**Academic Advising Conference**

**Tuesday, October 4, 2019**

**Buchanan Alumni House**

**Hosted: The College of Liberal Arts & Sciences Advising and Academic Services Center Sponsored: The University of Maine Department of Student Life**

 10:15am: Opening Remarks by CLAS Dean Emily Haddad

Morning Sessions Afternoon Sessions

**10:30am - 11:20am**

*Empower Your Students to Study Abroad*

***Erika Clement***

***Office of International Programs***

***Leadership Hall***

*Recognizing and Supporting Student of Concern*

***Kenda Scheele***

***McIntire Main Event Room***

*Utilizing Navigate Campaigns to reach your Advisees*

***Kim Stewart***

***Office of Institutional Research***

**11:30am - 12:20pm**

*Advising Data 101*

***Linda Reid***

***Office of Student Records***

 ***Leadership Hall***

Gender Inclusion in the Classroom, Your Office, and Your Unit

**Susan Gardner**

**Women’s Gender, and Sexuality Studies & The Rising Tide Center**

*Tutor Program: 21st Century Skills and Other Exiting News*

***Mary Beth Willett***

***Tutor Program***

***Allain Library***

**1:00pm - 2:00pm**

*Developing Inclusive Advising Strategies*

 *for a Diverse Student Community*

 ***Sarah Joughin***

 ***Office of International Programs***

 ***Leadership Hall***

 *Calling for Back-Up!: Advising At-Risk Students*

***Michelle Gayne***

 ***CLAS Advising &***

 ***Academic Services Center***

 ***McIntire Main Event Room***

*Understanding FERPA*

***Jack Campbell***

***Student Records***

***Leadership Hall***

**2:00pm - 2:50pm**

*Advising Your Students with Disabilities* ***Sara Henry and Amy Sturgeon Disability Support Services***

***Allain Library***

*Financial Aid for Academic Advisors*

***Tiffany Butler & Connie Smith***

***Financial Aid***

***Allain Library***

*Navigating Degree Progress Reports* ***Julie Roach***

***Office of Student Records***

***McIntire Main Event Room***

Continental breakfast provided at 10:00am

 Light snacks and beverages during the 12:30pm Round Table Discussion

# 10:30am – 11:20am Sessions:

**Empower Your Students to Study Abroad - Erika Clement (International Programs):**

Faculty advisors are critical in encouraging students to enrich their educational career with an international experience. Learn about available study abroad programs, scholarship opportunities and how to integrate an international component in each UMaine academic program.

**Recognizing and Supporting Students of Concern - Andrea Gifford (Student Life) & Doug Johnson (Counseling Center):**

It is sometimes hard to know whether the behavior you’re seeing is something to be concerned about or not. This presentation will offer examples of what to look for and identify resources to help both you and the student.

**Utilizing Navigate Campaigns to reach your Advisees - Kim Stewart (Office of Institutional Research):**

Discuss best practices for using advising campaigns in the Navigate staff platform to reach your advisees at crucial times during the semester

# 11:30am – 12:20pm Sessions:

**Advisee Data 101 - Denice Tucker (Office of Student Records):**

Good advising begins with knowing how to obtain academic information for the advisee. This session will cover the basics of navigating MaineStreet for viewing student data in the Advisor Center, Advisee Student Center and Student Planner.

**Gender Inclusion in the Classroom, Your Office, and Your Unit - Susan Gardner (Women's, Gender, and Sexuality Studies & The Rising Tide Center):**

Pronouns? They/them? Terminology? Language around gender changes quickly and so do our students. In this workshop, learn about some basics around terminology, including pronoun use, as well as strategies for making your transgender, gender non-binary, and gender fluid students feel more welcome and included in your classroom, your advising work, and in your departments.

**Tutor Program: 21st Century Skills and Other Exciting News! - Mary Beth Willett (Tutor Program):**

This workshop will discuss how the Program helps to build students 21st Century Skills for school and beyond. We will discuss and update the new initiatives that the Tutor Program is doing this year to help in student retention.

**12:30pm - 1:00pm Advising 101 Roundtable:**

**Advising 101 - John Mascetta (CLAS Advising and Academic Services Center)**

This will be a brief roundtable conversation regarding the basics of academic advising. There will be an overview of MaineStreet navigation, general education requirements, and how to appropriately screen students prior to meetings. The goal of this session is to provide a strong foundation of knowledge for professionals new to academic advising.

# 1:00pm – 1:50pm Sessions:

**Developing Inclusive Advising Strategies for a Diverse Student Community - Sarah Joughin (Office of International Programs):**

The 2016 & 2017 incoming first-year classes were the most culturally diverse in UMaine's history. Do advising practices need to change to become more inclusive of our international and multicultural students' needs? Hear directly from a panel of students on what they feel works and/or doesn't work in the advising process.

**Calling for Back-Up!: Advising At-Risk Students - Michelle Gayne (CLAS Advising & Academic Services):**

Have you ever had an advisee in your office, and you realize (very quickly!) that what they need is more than you feel comfortable or knowledgeable about providing? This session will focus on what to do when you don’t know where to turn. Whether the student needs to withdraw from some or all classes, be referred for counseling or if they decide mid-semester that they want to change their major, attendees in this session will learn about the services provided to these students by our office. We will close with a discussion on the ways in which we can work more interdependently to best support at-risk students so they can move through their setbacks and keep persisting!

**Understanding FERPA - Jack Cambell (Office of Student Records):**

The Office of Student Records will provide basic information on FERPA. This session will provide a better understanding of what can be shared and not shared when someone is requesting information regarding a student.

## 2:00pm – 2:50pm Sessions:

**Advising Your Students with Disabilities - Amy Sturgeon (Student Accessibility Services):**

This session will explore some of the special concerns that students with disabilities bring to advising. It will offer tips for successfully advising this population along with a review of some challenging case scenarios to help prepare advisors. Amy Sturgeon serves as the Assistant Director for Student Accessibility Services. Understanding FERPA.

**Financial Aid for Academic Advisors - Connie Smith (Student Financial Aid):**

Join us to learn about the financial aid application process/time-line, how financial aid and academics intersect, and ask questions you may have related to financial aid. The session will cover topics such as Satisfactory Academic Progress, course repeats, withdrawals and financial aid pro-ration.

**Navigating Degree Progress Reports - Julie Roach (Student Records):**

The degree progress report is an online self-service tool for matriculated undergraduates. It is designed to help students and advisors plan course selection each semester and keep track of the fulfillment of degree requirements. This workshop will go over how to read a degree progress report, both in its interactive format and as a PDF document. We will also briefly touch on substitutions and waivers of requirements in relation to the degree progress report.