



General Topics for Training/Workshops Facilitated by UARC Upon Request

**Please note that OAD provides coordination services and facilitates training from subject matter experts based upon the topic selected for customized training. The list below is not exhaustive but is intended to provide a framework for units and individuals needing customized training/orientation to begin conversation with the staff of the Office for Advising Development.*

Below are two possible frameworks to use in selecting or structuring customized training. One framework is geared more specifically for professional advisors whereas the other is geared for staff and faculty working with undergraduates more generally.

To discuss a customized training option, please contact the Director of the Office for Advising Development – Josephine Volpe at 312-996-3092 or jvolpe@uic.edu.

FRAMEWORK 1 - Baseline Orientation and Training for Advising Undergraduates

Overview of UIC and Where Advising Fits

- History of UIC
- UIC Current Facts
- Advising at UIC
- Mission and role of advising at UIC

University Policies

- FERPA for advisors
- Title IX/Sexual Misconduct Training for advisors
- ANCRA/Mandatory Reporting/Protection of Minors

Undergraduate Degree

- Structure of the Degree/Undergraduate Catalog
- University requirements
- General Education
- Registration Policies & Procedures
- Colleges & Academic Programs
- Intercollege Transfer
- Course Waitlists
- Placement Testing/PEP

Diversity on Campus

- Campus philosophies
- Campus diversity initiatives
- Dialogue Initiative

Learning the Campus related to Students

- Admissions / prospective students / recruitment
- Resources and student support
- Orientation
- Paying for college
- Financial Aid at UIC
- UIC Experience

Campus Programs/UIC Connect

High-impact Practices and Programs

- Summer College
- Early Alerts
- Midterm grades

Opportunities Available for Students

- Internships
- URA
- Honors College
- Study Abroad Office
- Scholarships - OSSP

Dealing with Distressed Students

- Dean of Students
- Student Conduct
- Counseling Center

Advising Skills

- Advising techniques/philosophies of advising
- Social Identity and Diversity – Who am I as an advisor?
- Communication skills
- Collaboration
- Making referrals
- Advisor/advisee expectations

Systems

- DARS
- Banner
- BRM
- TES
- Transferology
- Webtools, Qualtrics, Pear, Box, Google, Lynda.com



FRAMEWORK 2 – Baseline Orientation for Working with Undergraduates
(This framework is geared for faculty and staff working with undergraduates but who may not be full time advisors.)

Who are your Undergraduates

Familiarity with who your students are:
Numbers of students
Entering statistics
Where do they come from, etc.

Structure of the Undergraduate Degree

Components of the Undergraduate Degree
University requirements
General education
Major
Elective components
Policies and Procedures for Undergraduates
Full-time coursework
Mid-term grades
Course withdrawal
Grade re-calculation

Undergraduate Advising Models and Retention Strategies

Developmental advising, holistic advising, intrusive advising, etc.
Advising as Teaching – empowering students with the tools
High Impact Practices
Summer College – bridging students to college from high school
Early Alert participation
Transition/Success-focused activities

Transition to college

Setting the framework for college
Purpose for attending college/Motivation
Academic expectations
Goal-setting
Navigating the university
Learning the scope of university life and differing level of responsibilities
College-level decision making, agency, and accountability
Parental involvement (FERPA)
Self/Time Management
Study skills
Available Campus Resources –
Academic support
Disability resources



- Engagement opportunities
- Engagement on campus
 - UIC Experience
 - Campus Programs/Student Organizations
 - Student employment
 - Internships
- Soft Skills Development
 - Interpersonal communication skills
 - Resilience/Stress management

Student Challenges/Distressed Students

- Dealing with personal issues
 - Health
 - Mental Health
 - Disability
- Financial issues
 - Financing college/Scholarships
 - Food insecurity – UIC has a food bank!
 - Home insecurity/homelessness
- Safety
- Conduct
- Title IX/Sexual misconduct
 - Compliance expectations
 - Supporting faculty and students through navigating challenges, etc.
- Mandatory Reporting
- International Student Challenges

Mentorship/Career Development/Research

- Career advising
- Preparation for graduate school
- Research skills development