Academic Advising Transition Center
SSC 214
Budget 2009-2010

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Enrollment Management Division
Academic Advising Transition Center
(Structured January 3, 2005-Under Enrollment Management)

Mission
Facilitate the student’s transition from their prior life role to a successful undergraduate at the university as follows: developing realistic expectations of university life, connecting students with university faculty, staff, and peers, and by involving them as members of the campus community. Discover, communicate, and collaborate with other university areas and the community to build supportive programs for all students resulting in retention and graduation.

Personnel
Director, Assistant Director, 1 transfer advisor, 1 administrative assistant.
One work assistant and M.S. Practicum/Internship students.

Fall 2006 – Summer 2007 Students visited AATC 1522
Fall 2007 – Summer 2008 Students visited AATC 1453
(Phone Contacts are not logged.)
AATC-General Duties

- Recruit, specifically transfer students.
- Assist prospective students on future enrollment.
- Knowledgeable of rules and regulations on advising specifically the core curriculum.
- Coordinate advising at orientations and provide faculty update training.
- Advising undeclared freshman, and prospective transfer.
- Directing students to the appropriate academic advising center or other campus resources.
- Provide supplemental advising; therefore, knowledge of cross campus advising.
- Work with university community to promote retention specifically students on probation/suspension.
- Assist student with normal concerns and degree major exploration.
- Assist students on early academic alert.
- Liaison with community colleges and develop transfer guides.
- Advisor to Phi Theta Kappa student organization.
AATC

- Recruiting
  - Assist Admission’s Counselors with high school or community events either on or off campus.
    - Admission’s Process (Freshman and Transfer Credit Policies)
  - Travel to Community Colleges for Special Events.
    - Monthly visits to local community colleges.
    - Local annual transfer day with counselor luncheon. (Del Mar and CBC.)
    - Participate in TACRAO event schedule.
    - Participate in the Alamo Area Articulation Transfer Council.
  - Communicate with Prospective Students
    - E-Mail, Phone Calls, Walk-Ins.
    - Island Days (Special session on “Anxious About Transfer Credit?”)
• Advising First-Year Students:
  
  – **New Student Orientation** (Mandatory for students with under 30 semester hours. Offer 7 dates to choose from in the summer and 1 in January.)
    
    • Transition’s Session for the Parents and Students
      
      – Colleges, Core curriculum, freshman seminar, learning communities, class schedule, GPA, dropping a course, probation/suspension, 3-peats, FERPA, success tips, etc.
    
    • One on One appointment time (30 minutes) between student and faculty/professional advisor to discuss courses and register.
Retention First-Year Students

• Collaborate with TLC
  – College Student Inventory. (Student’s perception of needs such as math, verbal, financial, social, stress, career etc.)

• Utilize, Promote, and Finance Academic Alert and Communication features in BannerTools.

• Collaborate with Counseling Center.
  – Promote workshops and services.
    • Note Taking, Test Taking, Financial Mgt., Time Mgt, Decoding TAMU-CC, Stress Mgt., Career, Public Speaking.
    • Send e-mails to ALL students on probation.
AATC

• Other Activities
  – Participate in the counselor update sessions.
  – Participate on campus committees.
  – Facilitate communication between College Advising Centers.
  – Coding of transfer core curriculum in Banner.
    • Approximately 800 transcripts per year.
  – Assist at graduation.
  – Answer 361TALK2ME or TALK2ME@tamucc.edu
  – Assist with other projects on campus.
Priority for 2009-2010
Transfer Students

- Transition Workshops (optional over 30 semester hours.)
- 2nd Tuesday of each month general transfer sessions.
- Maintain communication through BannerTools.
- Design, Promote, and Implement Transfer Guides
  - Design Transfer Guides for all disciplines for Top Feeder Community Colleges plus a “Titled Transfer Guide” for non-Texas Public Institutions. Early communication with transfer admits.
  - Stay within Local/State Operations & Maintenance current budget. No new request.
- Promote continuation of TAMU-CC faculty collaboration with community college faculty.
Priority for 2009-2010
Undeclared Students (Ranges 300-500 students)

- Communicate regularly promoting workshops, selection of a major, planning for the upcoming semester, and available campus resources.
  - Maintain consistent communication through BannerTools.
  - Keep copies of all Colleges unofficial degree plans except for College of Liberal Arts.
  - Holland Self-Directed Search on-line.
  - Stay within Local/State Operations & Maintenance current budget. No new request.
Priority 2009-2010
Advising at Orientations

• Continue to provide excellent advising services during orientation with information and faculty/staff training in advising, communication, and retention services in order to maintain the high standards established by TAMU-CC.


  • Exception: Faculty help us with advising during summer orientations. Small stipend paid through the Provost Academic Advising Fee account ($15,000). If Provost account becomes unavailable, request monies for faculty stipend.
Summary

• AATC does not have new budget requests for 2009-2010; however, respectfully, ask to maintain current budget in order to provide the best communication and quality programming for the TAMU-CC undergraduate students.

• Exception: Yearly faculty summer advising stipend of $15,000.

• New website: Informative

• AATC will use a performance survey given to students after consulting with department personnel.