



Date: January 20, 2021  
Time: 3 pm – 4:30 pm



Location: Zoom



Council for  
Undergraduate  
Academic Advising

## CUAA Monthly Meeting Minutes

### Admissions & Enrollment

- Updates- *Jody Glassman*
- Expressed thanks to advising community for help with collaborative student outreach project. Initially, we were below outreach target by approximately 1000 students. With the additional help including team leads, outgoing calls were made with a unit-related strategy that targeted and serviced specific student needs. Over 800 email communications were sent and as a result the unit met its targeted goal.

### Graduate School Fair

- Updates- *Albert Hoyt*
- Graduate school virtual fair scheduled for **February 4**, 12-3pm. Various masters and doctoral representatives will be there. Save the date was sent to Juniors & Seniors. Student services teams are invited to participate if needed. Flyer will be sent to CUAA community.

### OneStop

- *David Kenton*
- Late drop and add swap procedures were sent out previously and will be done again. Asking advising community to keep processes and deadlines in mind and alert students accordingly. Tuition payment deadline is today **January 20, 5pm**. If not paid by deadline/timeline, accounts will be put on hold and by Friday students will lose access to Canvas.
- Q & A about this process: *Will Enrollment Adjustment Forms sent by students as of last night need instructor signature?* No; they will contact student regarding those emails that were in the Inbox on January 19 deadline. Instructor signatures will be needed after this; *emails from professors are permitted, FIU email required.*
- CASE: Jackie noted that for late adds or reinstatements for non-payments for CASE courses students should email form (with professor and advisor signature/approval) to [CASEadvising@fiu.edu](mailto:CASEadvising@fiu.edu).

### OneStop (cont'd)

- Angela mentioned COB has scholarship dollars, will connect with FA Scholarships team that coordinates this general effort. April clarified that her team works with assisting students that need to cover balances due or are experiencing specific hardship.
- Payment plans are available to applicable students, \$15 application fee required. Drew clarified that *payment plan calculations do not take anticipated aid into account and uses the full balance due to calculate installments. Spring B classes added after plan is established will not be considered either.*

### CfAS

- Tutoring Updates- *Vicenta Shepard*
- Math, Biology, & Chemistry etc. tutoring options are available. All instructions are remote. Check web site for details <https://cfas.fiu.edu/>. Open house interview sessions currently underway for recruiting tutors. Refer students to website.

### Transfer & Transitions Services

- Updates- Elizabeth Carrillo
- College credits from Sophia Learning are not accepted due to no reliable proctoring process in place at the present time. Refer students interested in online providers, to TTS website <https://transfer.fiu.edu/transfer-101/ace-evaluated-courses/> for them to review the criteria. Approved online providers are: Saylor Academy and Straighterline and their courses are listed on website. Students *with advisor permission* requesting to take a class using a provider **not listed on TTS website**, must contact TTS team to review syllabi and research the online provider. The goal is to have course(s) approved in writing for the student (copy to the advisor) **prior** to them enrolling in the course(s) and, have these courses **pre-approved by the academic advisor/advising lead** (depending on major/residency issues) *and TTS* prior to enrollment.

### Transfer & Transitions Services (cont'd)

- Q & A regarding Credit by Exam. Students cannot double dip with Foreign Language exams which include AP, IB, CLEP and FLATS. If a student earns SPN 1130 and SPN 1131 via CLEP, they cannot receive credit for FLATS for SPN 1130 and SPN 1131 once again. If the student has a high score that placed him/her at the intermediate level, then they will receive credit for the intermediate level. The FLATS table will be updated in the TTS website and will be shared with the CUAA team.
- It was recommended that the community attend upcoming TTS Refresher training on **February 17** 10-11am.

### CUAA Updates & Reminders

- April mentioned that <https://develop.fiu.edu> is the new platform for professional development opportunities but ACS is going a different route for advisor-related sign-ups, using Canvas platform *which is free*.
- Reminders: Professional Advisors Meeting **February 16** - theme: *Mardi Gras*.
- CUAA Advisors Spring Conference **March 5** – Theme: A New Hope – **proposal deadline February 12**. Send proposals which is a good way to grow professionally in the area of public speaking. Inquiry about previous conference presentations being recorded; no these were not in the past. Will post conference agendas and speaker bios on CUAA web site in the future.
- Anyone interested in doing a workshop geared toward professional development workshops, email Maria Walker.

### College Life Coaching

- Christina mentioned now has staff trainings listed for ease of reference and sign up, see <http://coaching.fiu.edu>



## Open Floor

- CSE: Hazel reminded that Peer Mentor recruitment is underway, see [go.fiu.edu/peermentor](https://go.fiu.edu/peermentor) for details. Unpaid volunteer position, recommend and send student nominations to: <https://cse.fiu.edu/peer-mentors/nominate-a-student/index.html>. **January 29 nomination deadline.** Recommendation letters are in a form process not an actual letter. One great benefit is that students get priority registration. Success workshops and Panther Connect events are upcoming, see: <https://cse.fiu.edu/events/success-workshops/index.html> and for flyers: [go.fiu.edu/cseflyers](https://go.fiu.edu/cseflyers).
- AAT: Walter mentioned that the PSN glitch with appointment scheduling has now been resolved per EAB. Students should contact [advtech@fiu.edu](mailto:advtech@fiu.edu) for triage for technical issues.
- SIPA: Jennifer S mentioned that if SIPA dean designee forms need approval, please email [sipaadvising@fiu.edu](mailto:sipaadvising@fiu.edu).
- Orientation: Korrin briefly mentioned “kudos” to community for a successful Orientation cycle and stay tuned for future updates.

**General Meeting Adjourned at 3:45 pm. Orientation Update Meeting held with Advising Leads only.**