



# ADVISING PROFESSIONAL DEVELOPMENT ZOOM MEETINGS



Tuesday, October 13, 2020 thru Friday, October 16, 2020

Tuesday, October 13, 2020	Wednesday, October 14, 2020	Thursday, October 15, 2020	Friday, October 16, 2020
<p><b>HEALTH RELATED PROGRAM INFORMATION REVIEW</b></p> <p>1:00 pm-2:00 pm</p>	<p><b>BASICS OF ADVISING: CASELOAD MANAGEMENT AND FACULTY ADVISING RESOURCES</b></p> <p>12:00 pm-1:00 pm</p>	<p><b>STARFISH CALENDAR MANAGEMENT</b></p> <p>11:30 am-12:30 pm</p>	<p><b>STARFISH CALENDAR MANAGEMENT</b></p> <p>1:00 pm-2:00 pm</p>
<p><b>STARFISH CALENDAR MANAGEMENT</b></p> <p>2:30 pm-3:30 pm</p>	<p><b>INTRODUCTION TO FINANCIAL AID COURSE ELIGIBILITY (FACE)</b></p> <p>2:30 pm-3:30 pm</p>		<p><b>FINANCIAL AID COURSE ELIGIBILITY (FACE) Updates</b></p> <p>2:30 pm-3:30 pm</p>

RSVP is not required. If you would like an Outlook invitation sent to you with Zoom link, please contact Sally Dingee at [sdingee@monroecc.edu](mailto:sdingee@monroecc.edu)

**Join Zoom Meeting**

<https://monroecommunity.zoom.us/j/5412214854?pwd=YWM0bVVpdWRkYTUyZ2gyVFIOc0phZz09>

Meeting ID: 541 221 4854

Passcode: 797527

One tap mobile

+19292056099,,5412214854# US (New York)

## ADV WORKSHOPS

**STARFISH CALENDAR MANAGEMENT** –Faculty advisors can use Starfish to facilitate virtual connections with their caseloads. Students can schedule their own appointments with you online, via Starfish, based on the availability you set up. In this training, you will leave with your Outlook synced seamlessly with Starfish so you do not have to update two different calendars, and learn how to set your available appointment hours for Zoom meetings.

Presenter: John Kulak, Early Intervention Specialist, Schools@MCC

**HEALTH RELATED PROGRAM INFORMATION REVIEW** - This session will review key advising points for MCC's allied health programs (Clinical Lab Technology, Dental Assisting, Dental Assisting Rapid Track, Dental Hygiene, Health Information Technology, Nursing, Radiological Technology and Surgical Technology). This workshop is intended to be a “brush up” for health related pathway advisors.

Presenters: Becky Babcock, School Specialist, Schools@MCC and Jennifer Kinslow, Advisement Specialist, Advisement and Transfer Services

**BASICS OF ADVISING: CASELOAD MANAGEMENT AND FACULTY ADVISING RESOURCES** - This session will provide an overview of using the advisor dashboard to review advisee listing and contact advisees. We will also discuss strategies to reach out to advisees remotely and review all of the resources faculty advisors have at their fingertips.

Presenters: Sally Dingee, Associate Director, Advisement and Transfer Services, Gary Johnson, Director, Schools@MCC, Amanda Rampe, Coordinator, Pathways & Academic Technologies

**INTRODUCTION TO FINANCIAL AID COURSE ELIGIBILITY (FACE)** - This workshop will cover the basics of FACE and is intended for those who are not familiar with the process of financial aid course compliance. Learn how you can assist your advisees by ensuring that advised courses count toward their program.

Presenters: Sally Dingee, Associate Director, Advisement and Transfer Services, Melissa Santiago, Specialist, Financial Aid

**FINANCIAL AID COURSE ELIGIBILITY (FACE) Updates** - This workshop will review the various academic advisement and financial aid issues that arise from students regarding FACE. Common questions received in the FACE inbox will be answered. INB screens and SOT will be demonstrated. This workshop is intended for advisors familiar with the FACE process.

Presenters: Sally Dingee, Associate Director, Advisement and Transfer Services, Melissa Santiago, Specialist, Financial Aid

In order to participate in the trainings, **faculty advisors must have migrated to the MCC pro account of Zoom.**

MCC Pro Zoom Setup and Signing In

- <https://monroecommunity.zoom.us>
- Click on Sign In
- Enter your MCC Authentication (full email and password)
- An email will be sent to your MCC account, open it open and confirm
- ***If you created a free account previously, you will have an option to merge.***

***Choose that option or Create a New Account if necessary***

**Attention Faculty Advisors:** Advising Expert Consultations are here to help

Priority registration will soon be here. Currently enrolled students with over 12 credits can begin registration on Monday, October 19. To get ready for advising your caseload, consider signing up for an advising consultation.

Faculty advisors are encouraged to schedule a meeting with one of our available advising experts for support in advising technology, processes and practices. Experts will schedule a Zoom meeting and help guide you with whatever advising support you need. Meetings are available for 30-minute increments.

Topics could include:

- Interpreting the Degree Works header
- Understanding the Degree Works worksheet
- Inputting Degree Works notes
- Using Banner Self-Service screens
- Where to begin the advising conversation
- Health related advising tools and tips
- Using transfer resources
- Guidance for specific student situations in your caseload

Available advising experts ready to help include:

- Becky Babcock, School Specialist, Health Science and Physical Wellness
- Amy Coon, School Specialist, Community Engagement and Development
- Rebecca Mack, Transfer Counselor, Advisement and Transfer Services, Science, Technology, Engineering and Math
- Stephen Palmer, School Specialist, Business and Entrepreneurial Studies
- Vicki Pankratz, School Specialist, Arts and Humanities
- Natasja Rudge, School Specialist, Social Sciences and Global Studies

Consultations will be available October 12 to October 16 – just in time to get ready for priority registration!

Please contact Gary Johnson ([gjohnson1@monroecc.edu](mailto:gjohnson1@monroecc.edu)) to set up a consultation.

Advising consultations offered in partnership between Advisement & Transfer Services and the Schools @ MCC.