

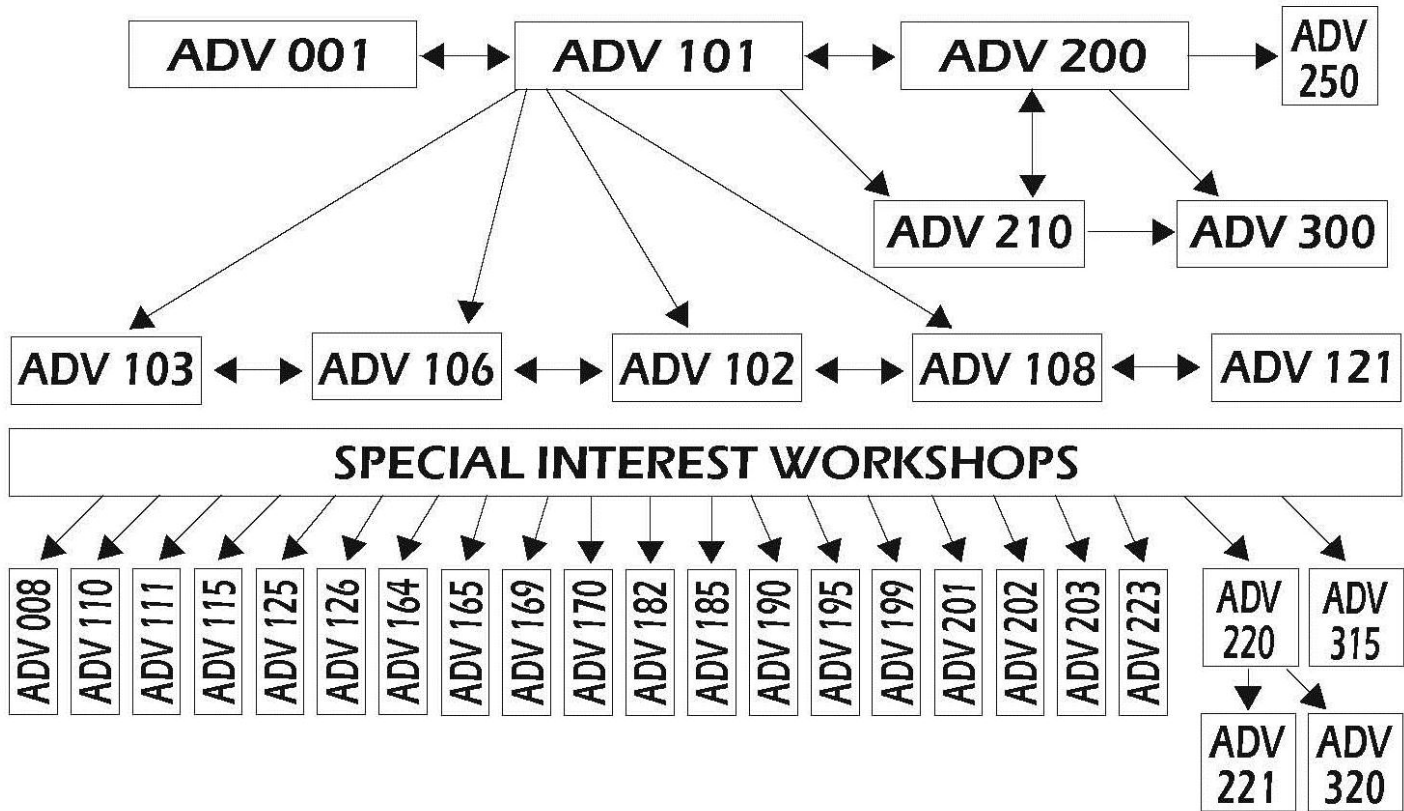


Enriching Advisement:  
The Workshop Series  
February 2012



**MCC**  
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 001, ADVISEMENT CENTER - GETTING STARTED** - This course will introduce you to the Advisement Center's set up, operations, resources and significant staff. Come meet with peer advisors, advisors and counselors to learn how they 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 interpret test scores, course placements (required, recommended, TRS), and demonstrate how to utilize this information to assist students in planning a schedule of courses consistent with their demonstrated academic abilities.

**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 DVD. To sign out a DVD please contact Denise Klein at [dklein@monroec.edu](mailto:dklein@monroec.edu) or call x2295.

**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 a student's high school record. Nuances with high school transcript evaluation include: diploma type, how diploma type effects ATB, identifying potential disabilities which may require some form of accommodation (learning, mobility, hearing), strength of high school program and process for placements adjustments.

**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, WHAT COULD YOU DO TO HELP A STUDENT STAY ELIGIBLE FOR FINANCIAL AID** - This workshop will help you to understand how a student's academic history can impact Financial Aid eligibility.

**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 125, CAREER AND PERSONAL COUNSELING CENTER SERVICES** - This workshop is designed to assist faculty in recognizing and making referrals to the Counseling Center for students with personal and/or career decision making issues.

**ADV 126, INTRODUCTION TO THE CAREER 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 ADVISING; WHAT YOU NEED TO ADVISE 2+2 STUDENTS** - 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 169, ENHANCING CAREER ADVISING** - This workshop includes specific and detailed tips for advising students regarding their career choices. Utilizing these techniques with students can reduce the number of program changes, guide students toward career-savvy decision-making, and encourage independence and self-advocacy.

**ADV 170, TRANSFER ADVISING** - This workshop will explore the basic tools used to advise a student about transfer. The "what, how and why" of transfer articulation, 2+2 programs and course equivalencies will be discussed. Examples will be used to illustrate how to assist students in establishing an optimal transfer program.

**ADV 182, SUNY GENERAL EDUCATION** - How do these new requirements impact you as a faculty advisor? This course will explain the SUNY general education commitment at MCC historically as well as discuss present and future implications. Included in the workshop is a practical hands on activity utilizing a new tool designed to assist you in the advising process.

**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 190, SUCCESS IN THE ONLINE CLASSROOM** - What does it take to be a successful online student? What technology skills do students need? What are the characteristics of a successful online student? What are some of the common myths about online classes? How many is too many online classes? This workshop will provide those answers and show you the resources available to help students become successful in their online classes.

**ADV 195, CHANGING IMMIGRATION POLICIES: IMPLICATIONS FOR INTERNATIONAL COLLEGE STUDENTS** - Major changes in US Immigration regulations and policies since September 11, 2001 have not only altered and complicated the process for foreign student application and admission to American colleges, but also profoundly affected the context of study and living in the United States for these students. This session will focus on these consequences as well as the power of recent immigration policy changes to affect global diversity on college campuses.

**ADV 199, GRADUATION CERTIFICATION** - Did you know that students need to file an "Intent to Graduate" Application? Would you know what to do if a student needs to substitute a course for a required course? Do you know how the College's suspension process works? This workshop will give you answers to these questions and will also provide insight to the services provided by the Graduation Office.

**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 UNDECLARED STUDENT AND TECHNIQUES FOR ADVISEMENT** - The overwhelming challenges involved in advising undeclared students can be frustrating. This workshop will increase your understanding of the undeclared 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 210, HUMAN DEVELOPMENTAL MODELS AS APPLIES TO DEVELOPMENTAL ADVISEMENT II** - Our students and the developmental issues they face are more diverse and complex than ever. This workshop will help you better understand the developmental challenges facing college students in the cognitive, affective, and behavioral domains. It will also assist you in designing approaches to work more effectively with students.

**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 221, CROSS CULTURAL ADVISING - LATINO STUDENTS** - The focus of this workshop will be Puerto Rican students at MCC, different, but in many ways the same. Learn about the uniqueness of their culture as well as useful advisement strategies to enhance connections with this group of students.

**ADV 223, TESTING ACCOMODATIONS** - 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.

**ADV 250, INTRODUCTION TO MBTI PSYCHOLOGICAL TYPE** - The Myers Briggs Type Indicator is a psychological types test which reflects our preferences in how we focus our attention, collect information, make decisions and orient to the world we all share. Knowing these characteristics of self are very useful when examining our own performance or behavior in terms of relationships, advisement and teaching style. This workshop will introduce you to your type so that you may explore its impact. PREREQUISITE: Completion of the MBTI prior to the workshop. Please call the Counseling Center at x2030 for more information. RECOMMENDED: ADV 200.

**ADV 300, HUMAN DEVELOPMENTAL MODELS AS APPLIES TO DEVELOPMENTAL ADVISEMENT IN PRACTICE** - The key to learning and personal development is to create conditions that motivate, empower, and inspire students. This workshop deals with the basic skills deemed desirable for academic advisors. Facilitators use examples to illustrate situations with students. Discussion focuses on theory & techniques. Communication is fundamental. PREREQUISITE: ADV 200.

**ADV 315, UNDERSTANDING THE ADVISOR IN YOU: A KEY TO AVOIDING THE 8 HABITS OF HIGHLY INEFFECTIVE ADVISORS** - This session will examine advisement effectiveness and review common mistakes that could occur during an advising session. Through observing role plays and discussion, participants will discover their advising style and personal strengths. The objective will be for advisors to reach their peak effectiveness through better self-understanding and awareness of student needs.

**ADV 320, CROSS-CULTURAL ADVISING II** - This workshop will continue with the exploration of intercultural aspects of immigrant/international student advisement settings through the use of case studies, critical incidents, and video analysis. We will discuss effective cross-cultural communication strategies, possible areas of cultural values conflict, and cultural attributes of transfer and placement issues. Our goal is to develop further the cultural awareness and intercultural competency of academic advisors.

# Enriching Advisement: The Workshop Series

## February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <b>ADV 108</b> 9:00-10:00am, Bldg. 12-213, Brighton. Presenter: S. Hagreen	2	3
6 <b>ADV 169</b> 12:00-1:00pm, Flynn Campus Center, Bldg. 3-108, Career Library, Brighton. Presenter: A. Hughes	7	8 <b>ADV 101</b> 2:00-4:00pm, Spina Admin. Bldg., 1-307, Conference Room, Brighton. Presenter: P. Ornt	9 <b>ADV 001</b> 9:00-10:00am, Spina Admin. Bldg., 1-231, Advisement Center, Brighton. Presenter: D. Klein  <b>ADV 125</b> 2:00-3:00pm, Bldg. 11-203, Brighton. Presenter: K. Bennett	10
13	14 <b>ADV 008</b> 11:00-12:30pm, Flynn Campus Center, Bldg. 3-107, Conference Room, Brighton. Presenter: D. Klein	15 <b>ADV 102</b> 1:00-2:30pm, Flynn Campus Center, Bldg. 3- 107, Conference Room, Brighton. Presenter: T. Robbins  <b>ADV 200</b> 2:00-3:00pm, Bldg. 11-205, Brighton. Presenter: K. Bennett	16 <b>ADV 202</b> 12:00-1:00pm, Spina Admin. Bldg., 1-307, Conference Room, Brighton. Presenter: B. Dery	17
20	21	22	23 <b>ADV 103</b> 9:30-11:00am, Bldg. 11-111, Brighton. Presenter: S. Rock- McCrosen	24

27	28	29 <b>ADV 169</b> 12:00-1:00pm, Flynn Campus Center, Bldg. 3-108, Career Library, Brighton. Presenter: P. Miller		
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**Class sizes are limited. Please contact Michele Vitale (mvitale@monroecc.edu or x2299) to reserve a seat or with questions & concerns.**