Office of Undergraduate Student Advisement
http://www.etsu.edu/advisement

WORKSHOPS – SPRING 2012

These 4 workshops are the ETSU training program for undergraduate advisors. Attendance is strongly recommended for all new advisors and/or graduate assistants who will be advising. The essential information that advisors will need to advise undergraduate students is presented in these workshops.

The information covered may also benefit new executive aides, secretaries, graduate assistants, coordinators and others who need to know how to access student information.

SPRING 2012 Workshops

1. Banner Self-Service
   - Monday, February 6, 1:30 – 4:00 pm
   - Focuses on the following:
     - Brief overview of ETSU Portal “GoldLink”
     - Review of Family Education Rights and Privacy Act (FERPA)
     - Review options in Self-Service Banner
     - Review of faculty course information
     - Review of how to access student academic records

2. Banner “Beginning” Internet Native Banner (INB)
   - Wednesday, February 8, 1:30 – 4:00 pm
   - Focuses on the following:
     - Review of Family Education Rights and Privacy Act (FERPA)
     - Identify form names
     - Learn basic navigation
     - Locate student information

3. Advising 101
   - Friday, February 10, 1:30 – 4:00 pm
   - Designed to introduce advisors to the ETSU Advising System. Workshop will cover:
     - Review of Family Education Rights and Privacy Act (FERPA)
     - Roles, Functions and Responsibilities of Students and Advisors
     - Basic advising information
       - General Education, Proficiency Intensives, High School Deficiencies, Learning Support, Substitutions, Graduation Requirements, ETSU Catalog, ETSU Advising Resources
       - How to maintain advisement records
       - Knowing your resources

4. Graduation Process - Presented by Graduation Office
   - To be announced
   - Overview of:
     - General Education Core Requirements
     - Intensive Requirements
     - GPA Requirements
     - Graduation Process
     - And More

RESERVATIONS REQUIRED:
Please contact Suzy Hooven at 98557 or hooven@etsu.edu to reserve a space in these workshops. Sessions may be cancelled if less than 5 people are enrolled. If you are a new advisor and you cannot attend these workshops due to time conflicts, please contact our office. All workshops location is in the Campus Center building room 208.