ACADEMIC ADVISEMENT COUNCIL
MINUTES

July 23, 2013
2:30 pm
Culp Center, Meeting Room #6

PRESENT: Mary Andrews, Donna Corbitt, Polly Crowder, Joanna Cyrier, Stephanie Davidson, Tim Dills, Rachel Dinsmore, Martha Edde, Lisa Elliott, Charvi Greer, Matt Johnson, Heather Levesque, Frannie Miller, Stacy Onks, R.J. Rowell, Jennifer Rice, Ian Steidle, Deborah Stephens, Joel Tramel, Carla Warner, Jessica Winkle

COLLEGES/DEPARTMENTS REPRESENTED: Adult Comuter and Transfer Services, Athletics, Clinical and Rehabilitative Health Sciences, College of Arts and Sciences, College of Business and Technology, College of Education, College of Nursing, Digital Media and Interior Design, ETSU at Kingsport, International Programs, Medical Professions Advisement, Registrar’s Office, Student Affairs, Technology, University Advisement Center

Following information shared:

- Appointment-Plus: scheduling tool presented by Deborah Stephens from Digital Media. Digital Media is using Appointment-Plus which allows the DIGM students to schedule their own advisement appointments and also receive reminder emails. Also has reporting features. Program is fairly inexpensive depending upon number of students using scheduling options. For more information visit: http://www.appointment-plus.com/

- Discussed final August 8 and 9th orientations. Final lists being emailed today.

- Reminder Bucky’s Food Pantry is continuing to accept donations. Visit their new website at: http://www.etsu.edu/foodpantry/

- Launch “Online Orientation Program” for co-hort students to be announced.
• Arts and Sciences piloted centralized advisement concept for freshman orientations for July orientations and will continue process for August 9th orientation. Decision for future A&S orientations will be determined by December 2013/January 2014 orientation dates.

• Advising Summary – being updated in GoldLink for students and advisors to have a “Will I be Purged Option” where students can view their account status. Hope to have available 8/20 but final testing is still on-going.

Also added Financial Aid Status to Advising Summary where students and advisors can view “Financial Aid Status” such as:
   o Pending documents
   o Does not meet financial aid satisfactory academic progress
   o Etc.

• DegreeWorks – training continues. Advisors should sign up for DegreeWorks training asap. For more information and tutorials visit: http://www.etsu.edu/reg/degreeworks/default.aspx

• Advisor Workshops scheduled for fall 2013: http://www.etsu.edu/advisement/advisors/workshop.aspx

• Watch for Advisor Newsletter in early August
ETSU EXTENDED HOURS

Some ETSU administrative offices will have extended hours for students fall 2013. Please refer students as listed below. There may be other areas with extended hours, have students check with individual offices.

Monday, August 19 thru Friday, August 23
And
Monday, August 26 thru Thursday, August 29
Until 6:00 PM (EST)

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (Undergraduate)</td>
<td>106 Burgin Dossett Hall</td>
<td>94213</td>
</tr>
<tr>
<td>ARC (ACTS and University Advisement Center)</td>
<td>2nd Level of D. P. Culp Center</td>
<td>98650</td>
</tr>
<tr>
<td>Bursar</td>
<td>202 Burgin Dossett Hall</td>
<td>94212</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>105 Burgin Dossett Hall</td>
<td>94300</td>
</tr>
<tr>
<td>Housing</td>
<td>106 Burgin Dossett Hall</td>
<td>94446</td>
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<tr>
<td>ID Services</td>
<td>2nd Level of D.P. Culp Center</td>
<td>98316</td>
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<tr>
<td>Also open 8/24 (Sat.) and 8/25 (Sun.) from 11:00-6:00 p.m.</td>
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<tr>
<td>Registrar</td>
<td>101 or 102 Burgin Dossett Hall</td>
<td>94230 and 95584</td>
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