



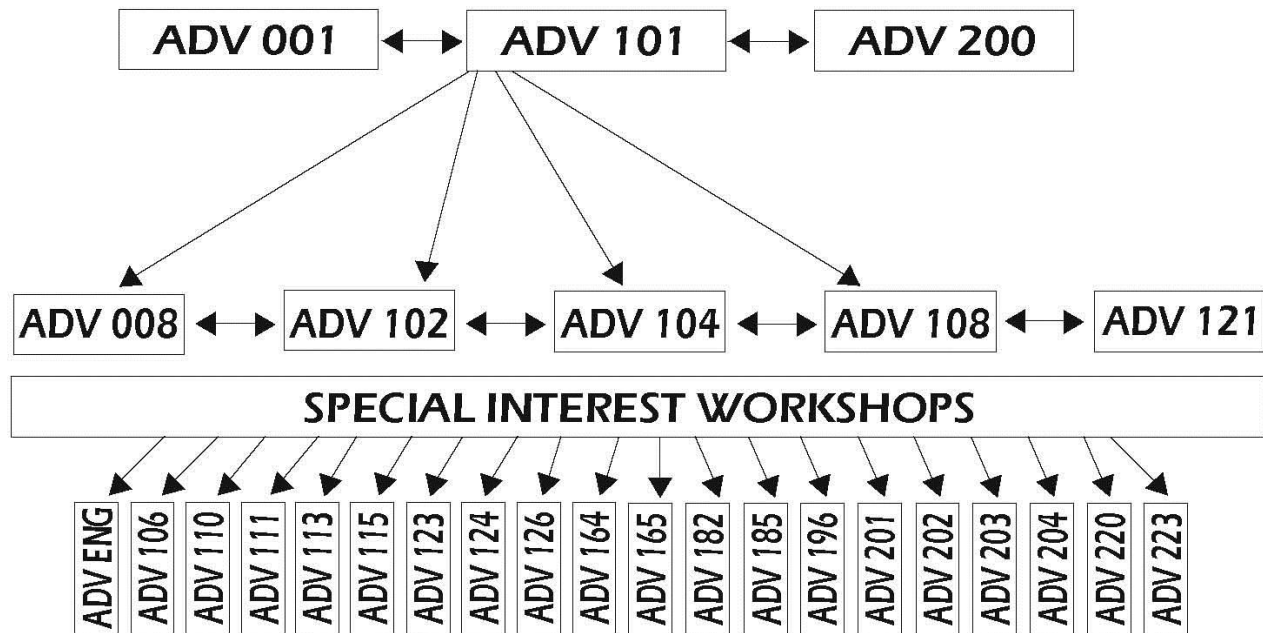
Enriching Advisement:  
The Workshop Series  
March 2015



**Advisement and  
Graduation Services**

MONROE COMMUNITY COLLEGE

## Enriching Advisement: The Workshop Series Recommended Progression



You are encouraged to attend **ALL** workshops to build or strengthen your advisement skills. The flowchart is a **RECOMMENDED** progression through the advisement workshops, though you can take workshops in any order that fits your scheduling needs. Please see the descriptions of classes. We are pleased to offer a monthly workshop series for all interested faculty/staff. Times and workshops will vary each month to address your different needs. Please contact Michele Vitale (x2299) to reserve a seat or with questions and concerns or if you have a special time request. Class sizes are limited.

**ADV ENG, THE WRITE PLACEMENT: ENSURING EFFECTIVE ENGLISH PLACEMENT FOR MCC ADVISEES** - Not sure which English course to suggest to your advisees? Uncertain about what an AP score or Regents score might mean in regard to student readiness for composition and/or literature courses? How should you advise the student who wants to enroll in English 101 but has failed it twice in the past? What about the student for whom English is a second-language? Or, would you simply like more clarification about the recent changes in TRS, ESL, and ENG placement? In this ADV workshop, Composition Coordinator, Dr. Elizabeth Johnston, will explain the various pathways to English 101, provide an overview of the new TRS and ENG redesign and prerequisite system, and discuss a variety of support systems advisors can recommend to struggling readers and writers. She will also highlight some of the exciting upcoming English, ESOL, and REA pilots designed to increase student success and retention.

**ADV 001, ADVISEMENT CENTER - GETTING STARTED** - This course will introduce you to the Advisement Center's set up, operations, resources and significant staff. Come learn how the center staff will support your experience in the Advisement Center.

**ADV 008, FINANCIAL AID COURSE ELIGIBILITY (FACE)** - This workshop will explain the various student issues that have arisen since we implemented FACE. Learn how you can assist your students by ensuring that they are in financial aid compliance.

**ADV 101, INTRODUCTION TO ADVISEMENT** - This workshop is designed to present advisors with the basic skills and tools used in academic advising. Some of the topics discussed include the advising process, the role of the advisor, appropriate course placement, course sequences, Banner, Accuplacer, CAPP Curriculum, Advising & Program Planning, and Audit Forms. You are encouraged to attend to learn more about academic advising or to refresh your basic skills.

**ADV 102, INTRODUCTION TO PLACEMENT TESTING** - This workshop will provide information on the placement testing process at the College. The presenter will outline the MCC placement testing procedures, demonstrate the online services and features of the Placement & Testing website, interpret test scores and course placements (required, recommended, ESOL & TRS).

**ADV 103, CAPP** - (Curriculum, Advising and Program Planning) is the computerized student degree evaluation. Come learn how to view, interpret and print this compliance so you can assist students in the advisement process. Learn what an attribute is, why they are important and how you can search for them in the master schedule of course offerings. This workshop is also available on the MCC website (A-Z Index/C/CAPP Training Video for Faculty/Advisors).

**ADV 104, DEGREE WORKS** - Degree Works is an electronic Graduation Planning System (GPS) that organizes the requirements toward graduation in a specific degree program. Come learn how to advise students using this tool. You will discover how to interpret the report, print it, run a "what if" for career planning, and determine classes for graduation.

**ADV 106, I DON'T KNOW HOW TO BEGIN!** - Are you comfortable talking with a new advisee? Do you know helpful questions to ask students and what their answers are telling you? This course will help you solicit useful information to appropriately advise students.

**ADV 108, INTERPRETING HIGH SCHOOL TRANSCRIPTS** - This workshop will introduce you to the Imaging software. This software provides viewing access to the student's academic transcripts (high school, college). Nuances with high school transcript evaluation will be discussed including: diploma type, identifying potential disabilities which may require some form of accommodation (learning, mobility, hearing), and strength of high school program.

**ADV 110, INTRODUCTION TO FINANCIAL AID** - This workshop will provide information on the Financial Aid process at MCC. Some of the topics included in this workshop will be grants, scholarships, loans, college work-study and other college policies related to advisement and financial aid.

**ADV 111, SATISFACTORY ACADEMIC PROGRESS** - Students who wish to receive and maintain funding from the Federal Title IV financial aid program must maintain satisfactory academic progress towards their degree or certificate. This workshop will give an introductory understanding of those eligibility rules and help advisors understand the implications of effective academic advisement in relation to a student's ability to receive aid.

**ADV 113, FINANCIAL AID YEARLY UPDATE** - This interactive workshop will provide updates and insight relating to new information in the always-changing college financial aid field for the new academic year including federal and New York state aid and scholarships. The presenter will also have financial aid questions for participants to facilitate the understanding of the topics covered on the presentation. Participants will have the opportunity to freely ask questions about any topic on financial aid. This workshop will help advisors understand new financial aid policies that could impact a student's ability to receive aid.

**ADV 115, HEALTH RELATED PROGRAM INFORMATION** - This workshop will review the competitive admission process of MCC's allied health programs (Nursing, Radiological Technology, Dental Assisting, and Dental Hygiene) in relation to advisement. Faculty will gain a better understanding of the prerequisites, quality point classes, and selection process.

**ADV 121, CHOOSING THE FIRST MATHEMATICS COURSE** - This workshop focuses on the information and tools faculty advisors need to determine the first mathematics course which students should take based on a mathematics placement level and requirements for degree programs. A redesigned and updated advising flowchart is used to share general advice and special tips for various scenarios.



**ADV 123, VETERAN SERVICES: NAVIGATING MILITARY EDUCATION BENEFITS** - This workshop will focus on military educational benefits, how these benefits work or do not work with financial aid, and how to properly advise course schedules to optimize VA/Financial Aid eligibility. We will also highlight Veteran Services' One Stop Shop Model which will include our processes and procedures, Early Alert System Survey, different veteran resources, and new initiatives.

**ADV 124, DYNAMICS OF ADVISING VETERAN STUDENTS** - This workshop is designed to assist faculty in recognizing the unique challenges faced by current and former members of the armed forces as they embark on college coursework. The session will provide an overview of military culture, available educational benefits, and common transition issues. Case studies will illustrate effective methods for assisting this student population.

**ADV 126, INTRODUCTION TO THE CAREER AND TRANSFER CENTER SERVICES** - This presentation will introduce faculty to the wealth of career, transfer, and job search services available to MCC students and alumni. The presentation will be held in the Career Library, Room 3-108.

**ADV 164, SERVICE LEARNING: ADVISING FOR CIVIC DUTY** - Civic engagement and your students! Understand how Service Learning has been integrated into course curriculum. Come find out how to advise your students for courses being offered with a Service Learning component to them.

**ADV 165, 2+2 AND TRANSFER ADVISING** - What is the advantage of a 2+2 program? How do you know if a student is eligible? Can 2+2 students take honors courses? This workshop is designed to provide a better understanding of the 2+2 programs available at MCC and how to advise those students interested in this option. Topics to be discussed include: eligibility, audit sheets, and other important advising tips. This workshop will clarify some of the confusing dilemmas faced when advising 2+2 students.

**ADV 182, SUNY GENERAL EDUCATION** - This workshop will explain the SUNY General Education Course Plan. In the workshop, there will be a review of the ten knowledge and skill areas as well as waiver criteria. After attending this workshop, attendees will gain an understanding of the impact that optimal course selection could have for students who intend on transferring to a SUNY four-year institution.

**ADV 185, LEADERSHIP EDUCATION** - The focus of this workshop is to provide faculty with information on student leadership opportunities provided by the Office of Student Life and Leadership Development. Information will explore Leadership courses, the life skills transcript and personal development opportunities.

**ADV 196, UNDERSTANDING THE "INTERNATIONAL STUDENT" IN YOUR CLASSROOM** - The term "International Student" is many times misunderstood. In this session you will learn the definitions and differences between: the non-immigrant F-1 international student (and other visa categories), the immigrant student (generally referred to as the ESOL student), and the undocumented student. Additionally, you will learn: concerns; support services available for each population (Details on the newly established Global Education & International Services Office will be included); common cultural adjustment matters in the classroom; and how the immigration regulations may impact a student in your classroom.

**ADV 200, DEVELOPMENTAL ADVISING THEORY** - Academic Advising is a developmental process which assists students in the clarification of their life and career goals and in the development of educational plans for the attainment of these goals. This workshop reviews developmental versus prescriptive advising, ideas on the "whole" student, student development theory and concepts, and the roles of the advisor and advisee. It is designed for those who want to further refine their advising skills.

**ADV 201, STUDENT LEGAL ISSUES IN ADVISEMENT** - This workshop will describe an advisor's responsibilities regarding student privacy and related legal issues.

**ADV 202, PARENTS GONE WILD** - Join us for this new workshop which will focus on the seven traits of millennial students and the characteristics of today's parent(s). We will discuss FERPA regulations, strategies for dealing with parental "advocacy", as well as the "Do's and Don'ts" in working with students and parent(s).

**ADV 203, UNDERSTANDING THE UNDECIDED STUDENT AND TECHNIQUES FOR ADVISEMENT** - The overwhelming challenges involved in advising undecided students can be frustrating. This workshop will increase your understanding of the undecided college student and provide you with techniques, strategies and resources to improve your advising skills with this population. Case studies will be used to illustrate how to assist these students.



**ADV 204, DEGREE WORKS ADVANCED USER** - This workshop is for those that have completed ADV 104 and are ready for an advanced user training. It is a "hands on" training for Degree Works, the student Graduation Planning System.

**ADV 220, DEVELOPING INTERCULTURAL COMMUNICATION SKILLS I** - This introductory workshop will explore the role of culture and cultural difference in academic advisement and other student-faculty/staff interactions and will help participants in understanding cultural factors that can influence perception, communication, and behavior in such relationships. Our goal is to assist advisors and student services personnel in developing skills to become more cross-culturally effective professionals.

**ADV 223, TESTING ACCOMMODATIONS** - This workshop will increase your knowledge about testing accommodations for individuals with a disability. Learn about the process of providing assistance to this group of students. The rights and responsibilities of faculty and students will be discussed.

# Enriching Advisement: The Workshop Series

## March 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	<b>3</b> <b>ADV 113</b> 10:30am-12:00pm, Bldg. 9A-113, Brighton. Presenter: R. Rodriguez	<b>4</b> <b>ADV 204</b> 9:00-10:00am, Room 5030, Damon City Campus. Presenters: S. Palmer & E. West  <b>ADV 104</b> 12:00-1:00pm, Room 5006, Damon City Campus. Presenters: S. Palmer & E. West	5	<b>6</b> <b>ADV 204</b> 10:00-11:00am, Bldg. 11-104, Brighton. Presenters: S. Palmer & E. West
<b>9</b> <b>ADV 204</b> 2:00-3:00pm, Bldg. 11-109, Brighton. Presenters: S. Palmer & E. West	<b>10</b> <b>ADV 126</b> 2:00-2:50pm, Career and Transfer Center, Bldg. 3-108, Brighton. Presenter: A. Hughes	11	12	13
<b>16</b> <b>ADV 104</b> 10:00-11:30am, Bldg. 11-104, Brighton. Presenters: S. Palmer & E. West	17	<b>18</b> <b>ADV 121</b> 12:00pm-1:00pm, Gleason Hall of Science and Technology, 9-234, Brighton. Presenter: W. Haddad & K. Wells  <b>ADV 165</b> 2:00-3:00pm, Career and Transfer Center, Bldg. 3-108, Brighton. Presenter: R. Mack  <b>ADV 113</b> 2:30-4:00pm, Gleason Hall of Science and Technology, Bldg. 9-256, Brighton. Presenter: R. Rodriguez	19	20
23	<b>24</b> <b>ADV 182</b> 9:00-10:00am, Flynn Campus Center, Bldg. 3-117, Brighton. Presenter: T. Robbins	25	26	<b>27</b> <b>ADV 126</b> 12:00-12:50pm, Career and Transfer Center, Bldg. 3-108, Brighton. Presenter: P. Lazio
30	<b>31</b> <b>ADV 115</b> 2:00-3:15pm, Flynn Campus Center, 3-116, Brighton. Presenter: J. Kinslow		THE DAMON CITY CAMPUS WILL ALSO BE OFFERING ON AN INDIVIDUAL BASIS ADV 110 or 111. CONTACT EDIE HORWATH (x1444), ehorwath@monroecc.edu.	

**Class sizes are limited. Please contact Michele Vitale ([mvitale@monroecc.edu](mailto:mvitale@monroecc.edu))  
to reserve a seat or with questions & concerns.**