Welcome & Announcements  Lynne Mazadoorian, Assistant Vice President
UG Student Success and Director University Advising Office

- Please welcome Shelby Trudeau, academic advisor in the Golisano College of Computing and Information Sciences, to Advisors’ Council!

- Stephanie Bauschard shared Starfish reminders and updates:
  o Kudos have been removed from the Starfish Recent Tracking Item Summary (Daily Digest) for all Primary Academic Advisors, NTID Counselor/Advisors, Faculty Advisors, Department Contact, Major Contacts, NTID Support Coordinators, Honors Program Advocates, ROTC Commanding Officer, and NCAA Compliance. Kudos will remain in the email summary for all other Support Advisors’ who work with special populations. (Information was posted in the 2/4/22 University Advising Weekly Updates).
  o Graduate students and graduate courses have been added in Starfish. Roles, and there are new colleagues who now receive the summary email from Starfish. If you receive inquiries, please direct colleagues to the Starfish team at starfish@rit.edu with any concerns.

- Upcoming Professional Development Opportunity: Katie Buckley shared that on Fri. 2/18/22 from 9:00-10:30 am the NACADA Webinar “Bringing Cultural Humility to Academic Advising” will be held. No registration is required. Julia Collett, Academic Advisor, GCCIS and Cindy Wolfer, Academic Advisor, GCCIS, will host the webinar with a 30 minute discussion after the webinar. Webinar information was posted in the 2/4/22 University Advising Weekly Updates.

LOA/UW Process Updates  Rachel Scott, Associate Registrar
Office of the Registrar

(Please refer to the “LOA_UW presentation AC 02.08.22”).

- Rachel shared an overview of 2181 to 2201 term LOA/UW data. Rachel reviewed the required timeline for reporting LOA/UW and stressed that these dates are a requirement for federal reporting guidelines.
  o Day 1: Student provides intent to the academic unit to LOA/UW. The academic units begin outreach to the student and instructor to get the last date of Academically-Related Activity (LDARA).
  o Day 2 to 7: Get as much information as you can by day 7, and provide to Registrar all required documentation.
    ▪ Important information about academic activity: Even classes that students withdraw from before starting the LOA/UW process, the Registrar needs the last date of LDARA for those classes too.
  o Day 8 to 15: The Office of the Registrar completes the processing requirements that they need to do.
  o Day 16 to 30: The Office of Financial Aid & Scholarships (OFAS) reviews the information and begins their reporting processes with a window to work with RO regarding any issues with the documentation.

- The Registrar’s Office reminds us that that it is crucial that we follow the timeline and processes. Joe Loffredo will distribute a LOA/UW communication in the next few days to chairs and associate deans. Some reasons why the timing matters:
  o Any undergraduate or graduate student who receive federal financial aid must be reported and can affect student loans.
  o Financial aid implications are based on the last date of academic activity.
Units on campus need to be made aware of a student’s status in a timely manner, whether students are attending classes or not.

The most recent audit recommended that RIT ensure that all individuals involved in processing student enrollment changes are aware of the University’s policies and procedures to process that change accurately and within the required timeframe.

LOA/UW updated forms important information:
- The Registrar’s Office recently met with Housing and the LOA/UW forms have been updated and will go live after today’s meeting.
  - Students are required to vacate housing 48 hours after the LOA or UW is processed in SIS. Important to inform students to work with RIT Housing if there are concerns about when they must vacate housing.
  - Inform students of this at the point of intent – this will allow additional time to plan.
  - Do not delay paperwork trying to “help” the student with housing.

The second page for Last Date of Academic Related Activity (LDARA) includes:
- The LDARA is required to be completed for each submission. If faculty has not responded, input course information and leave LADRA blank.
- The academic unit must outreach to each instructor and explain LDARA and importance (all information is on the form).
- Include the email from the instructor with documentation submitted to the Registrar’s Office.
- If the instructor does not reply within two days, send a second request to them.
- If there is no response by 7 calendar days after the student provides intent, send all materials to RO. Additional outreach will be made by RO.
- If a form is submitted past the 7th calendar day requirement, a memo must accompany the form to provide an explanation for the cause of the delay in submitting and needs to be signed by the department and assistant dean. This requirement is new and was put in place due to the recent audit.

Rachel opened the floor for questions:
Q: At what time in the 7-day timeline do we send information? What should we do if we have some of the last date of academic activity data, but not all of it?
A: We want you to begin the outreach process. If it gets to day 7 and you still do not have all of the information, submit what you have received. If you receive more information after day 7, send the additional information with the required memo, as soon as possible after you have received it. RO will continue with requesting the missing information etc., after you send it to us on day 7.

Q: There are LOA/UW documents on the Advisors’ Toolkit, are they still posted there?
A: Rachel will review what is listed on the Toolkit.

Comment: It is not the advisors responsibility to notify Housing that a student is going on LOA/UW.
A: That is correct, but remember the student will be notified by Housing as soon as it’s posted on SIS that the 48-hour clock has started. Important for the unit representative to explain to the student right at the beginning, and throughout the process what the timeline means.

Q: Will faculty be required to respond to last date of academic activity?
A: When working on the new LOA/UW’s processes, we all need to make it known that faculty needs to return the LDARA. When RO is reaching out to faculty, we will explain it to them. If faculty don’t know the LDARA, that is okay, we will ask them to document it that way. We will work with and use what faculty has verified to us with supporting documentation, to the best of their ability.

Q: Is there an option to send the LOA/UW intent to Registrar’s Office?
A: We ask you to do the steps in the 1-7 day timeframe. We have a staff member that works on this almost fulltime, who follows up once academic units have submitted what they have to us.

Q: Who is responsible to follow up for information to process the LOA/UW?
A: We ask academic units to do the first outreach after the student has informed them of intent and provide as many responses as they can get by day 7. Registrar’s Office will take over once submitted to us.

Q: When we submit the request for LOA form and LDARA, do we also need to include the emails from instructors?
A: Yes, we need the emails from instructors, we need for documentation.

Q: Can we just add the last day of attendance on the second page, or do we need to attach the emails as well?
A: You still need to include those emails with the form. It is not an easy process. We want to support the advising units in every way we can. Currently are looking into additional support to make the process more streamlined, including taking some of the onus off of the advising units.

Q: If the student has 5 classes, and I received responses for 4 of them by day 5, but waiting for the 5th one to be returned to me. Can I send what I have on day 5?
A: If you are waiting for more documentation and it’s not yet day 7, do not send. It is better to wait until day 7, send what you have received by day 7, and provide a memo indicating that you are missing that last piece of documentation.

Comment: It would be ideal if the courses could pull in the form from SIS.
A: The Registrar’s Office is looking into that.

Q: If the student drops courses, you do not need the LDARA?
A: If a student has withdrawn from a class, we need the LDARA. If a student dropped the class after the term has begun, we need to attempt to get LDARA as financial aid is still required to report any days the student attended.

- Rachel shared that the new forms will be posted soon. She will review the LOA/UW documents on the Advisors’ Toolkit. The Registrar’s office will continue to work on refining the LOA/UW process, appreciate your partnerships and assistance. Please feel free to contact Rachel.

Transfer Credit Updates

Rachel Scott, Associate Registrar
Office of the Registrar

Elizabeth Wager, Transfer Credit Specialist
Office of the Registrar

(Please refer to the “Transfer Credit update AC 02.08.22” presentation)

- Liz and Rachel provided a spring semester check-in regarding transfer credit. The Registrar’s Office (RO) is currently receiving approximately 30-40 transfer credit requests each day.

- Regardless of student status, the summary is required to be sent to the Registrar’s Office. We need to include the summary in the packet information that is sent to the student.
  - Liz and Rachel shared there are other factors students are considering as they wait for transfer credit confirmation from RIT (i.e. students could still be considering other colleges, if they are waiting on us for the transfer credit confirmation, they could make a decision to attend another school that has already provided transfer credit information).
There is a query that each college should run at least weekly. There are a couple of indicators on the query and there is a link on the query to the form identifying if notification of transfer credit is still needed. Sometimes new summaries are needed if new credit has come in. Please note that adding/removing students from the query is a manual process by the Register’s Office with room for error. If something doesn’t seem right, please ask us.

The required turnaround time for TXFR forms and transfer summaries will be five business days from the time it shows up on the query.

- The Registrar’s Office plans to send weekly lists to assistant deans in seven days or less, to assist with any outstanding items. If there is a concern about rules or how the credit is being articulated, contact Liz or Rachel as soon as possible. Please hold off on completing the summary, we will work together to resolve it in a timely manner.

Additional transfer credit information:
- RIT accepts as much credit as possible, but may not count as specific classes. Some already have Associate’s or Bachelor degrees already, but some of the credits may not count here as “credit accepted”.
- AP/CLEP/IB test credit tables are updated yearly
- Current students transcripts need to be sent to the Registrar’s Office (accepted via USPO also).
- Prospective students transcripts go to Admissions
- Reminder that a grade of C or higher is needed for transfer credit (COVID semester exception).
- 25% of credit needs to be taken at/through RIT (67% for graduate students)
- Transfer credit training is available!

Liz and Rachel opened the floor for questions:
Q: What about students who are applying to RIT?
A: If we receive transfer credit from applicants, it goes to Admissions.

Q: Are there any updates to RIT’s original changes in curriculum processes?
A: We work closely with college deans and departments on curriculum changes.

Please contact Liz and Rachel with any questions or feedback.

Academic Success Courses

Cha Ron Sattler-LeBlanc, Senior Director
Academic Success Center

Dan Hickey, Assistant Director
Academic Success Center

(Please refer to the “ASC Courses AC 02.08.22” presentation)

Cha Ron shared that Dan Hickey, Assistant Director, will provide an overview of the Academic Success Courses and Suzanne McMillan, Coordinator, Success Courses will assist. Please feel free to contact Cha Ron if you have questions or need more information about the Academic Success Center.

Dan and Suzanne reviewed the ASC success courses:
- Study Strategies Lab (ACSC-63): meets 1 time per week for 14 weeks (14 sessions). Students can enroll in multiple sections per semester.
  - Classes are held in-person with smaller labs so the instructor can move around the class and see how students are doing.
  - Students who exit CRP are enrolled into this course by ASC and it becomes a good learning experience for them. Students who have taken one of the other success courses may enroll in ACSC-63.
  - Maintenance of study, time management, and organization stools and strategies are covered. There are pre-requisites.
o Applied Study Strategies (ACSC-61): meets 2 times per week for 14 weeks (total of 28 sessions).
   - In-person and synchronous online options are offered. Many students benefit from the synchronous option.
   - Application of study, time management, and organization tools and strategies are covered. There are students who know they are going to attend graduate school and the 28 sessions allows time to make a personal connection with the instructor.
   - One coaching meeting is required with the instructor, more can be arranged.

o Essential Study Techniques (ACSC-64) is the newest course to be offered. It meets once per week for 14 weeks (14 sessions), or twice per week for 7 weeks (14 sessions) and It is a reduced version of Applied Study Strategies (ACSC-63) and offers some hands-on instruction but not as much as what is offered in ACSC-61.
   - In-person and synchronous online classes.
   - Introduction to study, time management, and organization tools and strategies are covered.

- Dan shared that the ASC success courses are not only for students on academic probation, they are also for students who are doing well, and for students who need to bring their grades up, etc. Time spent in class provides good discussions, and insights shared from each other during classes.

- Dan and Suzanne took questions:
  Q: Are the tools listed in the ASC Toolkit used in the classes?
  A: Yes, the course information is listed on the ASC website and the ASC Toolkit has the tools used in class. Dan also displayed the success course comparison sheet that explains the course details that is also on the Advisors’ Toolkit.

  Q: Can a student attend the Essential Study Techniques and Study Strategies Lab at the same time?
  A: The ASC instructor would want to talk with the student on what their specific needs are, to make a decision to allow them to do so.

- Please contact Dan or Suzanne with any questions.