



We are interesting

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Jennifer Buckles

Director
Business Affairs

1. Budget planning/forecasting
2. Personnel funding changes, budget revisions, transfer vouchers
3. IRIS assistance
4. Process improvement
5. Reporting and data analysis

April Cox

Creative Director
EMSA Creative Services

1. Guidance on strategic communication that coordinates with the division and the university priorities.
2. Graphic design for print and digital
3. Writing for print and digital
4. Social media (utcnewmocs) and social media guidance
5. Liaison between our division and Communication and Marketing

Amy Davis

Director
Mocs One Center

1. The Mocs One Center is a centralized location developed to assist students with Bursar, Financial Aid, Scholarship and Records questions.
2. The Financial Aid and Scholarship Office doors are closed to foot traffic. All students/parents are directed to the Mocs One Center for assistance.
3. If students are unable to come in person to Mocs One, they can submit their question via the Mocs One website, utc.edu/mocs-one-center. Questions are answered within 24-48 business hours.
4. MocsQ is Mocs One's virtual sign-in system. Students can enter into the queue by calling (423) 424-0876, text "univ tn chatt" to (423) 375-0105 or in person at Mocs One, UC 124."
5. All of the Mocs One staff are notaries.

Emelia Dunston

Associate Dean of
Students
Office of Student & Family
Engagement

1. Connect students to available involvement opportunities across campus
2. Engage students by developing a comprehensive calendar of programs that contribute to the vibrancy of campus life
3. Support families through the collegiate journey to facilitate the successful development of our students

Crystal Edenfield

Director
Student Success
UTC Library - Room 341

1. The Office of Student Success Programs oversees summer success programs, first year experience, first-gen programming and staffs 40 peer mentors to help with our programs.
2. Our mission is to collaborate with cross-campus partners to create opportunities to foster student's sense of belonging, levels of engagement, and connections with campus communities.
3. We directly oversee Moc Up, Bridge, USTU 1250, First Gen Mocs, and the First Gen Mentor Program.
4. SSSP helps to generate awareness for and/or sponsor activities, initiatives, and events which help first-time freshmen ease their transition from high school to college and connect with UTC, Chattanooga, and their peers.
5. These include: Convocation (Chancellor's Office), Living Learning Communities (Housing), Learning Communities (Academic Colleges), Operation Move-In (Housing), First Class (Read2Achieve), Welcome Week (Student Life), and Mocs Flock Finley (Chancellor's Office).

Brett Fuchs

Associate Dean of
Students
Office of Student Conduct

1. Administer the Student Code of Conduct: Receive, review, investigate, and adjudicate alleged violations of the University's Student Code of Conduct and/or other University policies.
2. Administer the Honor Code: Receive, review, investigate, and adjudicate alleged violations of the University's (Academic) Honor Code.
3. Provide training and education related to the University's Student Code of Conduct, Honor Code, and other policies.
4. Serve as a liaison to University departments/offices and faculty/staff regarding student-related behavioral concerns.
5. Mediate other student-related issues and concerns.

Brett Fuchs

Associate Dean of
Students
Office of Student Outreach
and Support

1. Coordinate and provide case management services for students experiencing challenges in their personal and academic lives.
2. Serve as a referral resource for students to University and community resources.
3. Help students navigate University administrative processes.
4. Assist faculty/staff in managing student-related issues.
5. Provide verification (documentation) services for faculty/staff regarding student issues and emergencies.

Brett Fuchs

Associate Dean of
Students
Care Team

1. Coordinates behavioral intervention and threat assessment for the University community.
2. Facilitates information sharing among key University departments to ensure community health, safety, and well-being.
3. Provides training and expert guidance regarding to community members of concern.

Shirl Gholston

Director
Student Support Services

1. Tutoring
2. Financial Support
3. BMOC/Black Male Initiative
4. First and Second Year Initiatives
5. "Home Away From Home" atmosphere

Tricia Henderson

Interim Director
Center for Student
Wellbeing

1. Mental Health Awareness-- Learn coping skills and build resilience at a goat yoga session or mindfulness activity.
2. Suicide Prevention-- Join us for a training on how you can help someone in a distress.
3. Sexual Assault Prevention-- Wear your consent t-shirt on Tuesdays.
4. Substance Use Prevention-- From social norms campaign to opioid reversal trainings, we cover it all!
5. Bystander Intervention-- Mocs Step UP! and intervene when someone needs help.

Squoia Holmes

Director
Veterans Affairs

1. Veteran and Military Connected Student Benefits
2. Veteran Student Lounge and Computer Lab
3. Veteran Centered Programming and Training Programs
4. Tech for Vets Program
5. Advocacy and support for veterans and military connected students

Lyndsay Hyden

Associate Director
Campus Recreation

1. STUDENT EMPLOYMENT OPPORTUNITIES: We are the largest student employer on campus with over 125 students currently on payroll and endless leadership opportunities for our staff throughout their college career. We do not only live by students first, our programs and daily operations could not be possible without our student staff. Lifeguards, GX Instructors, Personal Trainers, Officials, Outdoor Trip Leaders and Building Supervisors.
2. OUTREACH TO THE CHATTANOOGA COMMUNITY and CAMPUS COMMUNITY: We not only service students first, but we offer memberships to Faculty/Staff, Alumni and their families. Aside from memberships, our unique facilities host thousands of Chattanooga families with our top rated Pool Party program. Additional event include Swim Lessons, Alumni events, UTC Athletics events, etc.
 - a. Facility/Staff Memberships: 733 Alumni Memberships: 651
 - b. Moc One Memberships: 597 Aqua Moc Memberships: 224
 - c. Retires: 59"
3. OUT OF THE CLASSROOM EXPERIENCE: We provide students a unique, out of the classroom experience unlike any other facility on campus. Transferable skills gathered in a vast majority of positions include further development on topics such as communication skills, conflict management, leadership, adaptability and good sportsmanship.

cont.

4. SENSE OF BELONGING AND COMMUNITY - Through programs, special events and unique facilities, our department offers a place for everyone to feel included and valued. We are not just the “campus gym” but also more so a place for students to discover how they choose to recreate. WELL BEING/QUALITY OF LIFE - Campus Recreation contributes to overall well-being from the social, emotional, mental, physical, environmental, and intellectual aspects. Our programs, services, and resources are geared to enhance their opportunities for achieving overall wellness.
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Elizabeth Johnson

Director
Center for Academic
Support and Advisement

1. First-year advising for all areas except the following:
 - a. RCOB: All majors
 - b. CHEPS: Education
 - c. CAS: Art, Foreign Language, Music
 - d. Honors: Brock, HAM, IIH
 - e. Student Athletes
2. Academic Exploration Advising
 - a. Undecided advising
 - b. Teach USTU 1300: Exploring Majors and Decision Making
 - c. Exploration assessments: Personality, Interests, Values
3. Academic Support and Tutoring
 - a. Supplemental Instruction: 42 sections
 - i. Biology 1110, 1120, 1130, 2060
 - ii. Chemistry 1110, 1120, 3010, 3020
 - iii. Economics 1010, 1020
 - iv. History 1120, 2010, 2020
 - v. Mathematics 1010, 1830, 2100
 - vi. Physics 1030, 1040
 - vii. Psychology 2010
 - b. Tutoring
 - i. Biology 2060, 2080
 - ii. Chemistry 3010, 3020
 - iii. Economics 1010
 - iv. Mathematics 1010, 1130, 1730, 1830, 2100
 - c. Academic Coaching
 - i. Teach UTSU 1252: MINDSET: Soaring to New Heights
 - ii. First year students on academic probation in the spring semester
4. Coordinate pre-registration process for new students who start in the fall semester

Yasmine Key

Director
University Health
Services

1. University Health Services is excited we have opened our relaxation room for use by our patients and others in the community
2. University Health Services provides experiential learning for many different disciplines
3. University Health Services hosts CEMPA (formerly Chattanooga Cares) for STI testing, Hep A Vaccines, HIV screening a half a day each month (usually the 4th Wednesday afternoon each month)
4. University Health Services services the whole UTC community including faculty and staff
5. University Health Services is co-sponsoring a Sleep Initiative with the Counseling Center this year to help our students understand the value of adequate, quality sleep

Robert Liddell

Director
Center for Career and
Leadership Development

EXPLORE + DISCOVER + CONNECT + ACHIEVE

1. We cultivate self-awareness and critical skills for career readiness through coaching and programing—empowering students to take intentional action steps that will impact their education and life.
2. We simplify the process of students finding opportunity through leadership experiences, career fairs, networking events and Handshake.
3. We ensure students are able to “get their foot in the door” with professional development preparation that gives them every opportunity to impact their communities through ethical, inclusive leadership.
4. We help create a strong first impression by offering our Suit-Up Event and by providing personally tailored mock interviews to grow the student’s interview skill set.
5. We continue to offer our alumni career and leadership services indefinitely after their graduation—fostering positive relations between graduates, the University, and the community.

Jason Lyon

Interim Director
Undergraduate Admissions

1. Applications
 - Roughly 7000 freshman applications in Fall 2019
 - Roughly 3600 were scholarship eligible (3.2 & 22 ACT)
 - Starting with Spring 2020, we will be accepting & awarding based on Superscore
2. Border States Credit
 - 50% credit on out of state tuition.
 - Hiring our first out of state recruiter
3. Tours
 - M-F @ 2 pm, MWF @ 11 am
 - Group tours on TT
 - During Fall 2019 season, we toured roughly 5k students and 12k total
4. Moc Minute
 - 552 people attended last year
 - Provides an “on the spot” admissions decision
5. Transcripts
 - Can be sent through many online portals, physically mailed or emailed directly by counselor to transcripts@utc.edu.

Tonia Martin

Director
Strategic Enrollment
Technology

1. Create and manage the admissions application process to UTC for UG and GR through Radius (CRM) to Banner.
2. CRM is the prospect student database for UTC, used to collect all prospect data to then market effectively to prospective UG and GR students.
3. Technical support for Career Services Handshake and OPEIR for the First Destination Survey in Handshake.
4. Manages the Duplicate ID process for campus in Banner and Radius.
5. Coordinate re-enrollment campaigns as well as sending out fun emails like national colors day and national bird day.

Tara Mathis

Director
Office of
Multicultural Affairs

1. Multicultural Center
2. Freshmen Mentorship Program-promoting academic, professional and personal development
3. NPHC-providing support to the Fraternity/Sorority Communities
4. Inclusive Programming-to promote community building and engagement
5. Cultural Competency Training and Advocacy

Elizabeth O'Brien

Director
Counseling Center

1. A new record number of students engaging in all services in the beginning of the academic year - up approximately 30% in utilization compared to last year.
2. The theme for this year's outreach and education sessions is Resilience - helping students to engage in inner strengths to traverse life's challenges
3. Partnering with the Center for Mindful Living to bring reflective/mindfulness experiences to the campus - this is a partnership with the Center for Wellbeing
4. Engaging in a Sleep initiative called Sleep Well, UTC in partnership with University Health Services to educate students on the importance of sleep.
5. Two new full-time counselors to our staff this year: David Keller and Emu Aragon.

Sara Peters

Director
Center for Women
and Gender Equity

1. Building community through events, space, and special initiatives
2. Survivor Advocacy Services
3. LGBTQ+ education, programs, and support
4. Feminist and gender equity education, programs, and support
5. Gender-based violence education and programs

Michelle Rigler

Director
Disability Resource
Center

1. Coordinates compliance related to disability via:
 - student access
 - academic accommodations
 - physical and digital environment access
 - faculty and staff access
 - workplace accommodations
 - campus-wide visitor access
 - access for events open to public
 - accessible facilities
2. Cultivates a campus culture of access via:
 - campus collaboration
 - staff represent DRC on committees and work groups
 - educational programming opportunities
 - education and advocacy
 - disability ambassadors program
 - individual consultation on access with faculty, staff, and students

Michelle Rigler

Director
Mosaic Program

1. Mosaic is a self-sustaining support program for degree seeking students on the Autism spectrum. We are one of only 75 programs across the country and one that other programs often look to for best practices.
2. Provide comprehensive support to increase the retention, GPA, etc. of participants (One year retention rate since 2015 is 88%, 43.18% of Mosaic students have over a 3.0 GPA)
3. Serve as a Hub for the UTC community and Chattanooga resource for things related to Autism
4. Provide travel support for students for conference travel and study abroad opportunities
5. Recognized by THEC as a Tennessee Pacesetter

Stephanie Rowland

Title IX Coordinator
206 Hooper Hall

1. Oversee UTC's Title IX process, including investigations.
2. Approve and coordinate interim measures for students impacted by Title IX incidents.
3. Chair the Sexual Misconduct, Relationship Violence and Stalking Response Team.
4. Oversee sexual misconduct, relationship violence and stalking prevention education.
5. Conduct mandatory reporter training.

Valara Sample

Director

Housing & Residence Life

1. We provide apartment and suite style housing primarily for undergraduate students; however, graduate student may live on campus as well.
2. We provide 24 hours a day service (Resident Assistants, Resident Directors, and Facilities).
3. We provide classroom and meeting spaces in UC Foundation apartment and West Campus Housing.
4. Summer housing is available for students who are working or interning in Chattanooga.
5. We connect student's living and learning to enhance their overall on campus experience.

Carrie Sherbesman

Director

New Student and Family Programs

1. The Orientation planning process is year-round, starting with the hiring of 35 Orientation Leaders in September. They go through an intense 16-week training program that educates the Orientation Leader in all aspects and areas of the University. Our goal is that each student has the resources to answer basic questions about UTC and will be able to help parents and students find the correct resource to the more in-depth questions.
2. The New Student & Family Programs Offices handles all cancellation requests for new students.
3. We do offer an online orientation for students that are not able to come to campus. Students completing an online orientation for a fall term, will be pre-registered into classes, just like all other students beginning in a fall term at UTC.

Takeo Suzuki

Director

Center for Global Education

1. The Center for Global Education includes the Office of International Student and Scholar Services, Office of Study Abroad, and ESL Institute. We develop and manage international programs, initiatives, support services, and partnerships. We connect UTC to the world, helping students become globally competent citizens. We currently have 42 events listed on MocSync for the 2019-2020 academic year, including November's International Education Week.
2. The Office of International Student and Scholar Services recruits, processes applications for, and provides immigration advising to international students and scholars holding F and J visas. We have approximately 250 international students from approximately 50 countries.
3. The Office of Study Abroad supports students before, during, and after their study abroad experiences. We provide \$250,000 in study abroad scholarships annually. We recruit new students to study abroad through the annual Study Abroad Fair and Study Abroad 101 information sessions throughout the year.
4. The English as a Second Language Institute provides intensive English courses for non-native speakers learning English for personal, professional, and academic reasons. We recruit new degree-seeking students by helping learners score high enough on the TOEFL exam to matriculate to UTC. We also work with overseas partners to offer short-term ESL programming.

cont.

5. Community Outreach
 - a. For the last four years, UTC has been chosen by the Department of State and FHI360 to host a Study of the U.S. Institutes for Student Leaders cohort. Each summer, this half-a-million-dollar grant allows 100 European undergraduate students to spend six weeks studying leadership topics at U.S. universities.
 - b. Yumi Shimada is UTC's new Japan Outreach Initiative coordinator. For two years, Yumi will work with staff, students, faculty, schools, and community organizations to increase awareness of Japan and Japanese culture.
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Joel Wells

University Registrar
125 University Center

1. Guardians - Protect the integrity of the institution through Athletic Eligibility, Curriculum Approval, Transfer Credit Evaluation and Graduation Processing
 2. Puzzlers - Seek to ensure that classes have rooms and students have classes through the schedule construction process. We also turn complex curriculum into meaningful degree audits in MyMocsDegree.
 3. Arbiters - Support and enact the interpretation and application of institutional policy and applicable laws in equitable ways
 4. Custodians - Curate and produce the academic records of all students transcripts and diplomas; also the repository of many other records that support institutional memory
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Kimberly Whiteside

Director
Financial Aid &
Scholarships

1. More than 75% of our students receive some form of financial assistance. There are four basic types of financial aid for UTC students: scholarships, grants, loans and part-time employment. These types of aid are awarded individually or in combination, depending on the student's financial need.
2. We have peer counselors and staff members who offer money management events, workshops, guest lectures and one-on-one (100% confidential) financial coaching to UTC students.
3. As of September 2nd, we have received 25,183 FAFSA's for the 1920 school year
4. For the 2018-2019 school year, we awarded over 42 million in need based and non-need based student loans from all sources (per the 2018-2019 common data set)
5. Our office assists students with finding on and off campus employment through our Federal Work Study, Academic Service and Job Location and Development programs.