

## UPAC Meeting Notes April 11<sup>th</sup>, 2007

### General Announcements

- April 25<sup>th</sup> at 3:45 pm is the Annual Academic Advising Awards Ceremony in the Presidential Skybox.
- May 4<sup>th</sup> from 10:00 – 11:00 am is the New ARC Website Launch and End of the Year Celebration, Career Services Workshop Room, SUMC 411. Refreshments will be served.
- May 14<sup>th</sup> – 16<sup>th</sup> is the NACADA Region X Conference in Phoenix, Arizona
- Rebecca Mitchell, UPAC Co-chair, announced that Teddy Lopez's term as UPAC co-chair term is complete this May. However, since we just had elections in December she has agreed to extend her term for another semester. UPAC will be holding elections again in December. For ease of the election process, the co-chairs would like to hold elections every December from now on.
- Debbie Marlow from Engineering announced that their website with policies and procedures is now accessible. It can be found on the Engineering Department Website under Academics. You may need to hit Refresh for it to reload.

### Barbara Elgutaa – Transition Facilitator

- She is working in a 2 year pilot program as a Transition Facilitator. Currently she is the only person in this program. She is working with Admissions, Financial Aid and Registrars.
- She works in Old Main helping students going through the admissions process. She doesn't do any recruiting but helps them with questions after they are admitted such as registration procedures, parking permits, etc. She doesn't do any advising.
- She would like to meet with advisors and colleges to determine the message they would like her to be giving students about their office and advising procedures. Gives helpful tips for transfer students like how to contact their advisor, useful websites, resources available, etc.
- She will be calling different offices to get information about services.
- Most of the students she is seeing so far are from Pima and some are from the Pima STU 210 class. The STU 210 students tend to have simple questions about parking, Catcards, etc.
- She has been seeing all different types of students. She is looking at the statistics to determine where the students are transferring from and what majors they are interested in transferring into.
- Also helps current UA students who are taking courses at Pima. She helps them deal with the Pima resources and procedures.
- *Provided handouts: "Transfer Student Information" which includes her contact information and "Helpful Information for Transfer Students". Will send out in a PDF file to the listserv.*

### Lori Goldman – Transfer Orientation

- Reviewed orientation steps for transfer students

1. Student is admitted
  2. Student is sent an admissions packet with the “Next Steps” guide. They are told to go online and complete the Academic Tour to answer questions.
  3. About 5 days after that, they are sent transfer guides which is the booklet of resources. *Lori provided a copy to each advisor at the meeting.*
  4. They sign up for the Orientation Process on the Orientation Website. This sign up allows us to count the number of students and their majors. It helps with enrollment management.
    - a. Fine Arts and Arch are sent to sign up for on campus programs.
    - b. All other colleges are provided with steps for becoming a student in their programs. The website gives them the college information and the contact information for advising.
  5. After students meet with advisor, a Registration Release Form needs to be sent back to the Orientation office.
    - a. There is a new form that has additional information on it. It asks for specific courses the student is looking to take.
    - b. This information is used to open classes in Engl, math, Second Lang and Tier 1 to meet the demand on the release dates.
    - c. The data is being collected on the other classes they need. They are looking at problematic areas and courses needed for next year.
    - d. *Lori will send the new form out the listserv.*
  6. The registration release dates for transfer students are every other Wednesday beginning April 25<sup>th</sup>.
    - a. These dates are only open to transfer students to register.
    - b. To be released on any release date, the Release Form must be turned in by 12:00 noon on the Tuesday before.
    - c. There are 2 odd dates. The July 4<sup>th</sup> is moved to July 5<sup>th</sup> because of the holiday and the June 20<sup>th</sup> day is moved to June 21<sup>st</sup> because of the freshman orientation program that day.
  7. Students are highly encouraged to attend a Transfer Information day to learn about services, clubs, campus life, etc.
    - a. Dates are: June 22<sup>nd</sup>, July 13<sup>th</sup> and Aug 13<sup>th</sup>. On the Orientation Website
    - b. Must call or email orientation to sign up. Each student will get an invitation to attend.
- Question: When is the release date for Non-Degree Seeking Students? August 6<sup>th</sup>
  - Question: Are they only told about the tour in the admissions packet? No, it is in every publication they get.
  - Question: Do they get Placement Information? Yes, it should be before advising as part of the Online Academic Tour
  - Question: How do we know if they completed the tour? Ask the student. Should be on the Online Orientation Reports.
  - Question: Can the students print the Placement information to bring to advising? They can do a print screen of that information but there is a confirmation page at

the end of the tour that has all of their placement information summarized. They are encouraged to print this and take it to advising.

- Question: Can advisors look at the tour? Not for each student but there is a “pretend” student record you can use. You can put it s00000000 with a PIN of 0000.

### Tina Schuster Math Procedures

- For incoming Transfer students, Tina gets monthly reports to try to evaluate courses and assign codes in advance but is a couple of months behind.
- If transfer students do the Academic Tour, they are instructed about the course evaluation process.
- Students can check for their code/placement on Student Link. Advisors can check on DARS to see if an exception has already been made.
- For Summer course pre-approval, right now it is taking about 2 weeks to receive an evaluation. The students will get results via email.
- PHIL 110
  - A 100 code is required. Student can get the code with the placement exam, by completing Elementary Algebra with a C or better, with SAT score of 580 (Must be freshman by 1998), or ACT of 25 or higher
    - Beginning fall 2007 only need SAT of 500 or ACT of 21. This will not be grandfathered to current students.
  - Exception is a DRC Substitution approval.
    - Tina would like to compile a list of those majors that allow Math Substitutions and those that do not.
  - If a DRC Sub is granted the department needs to contact Tina.
    - Student can take Phil 110 or ABE 120
    - Tina enters a DRC code to allow registration.
    - Please Fax forms to Tina at 621-8322 with a cover letter saying granted math sub.
- *Brought a Handout with DRC substitution rules, will send to the listserv.*
- Question: Will the new math codes be ready for Orientation? Will be ready May 15<sup>th</sup> for first orientation. Tina will send out notification on listserv when the new codes and rules will take affect. Transfer students placements may change. Student will be able to see this on Student Link and new classes will open up to them on WebReg if they are eligible.

### Lizzie Schloss – In-Service – Career Services Collaborations with Advisors

At the Transfer On-Campus Info days Career Services will be conducting “Finding a Job” workshops.

- Career Services likes to partner with departments because they don’t have an audience. They offer things that students may not show up to. Many more students attend if offered through a department. The information is also more targeted.

- There four types of collaborations they have done but they are open to anything. They do advisor training, presentations, in-depth work and material development.
  - The advisor trainings have been done through UPAC and ARC workshops, at a college level for a group of college/faculty advisors and for individual advisors.
  - Presentations have been done through classes specific to one major. Career services can specialize any presentation to a particular group with enough time to research.
  - They also work with in-depth involvement in classes like preceptor classes and major exploration classes where they do career exploration with students or Music classes where they do mock interviews. Have also done resume building and resume checks for classes and different groups.
  - They can assist in creating material for students like websites and book for career information for a particular major.
- Question: Are Gen Ed courses targeted like other courses mentioned? Career services would like to be able to address getting to know Career services with Freshman/Sophomores. Depends on the instructor of the class and will do presentations if asked.
- Question: Would it make a difference if students found out about Career Services earlier? Career Services is not on the Freshman radar and they are not usually interested in long term planning. However, if they know where to go, it would be useful when they are ready to utilize services. See students earlier if they are set on going to grad school.
- Question: If Employers contact departments should we refer them to you? If the employers are just talking about the industry it's great they are contacting departments. It is problematic when they start recruiting. Career services has a process set up to follow all of the recruiting rules and can help set up interviews, resume referrals, etc.
- Question: Are there internships for Freshman and Sophomores? Yes, available through Wildcat Joblink. Some are national employers while some are one campus. Mostly require sophomore standing so they can see some coursework. Internships are difficult because they are not all through Career services. Many are through departments or ones students find on their own. Also problems when a student is trying to get credit – Career Services refers them to their department but not all departments will give students credit. They see student struggle to get credit.
- Question: Are internships paid or for credit or both? Usually they are either paid or credit but not usually both. Regulations from departments, programs and the Department of Labor complicate these issues for students. On the Internship Guidelines on the Registrar's Website it is recommended that if a student is paid, they must do something in addition to their paid work to get credit.
- Question: What is the difference between a practicum, internship and a co-op? Internship is a broad term which can include many types of experiences. The definitions may vary from with each company. A co-op is a type of internship that is more specific. It is always paid and related to major. A practicum is required by a degree program in order for the student to get experience.