

The KU Advising Nest

ISSUE 14, NO. 6

DECEMBER 2014

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INSIDE THIS ISSUE:

Undergraduate Advising Center	2
Bursar's Office	4
Center for Civic & Social Responsibility	5
University Career Center	6
Academic Achievement & Access Center	7
Academic Calendar	8
Other Useful Websites	9

Editor's Note: The KU Advising Nest newsletter is published in August, October, December, January, March and May. You will remain on the subscription list until you decide you would like to be removed. To be removed, please email me at smarino@ku.edu with "remove please" in the subject line. If I receive an Over Quota notice three times in a row, I will remove the email address.

I hope that you find the information provided within the newsletter useful. If you have a question, please feel free to contact my by email at smarino@ku.edu or by phone at 785-864-0178.

Academic Advising at KU

Technology and the UAC

By Randall Brumfield, Director, Undergraduate Advising Center

Technology seems to advance with every passing season, and in the field of higher education keeping up with these changes can be quite a tireless effort. The need to balance an effective approach towards communication and information-sharing with the necessity to maintain personal contact with students is a challenge routinely faced by faculty, staff, and professionals at colleges and universities across the nation. With KU no stranger to the implementation of service offered through new technologies, the Undergraduate Advising Center (UAC) strives to keep pace with the demands of reaching students through dynamic and ever-evolving tools. From partnering with instructors introducing early warning systems for their courses, to utilizing mobile messaging apps to check-in with new freshmen students the UAC continues to explore and integrate various means by which it can sustain meaningful outreach with students. Though we continue to research the most effectual and innovative methods towards keeping in touch with your student, we remain steadfast in our commitment to substitute nothing for face-to-face interactions. Instead, the responsible use of such resources serves to complement the existing ability of academic advising to facilitate a positive experience for the undergraduate. Your partnership is certainly welcomed in this effort, as helping your student take advantage of these tools will only aid in their path towards earning a degree from the University of Kansas.

Marking Milestones

By Jody Johnson, Senior Associate Director

In the academic world, we mark time by semesters. Our calendars are defined by these 16-week units, but as an academic advisor, the specific semester a student is completing spurs particular conversations. For instance, if I'm meeting with a student in her third semester who has a major in mind, I am certain to inquire about her plan for reaching the required 45 junior/senior hours by graduation time. For this same student I would also stress the importance of getting connected with the University Career Center to discuss internships and career development. For a freshman completing his first semester, I always ask about engagement with university resources, activities, and work. For students in their fourth semester without a declared major, the deciding process conversation takes precedence.

Continued..

Undergraduate Advising Center cont.

In the same way that advisors prompt students to achieve milestones, you can use the winter break to talk with your student about progressing through KU. By this time, all students should have met with their advisors and be enrolled for the spring semester. If your student has not done this, it should be the first priority. If this task is completed, then take some time to discuss the milestones below that are appropriate to your student's standing at KU. (Websites for the resources referenced below can be found in the Other Useful KU Websites section of this newsletter.)

FRESHMAN YEAR (0-30 HOURS)

- Learn the components of an academic degree and how requirements differ among the various colleges and schools.
- Meet with your academic advisor to assess where you stand with your major choice.
- Talk to the University Career Center (UCC) about majors and careers.
- Develop strong study habits to successfully make the transition from high school to college-level work.
- Visit the Academic Achievement & Access Center.
- Consider taking UNIV 101, KU's Orientation seminar.
- Talk with your professors and advisor to evaluate how you are adjusting to college.
- Seek appropriate resources to enhance your work.
- Look into student organizations that will help you connect to KU.

SOPHOMORE YEAR (31-60 HOURS)

- Early in the year, work with your advisor to understand the process and time lines for formally declaring a major or applying to a professional school and how your graduation date will be affected by your choice.
- Consider what minor or emphasis you might pursue within a degree, if applicable.
- Explore options for experiential learning and study abroad.
- Check your progress/plan for completing junior/senior hours with your advisor.
- Consider taking UNIV 210 Career and Life Planning if you are still undecided about your major.
- Declare your major by the end of your sophomore year.

JUNIOR YEAR (61-90 HOURS)

- If you have not declared a major or been admitted to a professional school, make this decision your top priority. Continue to meet with University Career Center staff, faculty, and your academic advisor to determine an appropriate choice.
- Review your academic requirements and work with an advisor as needed.
- Establish a course plan for your final four semesters that satisfies degree requirements.
- Plan to round out your educational and career aspirations with internships, special programs, graduate school search, and résumé preparation.

SENIOR YEAR (91+ HOURS)

- File your Application for Degree in the semester before you plan to graduate.
- Make an appointment in your minor department to confirm minor requirements, if applicable.
- Complete or update your résumé and cover letter to prepare for your job search.
- Register for on-campus interviews and attend career fairs.

The guide above is from the 2014 Field Guide for Your First Year produced by the Office of The First-Year Experience.

Undergraduate Advising Center cont.

Communicating with Students

By Brad Whitsell, Assistant Director, UAC

It seems that every day some new and exciting communication tool is created. I remember when someone told me about Facebook, I thought it was a just book full of faces. Our office is continually looking at the way we communicate with students and developing strategies to improve that communication. This year in particular, we have been progressing towards the rollout of some new communication products that will not only be helpful to the students but also to parents, faculty, and prospective students. These new features consist of a text APP service, automatic appointment reminders, Pinterest, and a chat service on our website. We currently have Twitter and Facebook accounts that we use regularly, but studies have shown in order to reach all of our audience we need to communicate in a variety of ways. So look for an article in the January newsletter that will explain more about our new features.

We are also updating our website and creating an overall communication plan for enrollment purposes. We know that the semester can get busy for students so sending out reminders to them during enrollment time is beneficial. We have developed a staggered communication plan to implement throughout each semester. Advisors will send emails to students who have an advising hold or have not yet enrolled in the next semester. The next scheduled message in early December is to students who have not enrolled in the spring semester. We want students to know that we are here to help them in any way possible and that enrolling in classes as soon as they can is critical towards their degree progress. We also include information on how students can schedule an appointment, set up automatic appointment reminders, and how to find out what holds they might have.

If you have not visited our website recently (advising.ku.edu) I would encourage you to take a gander. We have been putting in a lot of work to revamp the website to make it look more pleasing to the eye and more helpful to students and parents. We hope that the changes we are making are helpful and explain who we are, what we do, and how we do it.

Bursar's Office

By Karen Bailey, Assistant Comptroller

Due dates for spring 2015 tuition and fees: For those students that have enrolled for the spring 2015 semester, the tuition bill will be produced January 21 and will be due February 15. Each month students are sent an email notification that bills are ready and may be viewed in Enroll and Pay. If students have set up authorized users and included an email address, those authorized users will receive the same notification. Instructions for students to establish an authorized user may be found on the Bursar's website under Payment Options -<http://bursar.ku.edu/authorized-user>

Authorized users can only review bills and make payments in Enroll and Pay. No other access is granted.

If you are interested in a payment plan for spring, the plan is open. More information can be found at: <http://bursar.ku.edu/payment-plan>

Reminder: Housing charges for the spring semester will be placed on the student account prior to the January billing. If you want those charges to be included in the payment plan, please remember to add them to your budget. Please refer to your Housing contract or contact Housing at 785-864-5490 for the amounts of room and board.

1098-T: The 1098-T fax form will be available in mid-January to students through Enroll and Pay. Receiving this form electronically is much quicker and easier than waiting for the form to be mailed in late January. Instructions can be found at: <http://bursar.ku.edu/1098-t>

Since KU reports the amount billed, the 1098-T for 2014 will not include the tuition and fees for spring 2015 since these charges will not be billed until January 21, 2015. These billed charges will be reflected on the 1098-T for 2015. (Authorized users do not have access to this form so you'll want to talk to your student.)

Center for Civic & Social Responsibility

Certification in Service Learning **By Linda Dixon, Assistant Director**

The Certification in Service Learning is one of six undergraduate experiential certification programs at KU. Completing the certification enhances students' sense of civic identity and reinforces academic learning through engagement with the community. The certification awarded by KU is notated on their official university transcripts and can be used as a credential on their resumes. This certification also fulfills Core Goal 5, one of the six Core Goals required to graduate.

WHAT IS SERVICE LEARNING?

Service learning is a teaching tool that integrates academic coursework with service to the community. Students apply the concepts and theories they are learning in class to a service project or experience. The community receives the benefit of the service and students gain a more enhanced learning experience through meaningful, real-world application.

BENEFITS FOR STUDENTS

There are only three components to complete the certification, some of which have already completed by students. Once students complete a [service learning course](#), they are eligible for the certification. For these students, we encourage them to consider completing the Certification in Service Learning because the certification:

- can be used as an additional credential on their resumes.
- formally recognizes students for their contributions to society.
- can be used to complete Core Goal 5.

Find more information at [Certification in Service Learning](#) or csl@ku.edu.

Follow us on [Facebook](#) and [Twitter](#) for updates, award announcements, and opportunities for service.

University Career Center

University Career Center Upcoming Events

By: Katrina Zaremba, Communications Coordinator

UNIVERSITY CAREER FAIR

The UCC is pleased to present the 2015 University Career Fair that will be held on February 11 from 1 p.m. to 5 p.m. in the Kansas Union. There will be companies and representatives from a wide spectrum of industries that are looking to fill part-time, internship, and full-time job opportunities. Graduate and professional school representatives will also be in attendance at the fair. Students from all majors and academic levels are encouraged to attend. A list of attending employers and additional information can be found at career.ku.edu/ucf2015.

ONE STOP PREP SHOP

The One Stop Prep Shop is an event that will be held on February 9th and the 10th (time TBA) to help students get all their University Career Fair questions answered!

- **What should I wear?** Students can browse through our free Professional Clothing Closet and receive guidelines on what is appropriate to wear to the event.
- **What do I bring?** Students will receive feedback from a career coach on their resume and take away resume samples if they need help getting started.
- **Who should I talk to?** We'll help students learn more about the organizations that will be at the fair and how their interests and skills may fit within the company
- **What do I say?** Students will develop and practice their 'elevator speech' and take away a list of sample questions to ask employers at the event.

PROFESSIONAL CLOTHING CLOSET

The Professional Clothing Closet provides a way for students to access FREE professional and business casual attire appropriate for career fairs, interviews, and the workplace. Through this service we want to help students look their best and make lasting positive impressions! The Professional Clothing Closet is located at the University Career Center office. Students can stop by during our regular office hours to look at the available clothing or stop by the One Stop Prep Shop days before the fair.

CONTACT US

The University Career Center provides comprehensive career services to KU students. We are open from 8 a.m. to 5 p.m. Monday through Friday and are located in 110 Burge Union. Students may schedule individual appointments with UCC career coaches by calling 785-864-3624 or by requesting an appointment online.



Academic Achievement and Access Center

AAAC's Social Media Presence

By Deborah Kaye Meyer, Education Program Manager

Many students with disabilities do not come forward to request accommodations when attending college due to negative societal stereotypes and previous experience with bullying. The AAAC would like to ensure that all students who are disabled and have a need for accommodations know how to receive support. Social media may assist them in reaching the AAAC.

The Academic Achievement and Access Center (AAAC) has had a representation on social media for some time, but with the recent hire of our new marketing student, Stephanie Bickel, we have boosted our presence. From somewhat lackluster, to significantly active, the AAAC has added YouTube and Vine to our online presence, along with our Facebook and Twitter accounts. The effort is being made to increase our outreach to students, and to reach them where they "live." Stephanie will also help us rebrand our office, in an effort to be more welcoming and approachable to students.

Please join our networks and share the word with students that we are here and available to support students with all types of disabilities.

Facebook: www.facebook.com/3ACKU

Twitter: www.twitter.com/3ACKU

YouTube: <http://www.youtube.com/user/myAAAC>

Instagram: www.instagram.com/theaaac

Vine: KU AAAC

Academic Calendar

Fall Semester

Thursday, December 11, 2014	Last day of classes
Friday, December 12, 2014	Stop Day
Monday, December 15, 2014	First day of Finals
Friday, December 19, 2014	Last day of Finals
Friday, December 19, 2014	Graduate Application for Graduation deadline
Monday, December 31, 2014	Grade submission deadline -- 11:59 p.m. (excludes Law)
Thursday, January 1, 2015	Collection of non-posted grades begins for all careers
Thursday, January 8, 2015	Grade roster entry access shut off (excludes Law)
Friday, January 9, 2015	Law grade submission deadline -- 11:59 p.m.
Friday, January 9, 2015	Law grade roster entry access shut off
Friday, January 16, 2015	Course Completion Deadline
Friday, January 16, 2015	Official Degree list due
Monday, January 26, 2015	Degrees post to transcripts
Monday, February 9, 2015	Diplomas available

Spring Semester

Wednesday, January 14, 2015	Undergraduate Orientation and Enrollment
Thursday, January 15, 2015	Enrollment for new non-degree seeking students (UGDL career), community members and special student populations
Thursday, January 15, 2015	Open enrollment for students who have not attended orientation.
Monday, January 19, 2015	Martin Luther King Holiday
Monday, January 19, 2015	Continuing Student Enrollment ends (11:59 p.m.) -- all careers
Monday, January 19, 2015	New Student Enrollment ends (11:59 p.m.) -- all careers
Monday, January 19, 2015	Last day 100% refund *
Tuesday, January 20, 2015	First day of classes
Tuesday, January 20, 2015	First day of Late Enrollment *
Tuesday, January 20, 2015	\$150 late enrollment fee begins *
Tuesday, January 20, 2015	First day 90% refund *
Monday, January 26, 2015	Last day to add/change sections without written permission *
Monday, January 26, 2015	Last day to add and change sections on-line
Monday, January 26, 2015	Last day to enroll online *
Monday, January 26, 2015	Last day 90% refund *
Tuesday, January 27, 2015	Add/change of section with written permission begins (off-line) *
Tuesday, January 27, 2015	Petition late enrollment begins (off-line) form available at student's school *
Tuesday, January 27, 2015	First day 50% refund *
Monday, February 09, 2015	Last day to withdraw/drop without a "W" *
Monday, February 09, 2015	First Period Drop ends *
Monday, February 09, 2015	Last day to request a Petition to Late Enroll form (non TBA, full semester classes)
Tuesday, February 10, 2015	Second Period Drop begins *
Monday, February 16, 2015	Census Day - 20th Day of classes
Monday, February 16, 2015	Last day to add or swap a class *
Monday, February 16, 2015	Last day petition late enrollment (non TBA, full semester classes)
Monday, February 16, 2015	Last day 50% refund *
Tuesday, February 17, 2015	Start Credit/No Credit *
Tuesday, February 17, 2015	0% refund begins *
Thursday, February 19, 2015	Tuition Adjustment & Residency Application deadlines
Monday, March 02, 2015	Deadline Credit/No Credit *
Monday, March 02, 2015	Law Application for Graduation deadline
Monday, March 02, 2015	Last day to submit Application for Graduation and assure inclusion in the Commencement Program and July diploma delivery
Monday, March 02, 2015	Undergraduate Application for Graduation deadline
Monday, March 16, 2015	First day of Spring Break
Sunday, March 22, 2015	Last Day of Spring Break

KU News - Headlines:

Researchers developing algorithms to detect fake reviews

<http://news.ku.edu/research-team-developing-algorithms-detect-fake-reviews-improve-online-experience-consumers>

Relationships benefit when parents, adult children connect through multiple channels

<https://news.ku.edu/relationships-benefit-when-parents-connect-adult-children-through-multiple-communication-channels-0>

KU part of \$12.5M grant to prepare young adults with disabilities for careers

<https://news.ku.edu/ku-part-125m-grant-prepare-young-adults-disabilities-careers-post-secondary-education>

More News

Looking for more news from KU? [Sign up](#) for Inside KU, a daily newsletter from the KU News Service.

Other Useful KU Websites:

Academic Achievement and Access Center: <http://www.achievement.ku.edu>

Admissions: <http://www.admissions.ku.edu/>

Billing Information (Bursar): <http://www.bursar.ku.edu/>

College of Liberal Arts & Sciences Undergraduate Services: www.collegesas.ku.edu

Counseling and Psychological Services: <http://www.caps.ku.edu>

Enrollment questions: www.registrar.ku.edu/

Financial Aid & Scholarships: <http://www.financialaid.ku.edu>

First-Year Experience: <http://firstyear.ku.edu/orientation>

KU Continuing Education: <http://kuce.ku.edu/>

KU Online Courses: www.online.ku.edu

KU Parent/Family Assistance: <http://www.vpss.ku.edu/pal.shtml>

KU Writing Center: <http://www.writing.ku.edu>

Multicultural Affairs: <http://www.oma.ku.edu/>

Parking Department: <http://www.parking.ku.edu>

Sexual Harassment: <http://www.sexualharassment.ku.edu>

Student Affairs: <http://studentaffairs.ku.edu/>

Student Involvement and Leadership Center: <http://www.silc.ku.edu>

Student Housing: www.housing.ku.edu/

Supportive Educational Services: <http://www.apex.ku.edu/>

Timetable of Classes online: <http://www.classes.ku.edu>

Undergraduate Advising Center: www.advising.ku.edu

University Career Center: www.kucareerhawk.com

Watkins Health Services: <http://studenthealth.ku.edu/>

(For specific School phone numbers, call KU Directory at [785-864-2700](tel:785-864-2700).)

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