Advisor Training

Introduction to Advising

- Advisors' Council
- Advising Process
- Advising 1st year students
- Advising Timeline
- Resources
- Policies
- Communication/Appointments
- Advising Certificate

Advising Certificate

The Introduction to Advising module must be completed to start the Advising Certificate modules.

- Advising with Technology & E-Resources
- Advising Transfer Students
- Academic Policies & Procedures
- Advising Outliers
- Advising Appointments
- Advising Resources

Advising with Technology & E-Resources

- MyMocsDegree (MMD)
  - Electronic petitions for course substitutions
- Educational Advisory Board (EAB)
- Banner (SSB and INB)
  - Advisor Assignments (INB)
  - Overrides (INB)
- ARGOS
- FAQ – Open Floor/Discussion

Advising Transfer Students

- TN Reverse Transfer
- TN Transfer Pathway
- Equivalency Charts
- Transferring to and from other institutions
- TBR system & UT system schools
  - General Education
- Petitions

Academic Policies & Procedures

- Course Repeats and Grade Replacements
- Satisfactory Academic Progress (SAP)
- Continuation Standards
- Concurrent Enrollment
- Graduation/Degree Requirements
- Petitions
- Academic Forgiveness

Advising Outliers

- Registered with Disability Resource Center
- Student-Athletes
- Honors College
- Student Veterans
- Receiving Veterans Educational Benefits
- Probationary students
- International Students
- Types of admissions

Advising Appointments

- Preparation
- During the Appointment
- Follow-up
- Note-taking
- Semester-to-Semester Advising
- Academic Plans for Graduation

Advising Resources

- Referring students to other areas
- Supplemental Instruction
- Tutoring
- Disabilities Resource Center (DRC)
- Counseling & Personal Development