

Advisors' Council
October 18, 2017
UC Signal Mountain Room

Members in Attendance: Sarah Alsobrooks, April Anderson, Laura Bass, Emily Blackman, Bradley Bond, Donna Cooper, Julie David, Amy Davis, Eunice Davis, Jena Doolittle, Rebecca Drago, Lindsey Felix, Diana Fryar, Avalon Gourlay, Stacie Grisham, Elizabeth Johnson, Sherrell Jordan, Irina Khmelko, Robert Liddell, Rebecca Littleton, Emily Martin, Kalya McAuliffe, Amber Noblit, Mary Beth Ondrusek, Nikki Ownby, Sevan Paris, Jessica Pierce, Chasity Prince, Daeja Robinson, Samantha Skidmore, Robin Sturnes, Lisa Tarr, Brian Tucker, Donisia Ward, Marjorie Whiteside

Others in Attendance: Bryan Bullmer (Financial Wellness Center)

Call to Order: Mary Beth Ondrusek at 8:47am

Approval of Minutes: A motion was made to approve the minutes from the September meeting by Elizabeth Johnson; this motion was seconded by Marjorie Whiteside. The minutes were approved.

Announcements: Mary Beth Ondrusek announced that the November & December Advisors' Council meetings will be combined on December 6th.

New Advisor Introduction: Robin Sturnes is the Pre-Nursing advisor for first-year freshmen in the Center for Advisement.

Demo for Removing Advising Hold

Diane Welch from the Records Office demonstrated how the new process of removing the advising hold.

- First, advisors need to access the Student Profile in SSB
- Then, in the upper-right-hand corner, click on "Holds"
- Check the box next to "Advising Required"
- No comments need to be entered in the box
- Click "okay" to remove the hold
- Jena Doolittle asked if the hold can be put back on if it is accidentally removed. Diane replied that if this happens, an advisor needs to contact the Records Office to put the hold back on. Mary Beth Ondrusek asked if there was a specific person to contact, and Diane explained that this has not been determined yet.
- Lindsey asked if there was somewhere on the Student Profile to see if someone is part of a special population. Diane said no, but we could refer to the advisors listed. Stacie Grisham said we could also refer to the timeticket to see if the student was a part of a special subpopulation.
- Theresa Blackman asked if there are multiple holds, are we only removed the "advising hold?" Diane demonstrated with an example that advisors can only removed the "advising hold." The other holds (ex. Parking) is view only.

- Emily Blackman asked advisors not to remove athletes' holds. Yancy Freeman explained that in order to prevent adding another hold, we are going to try to just let Athletics remove the advising hold. If this does not work this semester, they might consider adding a secondary hold for athletes in the future.
- Deardra McGee asked if there was a way we could see who released a hold. Diane explained that there will be a report that will have this information. Emily Blackman asked if this information will be pulled in the "holds" report. Diane confirmed that it would.

Financial Wellness Center

Bryan Bullmer from the Financial Wellness Center shared information about the Center. He explained that they conduct financial coaching, not telling. He explained that there are only two other institutions in the southeast that offer these financial services. Topics that are discussed in their office are: student loan management; money management and budgeting; building/maintaining credit; monitoring credit; debt management; saving and investing; and making wise purchases. They offer the following services: Peer coaches; one-on-one financial coaching; money management events; workshops; and guest lectures. The Financial Wellness Center is located in the Financial Aid Office in the University Center.

- Mary Beth Ondrusek asked if there were any brochures that we could hand out to students. Bryan responded that there currently aren't, but they are working on making them.

Department/Major Elevator Pitch: Physical Therapy and Occupational Therapy

Rebecca Littleton, the program coordinator for Physical Therapy and Occupational Therapy, shared information about both programs. She shared that in her role, she works with students to help them be the best candidate they can be, and how to navigate the application process for UTC's program. She explained that UTC doesn't have Pre-PT or Pre-OT programs; rather, students can major in any program as long as they complete the prerequisites for PT or OT. Their department offers tours of the building three times a semester, and there is a Pre-PT/OT club on campus. Rebecca explained that students need a high GPA; she will work with students to evaluate their transcript and calculate their GPAs. Another component of admission to the program is GRE scores. The averages are listed on their department's website.

- Lisa Tarr asked if they accept repeats. Rebecca responded that they do the same grade replacement as UTC.
- Jennifer Guess mentioned that for application through the Centralized Application Service, all grades are calculated in the GPA.

Rebecca commented that all programs are different. PT accepts 36 students every year, and they push early decision. They had 589 applications last year. For OT, they accept 24, and had 128 applications. This past year, 7-8 of the 36 PT students were UTC undergrads. Applications are open in July for the next year. The application process is tedious and there is a verification process.

- Mary Beth Ondrusek asked there was a suggested plan of courses. Rebecca said no. Jennifer Guess commented that students need to be aware of the prerequisites for physics and biology.

International Programs Clarification

Eunice Davis from the International Programs Office presented on the most common questions about international students and their visa status. Refer to the PowerPoint included at the end of the minutes.

Updates

Career Development Alliance

Rob Liddell provided an update on the Career Development Alliance.

- October 26th – copresenting with Unum for information presentations at 3:00pm and 4:30pm in the Southern Writers Room
- November 1st – CECS Day of Networking Job Fair
- November 7th – Health Career Fair in the Tennessee Room 10:00-12:00
- November 8th: Blue Cross Blue Shield of Tennessee Event in collaboration with the College of Business – From College to Career. Students must register.
- January 21st – Suit Up event in collaboration with JC Penney's

Yancy commented that the BCBST externship opportunity is scalable and we can replicate it with other employers. We want it to go well, so please encourage students to attend.

Fall 2017 Advising Promotion

Theresa Blackman shared that the first day of tabling for the Fall 2017 Advising Promotion went well; they handed out a lot of advising survey cards. The next day of tabling will be October 25th; they will be serving popcorn, and it will start an hour later (hours will be 10-2).

Questions/Concerns/Updates

Jennifer Guess shared a PowerPoint with information about health professions services/events for students at UTC. Please refer to attached PowerPoint included at the end of the minutes.

- Marjorie Whiteside asked where students can find this information. Jennifer replied that it will eventually be on the Advisement website.

Stacie Grisham shared that Gretchen Potts is offering a Prior Learning Development Portfolio class in the spring; refer to the Integrated Studies website or contact Sumer Paterson.

Stacie Grisham shared that Linda Frost would like advisors to refer strong performing students to the Innovation in Honors program (freshmen and sophomores with 3.2 GPA). There will be information sessions in the spring.

Sevan Paris asked if a student is transitioning to another major, can an advisor remove a hold. Yancy asked what we did with PINs; Sevan replied that he would give the student a PIN. Yancy said to do this and just make a note in Campus that the hold was removed and refer them to the new major.

Yancy Freeman explained that the removal of advising holds should be a smooth transition. If not, let him know; we will improve and change as we go.

Adjournment: The meeting was adjourned by Mary Beth Ondrusek at 10:01am.

Most common questions about International Students and their visa status

What are the student visa types for International Students?

“International students” are defined as students on an F-1 or J-1 visa. There may be students on campus who were born in different countries but who have permanent residency (green card) or some other type of visa status.

What is full-time enrollment for International Students?

Normal progress at UTC = a full time enrollment status

(fall and spring semesters) / summer is optional

- Undergraduate: 12 credit hours
- Graduate: 9 credit hours

*Except for the final semester.

*Can request Reduce Course Load (RCL) for Medical, Initial/Final Semester.

What if an international student wants to change major?

Student and academic advisor need to complete and sign the change of major form and submit the form to the OISS.

The form is located at

https://www.utc.edu/international-students/pdfs/change_major_form.pdf

Can F1 student work in the U.S.?

1. F-1 students can work up to **20 hours per week ON CAMPUS** during the fall and spring semester without special permission.
2. **F-1 students may NOT work OFF-CAMPUS during the FIRST academic year.** (unless a degree plan requires the off-campus work.)
3. After the first academic year, F-1 students may engage in three types of off-campus employment:
 - 1) Curricular Practical Training (CPT)
 - 2) Optional Practical Training (OPT)
 - 3) Practical Training Extension STEM (Science, Technology, Engineering and Mathematics)

Can international students take online courses?

US immigration regulations limit F1 students to only **ONE** online course (3 credits) per semester, if they take 12 credit hours. (If they take 15 credit hours, they can take 6 credits hours online).

Can students ever register below full-time ?

F1 students can request RCL (Reduce Course Load) in the 1st semester (Academic Reasons), Medical RCL and Final Semester RCL. Student and academic advisor must complete and sign the form online and submit to OISS.

The form is located at

https://www.utc.edu/international-students/pdfs/reduced_course_load.pdf

Key Words

1. **DHS:** The Department of Homeland Security
2. **SEVIS:** Student & Exchange Visitor Information System
3. **I-20:** Immigration document
4. **F1 visa:** A student visa to study in the United States.
5. **DSO (Designated School Official):** OISS staff who are authorize to sign/issue/terminate I-20 by DHS and UTC. (PDSO: Takeo / DSO: Eunice and Lora)

Office of International Student Services (OISS)

Hooper Hall 202 – 203
648 Oak Street, Chattanooga, TN 37403

<https://www.utc.edu/international-students>
international@utc.edu

Ext. 2110 (Undergraduate) / 4348 (Graduate)

Health Professions Open to UTC Students	Health Professions Events
Anesthesiologist Assistant	Art Therapist
Assistive Technologist	Athletic Trainer
Cardiovascular Perfusion Technologist	Cytogenetic Technologist
Cytotechnologist	Diagnostic Molecular Scientist
Dietitian	Doctor of Audiology
Doctor of Chiropractic	Doctor of Dental Medicine
Doctor of Dental Surgery	Doctor of Medicine
Doctor of Optometry	Doctor of Osteopathic Medicine
Doctor of Pharmacy	Doctor of Physical Therapy
Doctor of Podiatric Medicine	Doctor of Veterinary Medicine
Exercise Physiologist	Exercise Science Professional
Health Information Manager	Healthcare Administrator
Histotechnologist	Kinesiologist
Medical Illustrator	Medical Laboratory Scientist
Nuclear Medicine Technologist	Occupational Therapist
Orthotist/Prosthetist	Pathologists' Assistant
Pedorthist	Physician Assistant
Public Health	Rehabilitation Counselor
Speech-Language Pathologist	Transfusion Medicine Specialist

Introduction to the Health Professions: This introductory seminar outlines the pathway for a UTC student to successfully prepare for and apply to the following Health Professions Schools/Programs: medicine, dentistry, pharmacy, veterinary medicine, optometry, podiatry, chiropractic, and allied health sciences (physician assistant, physical therapy, occupational therapy, speech/language pathology, cytotechnology, dental hygiene, nuclear medicine, rehabilitation counselor, and many more).

Wed, Oct 18th, 10:30am - 12:00pm; UC Signal Mountain Room
 Mon, Oct 23rd, 2:00 - 3:30pm; UC Signal Mountain Room
 Thurs, Oct 26th, 5:00 - 6:30pm; UC Signal Mountain Room

Overview of the Application Process: How exactly do I go about applying to Health Professions Schools/Programs? What is the application timeline? When should I start and what do I need to do to prepare?

Tues, Oct 24th, 2:00 - 3:30pm, UC Signal Mountain
 Wed, Oct 25th, 5:00 - 6:30pm, UC Signal Mountain
 Thurs, Oct 26th, 10:00 - 11:30am, UC Signal Mountain

Building a Professional Image: Receive tips on interview attire, grooming and accessories considerations, body language, and potentially distracting habits. (Open to any UTC students)

Wed, Jan 17th, depending on room availability (time TBD)

JCPenney College Suit-Up Event: An opportunity for UTC students to shop at the Hamilton Place JCPenney after hours and receive up to 70% discount on selected clothing lines. (Open to any UTC students; Working on free bus transportation)

Sun, Jan 21st, 6:30 - 10:00pm

Writing A Personal Statement: Sharpen those writing skills! Get started writing your personal statement, required by all Health Professions Schools/Programs. Representatives from Pre-Health Advising, Career Services & the Writing Center will be running this workshop.

Week of Feb 12th, depending on room availability (date/time TBD)

Prepare for the Health Professional School Expo:

- (1) Creating your introduction – Tues, Feb 20th (room/time TBD)
- (2) Develop well-thought out, informed, and intelligent questions to help you connect to the admissions personnel – Wed, Feb 21st (room/time TBD)
- (3) Building a professional image – Thurs, Feb 22nd (room/time TBD)

Health Professional School Expo: Admissions personnel from State and Regional Health Professional Schools will be available to answer your questions. Professional dress is required.

Wed, Feb 28th, 1:00 - 4:00pm, University Center

(As of Oct 16th) 17 Universities/Colleges/Schools representing:

- Athletic Training
- Audiology
- Cytotechnology
- Exercise Physiology
- Exercise Science
- Health Information Management/Informatics
- Healthcare Administration
- Histotechnology
- Medical Laboratory Science
- Medicine
- Nuclear Medicine
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Public Health
- Speech Pathology
- Veterinary Medicine