

# **Advisors' Council: Transfer Advising Committee Meeting**

February 15, 2016

UC Cherokee Room

In attendance: Donna Cooper, Nichole Orr, Angelique Cook, Emily Blackman, Marie Carroll, Elizabeth Johnson, Carrie Sherbesman, Nicole Jones, and Jessica Pierce.

Meeting began at 2:10pm and ended at 3:40pm.

## **I. Online Transfer Orientation Update - Carrie Sherbesman**

- Online orientation is only advertised to transfer students; not open to freshmen unless they are adult, non-traditional, military, etc.
- Orientation is not required for summer transfers but they are encouraged to sign up for online orientation.
- For every transfer on-campus session, there is an online session. For fall 2016: 5 on-campus and 5 online.
- Convenience fee for both online and campus orientation: \$40
- Students who sign up for online orientation will be issued a registration time ticket for later in the day (around 2pm). On-campus orientation students will get an earlier time ticket that same day.
- Online orientation takes place in Blackboard. Carrie's office adds students to the Blackboard group when they sign up but students aren't sent instructions until the day of the orientation. Students will have access to the online orientation beginning with the date they signed up for until the first day of classes.
- Online orientation consists of 3 main parts:
  - i. official welcome (video by Yancy)
  - ii. transfer student presentations
  - iii. how to register (Quiz: Course Registration & Review)

\*Additional information includes: sign-up for UTC Alerts, New Student Orientation Handbook, Campus Maps, Find My Advisor, General Education Sheet, Orientation Contacts, and UTC orientation website.

- Orientation office sends a confirmation email once students sign up for orientation session which reminds them of immunization requirements and that they will meet with an advisor before registering for classes.
- Students admitted after the last orientation session can still sign up for online orientation. They are currently not charged the \$40 fee.
- There is currently no system in place to track whether or not students actually complete the online orientation. Emily Blackman suggested working with Banner to develop a way for advisors to check and see if a student has completed the orientation before advising them.

## **II. Transfer Students & Records Office Issues - Marie Carroll**

- Marie's office is still located in Hooper Hall but will be moving to the UC with the rest of Records Office staff. Date TBD.
- Marie evaluates all transfer equivalencies for transcripts and helps with petitions, AP credit, and CLEP credit.
- Nick McCampbell and Andrew Iten are the contacts for grade changes, petitions, PLA credit, military credit, and academic forgiveness issues.

- Marie can build transfer equivalencies in advance for incoming students (ex: athletes transferring from a school where we don't have any transfer equivalency history).
- Admissions office receives all transcripts from new or returning students and enters the data. Any courses entered that don't have a transfer equivalency built already are sent to Marie for review. She will check catalogs and enter them in the database.
- Clarification: transcript evaluation for new students is not necessarily done when student is admitted. This process can take a couple of weeks or a few months.
- Catalog year: transfer students have 2 options for catalog year
  - The year they transferred to UTC
  - The year they began college
 Note: Elizabeth plans to look into this policy to see if it has changed.

### **III. Updates**

- Focus Group - Angelique, Stacie, and Nicole put together an application for the IRB to be submitted this week.
- Website - Nicole is working on a section of the <http://www.utc.edu/advisement> for transfer students. Hopes to publish by the end of the week.
- Training - Nicole hasn't started on the training modules. Plans to have them finished by our next committee meeting. Training isn't until April.
- New members: Carrie Sherbesman and Marie Carroll

### **IV. Questions/concerns?**

- Nicole reminded committee members to email her with any potential agenda items for future meetings.

### **V. Next Meeting: March 21, 2016**