizes.
- UAAC updates:
 - Probation: a number of folks from Mosaic and Registrar's office have created a robust probation report that tests suggests works well.
 - Working group formed within UAAC – three UAAC members and three ASUA representatives working on access to advising and caseload and peer advising. Roxie is looking to gather information on UA programs that include peer advising.
 - Caseload: both quantitative (numbers) and qualitative information being gathered. General recommendation is 400:1 but we don't only advise our own majors; we also advise minors and those simply exploring our majors.

Request: please send Roxie information on which students *other than your own majors* that you advise to rcatts@email.arizona.edu

- UPAC listserv: has hundreds of subscribers. All who are on it can post to listserv. Feel free to post course announcements, program opportunities. What comes through on the listserv then gets put on the ARC website
- Taskforces – Probation and DQ; Transfer student processes; 7.5 week courses – Roxie is on all of these and will be asking for feedback. For all, there are considerable administrative considerations, esp for 7.5 week courses (for freshman, for pace/fin aid, for UA South)

Request: send Roxie feedback from an advising perspective as far as policy implications of courses that start later than traditional courses to rcatts@email.arizona.edu

Jeanais Brodie: Transfer Center Updates

- The Transfer Center, as well as Career Services, Leadership Services, Academic Success and Achievement Center, now report to Jeff Orgera as part of Student Learning.
- New Task force: Transfer Processes, headed up by Shelley McGrath.
- Staffing changes: Kendra Corey has moved to Study Abroad office; Mara Carlos is graduating. Therefore the Transfer Center will be staffed by Jeanais along with transfer outreach facilitators.
- Transfer Student Orientation: had a roundtable, solicited information, included transfer students to get their feedback as process developed.
 - Offered: 4 half-day sessions in August (alternating morning and afternoon) called “Orientation Part 2: Other important stuff you need to know” (where part 1 was with advisors and with Next Steps). Sent out over 2k invitations.
 - Transfer ‘yield’ – how many admitted vs how many came – is something the Transfer committee will review. Of the 2,500 invitations to participate in Orientation, only 250 viewed the invitations (sent via email, to their UA email, for economy of effort and funds). Of those, 174 attended.
 - Topics covered: Rules of the Road; policies; technology boot camp (led by transfer students); finances (paying for college); myths and facts about majors and careers; student involvement (cultural centers, think tank, campus tour, parking/transportation, and more)
 - Evaluation: 100% expected an orientation; 70% felt it should be mandatory. 73% thought a half-day program was just right (12% wanted a whole day).96% felt that Transfer Center provided right information and resources. Liked having options to choose what they attended. Many felt it could have happened earlier in the semester. Many transfer students commented that it was nice to interact with so many UA staff who were welcoming, encouraging them to ask questions, and made them feel supported.
 - Ideas – ongoing orientations with workshops after school starts.

Given the changes that are coming, it’s not certain what may be offered in future. Tentative program scheduled for Jan 10th – more on that coming.

- NSE: ongoing information sessions (appendix B). Students have used it to expand their academic experience. Pay UA tuition while attending institutions. Deadline is Feb 17th for the Fall 2012 semester. There are also NSE ambassadors who can talk to students.

Renee Griggs: Study Abroad and Student Exchange (See Appendixes B, C, and Powerpoint link)

Thanks to the advising community for the referrals and support!

Three kinds of programs, two kinds of forms:

- 1) Program: faculty-lead (UA GPA and UA credit)

Form: at this point, advisors are also being asked to complete the **Course Selection Sheet**, though that will be a discussion Renee will take up with UAAC

- 2) Program: Exchange (cannot use scholarships, but can defer those scholarships, and they do pay UA tuition, plus there are other scholarships they can apply for)

Form: Course Selection Sheet - Affiliate programs need advisor approval for how credits apply to degree program, but we know that the courses are already preapproved by admissions

- 3) Program: Study Abroad

UA Affiliate programs

Form: Course Selection Sheet - Affiliate programs need advisor approval for how credits apply to degree program, but we know that the courses are already preapproved by admissions

In UAccess: GS – 801 (which is a general holding category, not a credit class) means it's a UA-affiliated program

Non-Affiliate programs

Form: Transfer Pre-Approval form, because the courses have NOT been preapproved by admissions. There is a packet that includes all the steps that students need to take. Students also need a Leave of Absence form for these types of Study Abroad experiences.

A NOTE ON COURSE APPROVAL SHEETS – whether Course Selection or Transfer Pre-Approval, they are important because once transfer credits come in, any corrections can be made to upper and lower division. (at this point, advisors are also being asked to complete the Course Selection Sheet for direct credit courses too, though that will be a discussion Renee will take up with UAAC)

Other info from Study Abroad:

- Students are encouraged to go to **Study Abroad 101 information session**. Can I use my scholarships? Renee can provide the PPT for anyone interested.
- Transcripts: Many programs now administered through domestic affiliates (which are more efficient); international transcripts can take 6 months and may be in a different language; the unit counts may be unclear. Those go to International Admissions (Eddie Gomez).

- What's on the website: Upper/Lower Division Chart, Direct Credit Programs (including summer offerings); search feature; international rate conversion chart, online guide to different educational systems around the world.
- Students are going to Mexico but need two risk and release forms; there are lots of scholarships that are based on gender, location, and more.

Debbie Golden-Davis: Fin Aid updates

- PACE (completing units) – used to be every semester – 66%. Then was changed to cumulative (need to graduate by time you complete 66.7% of attempted units – so, by the time you attempt 180 units, you've completed 120 of them).
- Academic Plan – if there is no “academic plan” on the computer, it can't count. So the paper version that Fin Aid prepared won't work. There will need to be one through a computerized system, which is being planned now as part of an “online contract” that would capture the plan advisors created with the student.

This semester will be same as before as far as paper plan.

Did you Know? Check out this interesting transfer GPA policy ([Averaging of Grade for Final Non-University Credit Course](#))

Tools of the Trade Online Major Information Sessions – some programs have them, some programs want them. How can we share best practices?

Upcoming/Resources/Opportunities:

- **Beyond Boundaries Symposium**, Tuesday, December 13th
- **Next UPAC meeting:** Wednesday, December 14th (8:15 – 9:45) **POTLUCK EDITION!**
- **NACADA Regional Conference proposals** deadline extended to Nov 22nd
- **APAC Scholarship for Professional Development** deadline Nov 15th (apac.arizona.edu)

Appendix A: Report to UPAC from Roxie Catts

Beyond Boundaries: A Student Development Symposium

A day long symposium for UA and PCC staff who work with students in advising, registration, financial aid, and other student services or student development units.

Tuesday, December 13, 2011; 8:00 – 4:00 Student Union Memorial Center, University of Arizona

Symposium details and registration is available at: <http://beyondboundaries.eventbrite.com/>
Register today and be entered in an early registration drawing

- Stay tuned to the UPAC listserv for volunteer opportunities (sign-in, room session host, etc.)
- Could use some creative help with gathering door prizes.

UAAC

- Probation Report Testing
- Working Group: Student Access to Academic Advising and Advisor Caseload
Send information on current peer advising/mentoring programs at the UA to: catts@email.arizona.edu
- Degree Tracker Demo

UPAC Listserv

- Brief history; any UPAC co-chair can add individuals to the listserv
- Members can post directly to the listserv
- Course announcements and various postings directed to students are posted on the UPAC listserv are cataloged on the ARC Website, front page (Course Announcements, Things to Know).

Task Forces

Retention

Dr. Elaine Marchello and Dr. Jeff Orgera

Transfer Student Processes

Dr. Shelley McGrath

Send feedback on STU 210 students to catts@email.arizona.edu

7.5 Week Courses

Beth Acree

First meeting discussed the administrative pros/cons of regularly offering 7.5 week courses. Registrar, Bursar, Financial Aid, Room & Course, and Advising would be impacted.

Send comments, ideas, or concerns *from an advising/student perspective* to catts@email.arizona.edu

Q: What would you do if you saw something that didn't look correct in the CEG, or you had a general question about the CEG?

A: Contact: Mary Ellen Clark Fortier, Articulation Specialist mecf@email.arizona.edu or 626-5896

APPENDIX B: STUDY ABROAD FAQ'S FOR ACADEMIC ADVISORS

The Office of Study Abroad & Student Exchange (SASE) offers opportunities for students to earn academic credit while studying overseas for a pre-session, summer, semester or academic year.

What types of programs are available at the University of Arizona?

SASE works primarily with three types of programs listed below:

- “**Exchange**” – This refers to the reciprocal exchange of students between the UA and partner institutions abroad. Students typically spend a semester or academic year directly enrolled in an overseas university taking courses with local students. UA students earn transfer credit from the host institution.
- “**Study Abroad**” – Students spend a summer, semester or academic year at university, study center or institute abroad. Students earn transfer credit for their participation. Most study abroad programs occur at UA partner institutions; however some are organized by UA affiliates. In this case, the program is run by a program provider. Students earn transfer credit either from an institution abroad or from a US school of record.
- “**UA Faculty-led**” – These are programs developed and run by UA faculty members. Faculty members take groups of student abroad usually in the summer, though some semester programs exist. Students earn UA direct credit for their participation.

How do I know that the credits will transfer back to the UA?

- Most recognized UA program classes (usually on the SASE website) have been pre-approved for transfer to the UA.
- Contact SASE to know if a particular program is actually a UA program or if a class may not transfer.
- For non-UA programs students need to make sure the institution awarding a transcript is properly accredited.
 - For US transcripts, they will need to contact the UA Registrar.
 - For international transcripts, they will need to contact International Admissions

How do I know whether courses taught abroad are lower or upper division?

- Visit the Forms and Information for Academic Advisors link on the SASE website <http://studyabroad.arizona.edu/saseforms/AcademicAdvisors.html>
- Contact the Study Abroad Advisor for the program.

What forms will my students bring to me for course pre-approval?

- Your students will be asking for your help with course approval
 - Students on direct credit programs will ask you to sign the *Course Selection for Direct UA Credit Study Abroad Programs* sheet
 - Students on transfer credit programs will ask you to sign the *Course Selection for Study Abroad* sheet
 - Students participating in non-UA study abroad programs will ask you to sign the *UA Transfer Credit Pre-approval* form. This is not a SASE form, but a general form for any transfer credit.
- Please encourage your students to select several more courses for pre-approval than they will actually take.

Have more questions?

The staff in the Office of Study Abroad & Student Exchange is always available to answer your questions. Please don't hesitate to contact us. Also visit the SASE website at:

Appendix C: Incorporating Study Abroad Credit into a UA Degree

The Office of Study Abroad & Student Exchange (SASE) offers opportunities for students to earn academic credit while studying overseas for a pre-session, summer, semester or academic year.

Why study abroad?

Taking courses abroad gives students the opportunity to add a global dimension to their education and to diversify their academic experience. While abroad, students can:

- Earn credit towards their major, minor and/or general education requirements.
- Avoid competing for slots in overcrowded general education classes on the UA campus.
- Earn UA direct credit for programs led by UA faculty members.

What courses can students take abroad?

Most of the programs offered through SASE include one or more of the following types of classes:

- Major/minor courses with advisor approval.
- General education courses either for UA credit or as transfer credit with advisor approval
- Upper division course credits.
- Elective course credits.

What types of programs are available?

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UA Faculty-led – Programs that are developed and run by UA faculty members. Faculty members take groups of student abroad usually for a pre-session or summer, though some semester programs exist. Students earn UA direct credit for their participation.

Study Abroad—Students spend a summer, semester or academic year at university, study center or institute abroad. Students earn transfer credit for their participation. Most study abroad programs occur at UA partner institutions; however some are organized by UA affiliates. In this case, the program is run by a program provider. Students earn transfer credit either from an institution abroad or from a US school of record.

How do I know what type of program my student is interested in doing?

- Visit the SASE website at: www.studyabroad.arizona.edu
- Select View Our Programs
- Search under Program Type

How do I know that the credits will transfer back to the UA?

- All recognized UA programs (usually on the SASE website) have been pre-approved for transferring to the UA.
- Contact SASE if you would like to know if a particular program is actually a UA program.
- For non-UA programs students need to make sure the institution awarding a transcript is properly accredited.
 - For US transcripts, they will need to contact the UA Registrar.
 - For international transcripts, they will need to contact International Admissions

How do I know whether courses taught abroad are lower or upper division?

- Visit the SASE website at: www.studyabroad.arizona.edu
- Select Forms and Information for Academic Advisors
- Select Upper/Lower Division Designation Chart

Have more questions?

The staff in the Office of Study Abroad & Student Exchange are always available to answer your questions. Please don't hesitate to contact us at:

Study Abroad & Student Exchange
939 N. Tyndall Ave.
Tucson AZ, 85721
(520) 626-9211
www.studyabroad.arizona.edu

How is transferability determined?

- It is up to the academic advisor and departmental policies to determine how the credits will apply towards the degree requirements.
- As with all transfer credits, students must receive the equivalent of a C or better to receive undergraduate credit or at least a B for graduate credit
- Class credit values and the subsequent transfer equivalents vary between countries. Speak with the regional Study Abroad Advisor to see what the equivalent credit value is at the international institution.

POWERPOINT PRESENTATION: [Study Abroad UPAC Presentation.ppt](#)