

## ADVISING COORDINATING COMMITTEE

Thursday, January 15, 2009  
12:00 - 1:00 SCI Tech Library 163

**CONDUCTING:** Stephanie Hamblin

**EXCUSED:** Joyce Allen, Suzanne Anderson, Marilyn Kruse, Mary Lou Reynolds, Eric Worthen, Krystin Deschamps, Ruth Harrison

### MINUTES

#### 1. FERPA

John Mortensen gave a FERPA update. The current Release of Information form is being updated and will be available next month. The current form will be split into two, one for the parents to complete if they can claim their student on their tax forms and one for the student. The parent form will require an email address for verification purposes as well as for information dissemination. An additional form is being created with regard to privacy holds. It has been proposed that a student's A-number be included on the list of releasable information. As always, please use discretion when releasing information. In the event a request is made from someone off campus looking for a list of students, please refer them to the Registrar's Office. Watch for future FERPA re-training opportunities in the future.

#### 2. Banner

You are encouraged to fill out the emergency contact information found under personal information in Banner. This allows the university to contact you in case of a campus wide emergency.

#### 3. General Studies

Effective summer 2009 students that were previously admitted as General Studies students will be admitted as provisional admits under the Undeclared program. These students will enter the university on warning. In the past a \$45 fee was assessed to any student in the GENS program. There is a proposal to eliminate this fee. Stay tune for more information regarding this fee. If the fee remains in place it will be assessed to all students with an academic action status regardless of major. All current General Studies students will be rolled into the undeclared population.

#### 4. Touch Net

New payment system going into place next Wednesday, before summer registration. This service will provide a more readable billing statement and also includes a feature to allow parents to pay their student's tuition and fees without logging in as the student.

#### 5. Clusters

Pending budget cuts a tentative schedule will be sent to advisors for review and changes.

#### 6. SOAR on-line demo

Lisa Hancock and John Reynolds gave a demonstration of the new on-line SOAR with added activities to ensure students are absorbing the information given. Advisors are encouraged to preview the website at [www.usu.edu/soar/online2](http://www.usu.edu/soar/online2). Students participating in Summer SOAR will be the first group to use this new site. Advisors are encouraged to send any feedback to Lisa Hancock.

#### 7. Huntsman School of Business MSHR graduate program

Megen Ralphs provided a handout listing the new requirements for the showing new requirements for the MSHR graduate program. They are looking for students with a diverse undergraduate background. Application deadline is March 15<sup>th</sup>. To learn more about this degree program, the department will be sponsoring an informative luncheon for advisors on January 27<sup>th</sup> at noon. You can email Megen for more information at [Megen.Ralphs@usu.edu](mailto:Megen.Ralphs@usu.edu).

8. **January Brown Bag – Advisor Workshop Series**

The next workshop is January 22<sup>nd</sup> at noon in SCITECH 163. Everyone is invited and please bring a friend! Diane Baum will be the facilitator of this month's brown bag . An email was sent out with the following article attached: "Providing Support to Service Members and Veterans through Advising Services". Contact Stephanie if you need additional copies.

9. **Other**

- Next ACC meeting date error – should be February 12, 2009
- March ACC meeting will be on March 5<sup>th</sup> due to Spring Break
- Spring Break March 9-13
- Megen Ralphs has left University Advising and has accepted a position as Program Administrator for the MSHR Graduate Program in the Huntsman School of Business.
- UAOA Conference May 20-21, 2009, "Advising to the Rescue: Innovative Ideas and Solutions for Student Success." Proposals accepted on-line today through February 13, 2009.