

University Professional Advisors Council
Meeting Minutes: February 12, 2014; 411B SUMC

Renee Schafer Horton, Advisor, Journalism: Welcomed the group at 8:15am.

Nicole Pikaard, Program Coordinator, Office of the Registrar

- **Domestic Undergrad Transcripts:**
 - **We receive three different types of transcripts:** Traditional paper transcripts (sealed and unopened), electronic pdf transcripts (received only through secure third party servers from other institutions), and XML transcripts from University of Phoenix and PCC (automated electronic processing; processed in 3 days vs. two weeks)
 - **Transfer Credit Pre-Approval:** Updated form on Registrar's website. Process is initiated by student; Registrar determines whether course will be accepted; student then takes form to Advisor to determine applicability of credit. The form does not go back to the Registrar's office. Substitutions will need to be made by the advisor after the transcript has been submitted and credit accepted. This form is really for the student's understanding of how the credit will be applied toward degree before enrolling in the course.
 - **Transfer Credit Appeal:** If you or the student does not agree with the transfer credit evaluation, an appeal can be made. Form available on Registrar's website.
 - **Should students be filling out pre-approvals for the courses that they are taking through the National Student Exchange?**

The students work with their academic advisor to decide which classes they should be taking. There is then a form, supplied by the NSE office that students fill out with their academic advisor, not with the Registrar's Office.

- **Are we working on a more streamlined out of state credit evaluation system?**

It is a goal of ours and it would be useful for all of us working at the university and for the students. We are in the very beginning stages of this process.

A pilot site for out-of-state Chemistry & Biochemistry courses is in currently being developed by Academic Affairs. For questions/more information, contact Nicole Kontak. Departments can set rules for certain, out-of-state courses so those automatically transfer as that course (e.g. "Intro to Nutrition" transfers as NSC 101).

Renee Griggs, Associate Director, Study Abroad, and **Eddie Gomez**, Coordinator, International Student Admissions

- **Transfer Credit Pre-Approval Form (Office of Registrar):** If a program is on the Study Abroad website, the Registrar's transfer credit pre-approval form is NOT necessary; the credit will be accepted by the U of A. However, the students still need to meet with their advisor to determine how the credit will be used toward their program of study, and fill out one of the forms supplied by the Study Abroad office.

- **Study Abroad Forms:**
 - **UA Direct Credit Study Abroad:** for UA faculty-led experiences; determine how the credit will be used toward their program of study
 - **Study Abroad Transfer Credit:** for exchanges or 3rd party programs (from the SA site)
 - Link on SA website for lower-division/upper-division designations
 - Advisor CAN approve a lower-division course as an upper-division course
 - Some transcripts do NOT contain a course number, just the course title; in this case, it is VERY important to designate LD or UD on the form.
 - If a change is required after the credit has been accepted, email Eddie with the student's name, SID, institution attended and name of the course to be changed as it appears on the student's Transfer Credit Summary record and that the course should be upper division.

- **Common Questions About Study Abroad:**
 - **Can you determine UD credit for CEA programs?**
If the program is offered through a domestic partner (most CEA programs are offered through the University of New Haven): no. Upper-division designation is determined by the Office of the Registrar. If the student should receive UD credit, submit an appeal form to the Registrar.
 - **How do you evaluate transfer credits?**
When we get a transcript with a course number on it, we are able to determine whether or not it is a UofA upper or lower division course by using a chart created by the Study Abroad Department. If the transcript comes with just the course name, number of units, and grade earned, we have to default to a lower division designation.
 - **What if the student's schedule changes once they are in the country?** Have the student submit a request for Transfer Credit from Exchange and Direct Enroll.
 - **Why are internships/seminars rejected?** As a general rule these courses are rejected, unless the UA department has requested approval (Eller students can earn internship units abroad).

Jennifer Hoefle Olson, Program Director, LGBTQ Affairs

- **Mission:** To make our campus a safe and open environment for our LGBTQ students
- **3 areas of focus:** provide support, strive to build a healthy community, and we educate the campus
 - Having an LGBTQ Affairs office brought us into alignment with 160 other institutions across the nation (first in Arizona)
 - Approximately 5-10% of students at the UofA identify as LGBTQ
 - LGBTQ Resource Center, located in Suite 4040, offers a safe & inclusive space for students; in Fall 2013, 200 students visited the center 1400 times.

- **Best ways for advisors to support LGBTQ students:**
 - Educate yourself about the LGBTQ community (Safe Zone Training)
 - Be visible: Students do not realize that you are supportive of them
 - Do not assume that a student is heterosexual

- Think about how you're using language (Are you using it inclusively?)
 - Do not let tension build because you are not sure how to act
 - Speak up:
- **How can you help our office?**
 - Refer students to us
 - Know that you are serving LGBTQ services and have that in your conscious
 - Become Safe Zone certified
 - Next Safe Zone training: February 22, 11-1:30 (General Education); 2 – 4 (Ally Development)

Kenneth Mwangi, Math Instructor, and **Lisa Carotenuto**, Reading & Writing Instructor, Think Tank

- **GRE test prep:** \$550; 4-week course that meets twice/week; take the GRE pre- and post to track improvement; in-depth analysis of the 3 parts of GRE; discuss process of applying to graduate/professional school. Cost includes the 2 exams and textbook; scholarships are available. Open to anyone.
- **GMAT test prep:** \$550; 4-week course that meets twice/week; take the GMAT pre- and post to track improvement; in-depth analysis of the 3 parts of GMAT; discuss process of applying to graduate/professional school. Cost includes the 2 exams and textbook; scholarships are available. Open to anyone.
- **LSAT test prep:** \$550; 4-week course that meets twice/week; in-depth analysis of the 3 parts of LSAT; discuss process of applying to graduate/professional school. Cost includes textbook; scholarships are available. Open to anyone.
 - **LOGIC GAMES MINI-COURSES:** \$120; 2 evening sessions; Textbook included.
- **GRE/LSAT/GMAT info sessions:** FREE; Not only is test prep covered, but so is information about applying for grad school. Please see attached power point for more information.
- **SAT and ACT test prep:** \$300; take the SAT or ACT pre- and post to track improvement; meets over 6 Saturdays during academic year; meets M-F during the summer. Cost includes textbook and access to instructor. Discounts available to UA employees/alumni.

Roxie Catts, Director, Advising Resource Center

- **CLEP Policy Proposal:** The proposal has passed Undergraduate Council and once approved by Faculty Senate, students will be able to take up to 60 units by Special Exam and apply it to their degree program; use a CLEP score to replace failed course; take the CLEP test at any point (currently requires College approval to take after 55 completed units).
- **New on ARC Website-** Business processing guides and links to UAccess training for advisors are now available on the ARC website (Advisors > Professional Development and Training > UAccess for Advisors)