

Council of Undergraduate Academic Advisors Wednesday January 22nd, 2020 Meeting Minutes

- I. Meeting called to order at 3:14 p.m.
- II. One Stop Updates.
 - (a) Luis mentioned that this would be his last meeting as he will be leaving FIU for UC- Berkeley. David Kenton (AD – One Stop) will be his replacement at future meetings. BBC will now need an AD to assist with traffic there.
 - (b) Soft cancellations were done on Tuesday 1/21. Communication sent to approximately 1300 for Spring A & C. For the Dynamic term, some classes had not yet started, so leads should let them know. List updates daily due to NSF payments etc. Reinstatement period: 1/21 – 1/25. The following week paper reinstatements with required signatures apply. Reminder to send reminders to student populations. Question about “Quick Enroll” feature showing course history for classes to be reinstated. Access should be available after Friday. April asked about revisiting the late registration and payment fee policy in the future, since students already have a difficult time paying for classes. “RAC” indicator on record means that student is already in the “red” and if student paid today to allow time for system updates. Payment plans do not take “anticipated aid” into consideration. Payment plans and short term loans are available up to Friday 1/24/20.

Luis also mentioned that grants paid out late and some student accounts assessed late fees in error. These fees are currently being waived.

Quick reminder about those authorized to adjust accounts, to be mindful that these impact financial aid.
- III. Angela mentioned the need to clarify what constitutes full-time. Brief discussion followed. Luis confirmed that full-time enrollment for Federal purposes is 12 credits. Brief mention about class swaps for Spring. Add and drop for separate courses students must pay for; unless a detailed memo is on file, and it is the same course with a different section. Either way a memo is required.
- IV. Center for Student Engagement (CSE) – Hazel mentioned that Peer Mentor (PM) applications are now available. Interested students must attend a mandatory information session. Priority registration is a benefit to these students. Visit website to nominate a student especially during Summer when the largest sections of SLS and PMs are available. Peer Advisor workshops started today; Panther Connect panels with guest speakers are slated for the week of February 6th, Panther Alumni Week. Encourage students to get involved and find their passion. Appointments with CSE via Zoom are available to assist interested students. CSE is moving to the Division of Student Affairs and will no longer be under Academic & Career Success (ACS). Possible name change in the future. Decision was to keep all engagement areas under the same unit.

- V. International Student & Scholar Services (ISSS). Ted Randall gave presentation on the role and function of his office. He also mentioned that there would be an additional layer involving collaboration with Department of Homeland Security (DHS). Highlights include:
- (a) Curricular Practical Training (CPT) – students must be enrolled in Fall and Spring with full-time enrollment (FTE) of 12 credits or more for Undergraduates. Only 1 online course is allowed with a full-time schedule. Undergraduates can take 9 credits in-person and only 3 credits online. Graduate students can take 9 credits to be full-time with 3 credits online.
 - (b) Concurrent Enrollment – students are allowed to take courses at 2 schools with at least 6 credits at FIU, the primary school. Online enrollment restriction still applies. Students must bring copy of schedule and transcript showing completed courses. Transient form is also required; additionally ISSS must also approve.
 - (c) ISSS Reporting - reporting FTE compliance to Immigration & Naturalization Services (INS) by the first week of class is mandatory. Summer exceptions allowed for first and last semester as applicable. Students must be enrolled in at least 1 Summer A class and the rest in any enrollment combination. Quick reminder from Magnolia Hernandez about Third Party payment assistance for Kuwait and Saudi students; these students usually need additional paperwork/approval in order to receive funding.
 - (d) FTE Exceptions – in addition to Summer mini session sequence, students with medical conditions or injuries must submit supporting documentation during (e.g. Medical Reduce Form) or before a semester begins. Advising center must complete course load reduction form and send to ISSS. They are hoping to move to electronic forms in the future. Students with academic and non-payment issues should always be directed to ISSS.
 - (e) Off Campus Employment, Internship, & Practicum – off campus enrollment is not allowed without ISSS and DHS approval. Internships being sought must be in the student's major. Students must also complete 2 full semesters before doing an internship. Full-time CPT is 21 hours or more per week. 1 credit or part-time practicum or internship is allowed with a memo. Summer internships outside of the State are okay if student is continuing in a program. If it is the student's final semester, s/he must be physically present at FIU.
 - (f) Pre-completion Optional Practical Training – provides an opportunity for students that do not have an internship or practicum built into their degree program.
- VI. Other updates/comments.
- (a) Angela mentioned that FIU's National Student Exchange (NSE) office helps students with global exposure and In-State tuition.

- (c) Ted also mentioned that Study Abroad options are available to international students. CSE & ISSS to host future workshops geared toward engaging international students.
 - (d) Vicenta Shepard mentioned that Center for Academic & Career Success (CfAS) merger includes University Learning Center, University Testing Center, and Center for Testing & Career Certification. She also mentioned that there is a faculty collaboration being offered with curriculum designed to help with student success as well as extra credit. CfAS offers assistance with General Biology I & II; Physics program is in the works. Writing assistance is also available. Annual symposium is also coming up so save the date and watch for Qualtrix survey.
 - (e) Valerie Morgan mentioned that new sessions for NSE are scheduled for January and February. Students must have 2.8 GPA. Priority application deadline is February 20th for Fall 2020 & Spring 2021.
 - (f) Jackie Diaz mentioned that Elizabeth Carillo has left CASE and moved to TTS. Jackie is covering this now vacant function until they can find a new assistant director.
- VII. Conclusion – Reminders from Angela about submitting proposals for CUAA by the end of this week and to RSVP for the attendance. Also sign up for decorating committees and others. 2020 Theme is: “I LOVE ADVISING”. Spoken word submissions are also welcome. Judges are needed for this, as well as the annual “Bake Wars” and other areas. Only 87 RSVPs received to date.

Meeting adjourned 4:23 p.m.

Next CUAA Meeting: February 19th, 2020.