

The KU Advising Nest

ISSUE 13, NO. 6

DECEMBER 2013

SUBSCRIBERS -
16,301

KU LAWRENCE CAMPUS ALERTS

- To see Lawrence Campus alerts go to <http://alert.ku.edu>

INSIDE THIS ISSUE:

Undergraduate Advising Center	2
The Bursar's Office	3
KU Writing Center	3
University Career Center	5
Academic Calendar	6
KU Headlines	7
Other Useful Websites	7

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 and ask me to delete your email address. 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 email me at smarino@ku.edu or by phone at 785-864-0178.

Academic Advising at KU

Parents,

The Undergraduate Advising Center is currently searching for Student Peer Advisors for the 2014-2015 year. You may remember meeting or seeing a Peer Advisor in action at Orientation. The deadline for application is Friday, December 13th. The position is posted on the KU employment page employment.ku.edu/jobs/4239. Likewise you may have your student view the information on our website at <https://advising.ku.edu/become-peer-advisor>. All Students assigned to the UAC received an email telling them about this opportunity.

If you think your student may be interested send this information along, but remember the deadline is next Friday, December 13th.

Department Name: Undergraduate Advising
Job Title: Student Peer Advisor
Job Id: 4239

ROLE OF THE PEER ADVISOR: Peer Advisors serve as members of the Undergraduate Advising Center (UAC) staff and assist new students with their academic transition to KU. Work responsibilities include assisting at Orientation Sessions from June 9-July 18 and 2-3 additional days in August, and additional weekly hours in the UAC during the academic year. Therefore, it may be possible to take summer session courses that are online. Academic year responsibilities will be scheduled around Peer Advisors' academic schedules. Peer Advisors work approximately 20 hours per week during orientations and approximately 8+ hours per week during the academic year. Undergraduate and graduate students are encouraged to apply.

DUTIES AND EXPECTATIONS: Peer Advisors participate in the academic advising component of all summer orientation sessions for freshman, transfer and readmitted students; assist faculty, staff, students, parents and guests with the advising and enrollment processes; act as a resource for incoming students; assist with preparation of materials for advising and related office duties; and perform other duties as deemed necessary to the success of summer orientation. During the academic year, Peer Advisors assist undergraduate students with current semester issues and provide program support and outreach for the Undergraduate Advising Center. Peer Advisors will serve as drop-by advisors in the UAC and work closely with UAC professional staff. In addition, Peer Advisors will staff the reception areas of the UAC and provide additional student assistant support which includes taking phone calls, appointment check-in, and data entry. Peer Advisors will work with students as they experience a variety of transitions including acclimation to academic life at KU, major selec-

Undergraduate Advising Center

CHARACTERISTICS: Peer Advisors should possess and demonstrate the following:

- Strong knowledge of own academic area and ability to learn and understand academic requirements
- Understanding and support of the goals and philosophies of the UAC
- Ability to encourage academic success and to motivate self and others
- Strong interpersonal communication skills
- Ability to establish rapport with peers, students, parents, faculty and staff
- Ability to serve as a role model demonstrating good judgment and ethical behavior
- Ability to set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and for personal and University property
- Ability to work in a team and to be flexible
- Ability to multi-task while providing exceptional service

A sense of humor

REQUIRED QUALIFICATIONS:

- **Undergraduates** must have a 2.5 or higher cumulative GPA.
- **Graduate students** must have a 3.0 or higher cumulative GPA.
- Currently enrolled in at least 6 credit hours at KU
- Complete - by the end of the spring 2014 semester - a minimum of 24 credits at KU.

Available to work during scheduled orientation sessions and during the 2014-2015 academic year

SALARY: \$8.50 per hour minimum

TIME COMMITMENT: One Saturday in April – date TBA (9:30 a.m. – 2:30 p.m.) for mandatory training session; full time May 19 - June 7 not including weekends (8 a.m. – 5 p.m.) for mandatory training sessions; part-time (20-30 hours per week) June 9 through July 18 for orientation; selected times August 18-24 for Fall Orientation and Open Enrollment; selected times during 2014-2015 academic year for 2015 Spring Orientation and Open Enrollment, 2014 Transfer Orientation and Enrollment.

APPLICATION PROCESS: To be considered for this position, candidates must (1) submit application online at <http://employment.ku.edu> (BY CLICKING APPLY NOW BELOW) by 12 p.m., Friday, December 13, 2013, AND (2) submit a supplemental application to the Undergraduate Advising Center, 126 Strong Hall by 12 p.m. Friday, December 13, 2013. The supplemental application will ask candidates to submit (a) an activities summary; (b) three essay responses; (c) an academic release form. Supplemental applications are available online at advising.ku.edu and click on the Peer Advisor Selection tab.

CONTACT: If an applicant has additional questions, please contact:

Brad Whitsell-Academic Advisor

Undergraduate Advising Center 126 Strong Hall

785-864-2834

bradw@ku.edu

From the Bursar's Office

Due dates for spring 2014 tuition and fees: For those students that have enrolled for the spring 2014 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://www.bursar.ku.edu/paying_for_ku/authorized_user.aspx Authorized users can only review bills and make payments in Enroll and Pay. No other access is granted.

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://www.bursar.ku.edu/tax_reporting/1098t.aspx (Authorized users do not have access to this form so you'll want to talk with your student.)

Since KU reports the amount billed, the 1098-T for 2013 will not include the tuition and fees for spring 2014 since these charges will not be billed until January 21, 2014. These billed charges will be reflected on the 1098-T for 2014.

KU Writing Center

Just a note:

Encourage your students to make their end-of-semester appointments early!

We're open for face-to-face, e-mail online, and videoconference sessions from now until 8:00 p.m. on Thursday, December 12. E-mail consultations will continue through Friday, December 20.

THE UNIVERSITY
Career Fair
BE THERE!

wednesday
FEB 12
2-6PM KANSAS UNION
BALLROOM



*My dream
job will
be a
reality*

University Career Center

The University Career Fair By Katrina Zaremba, Outreach Coordinator

UNIVERSITY CAREER FAIR

The UCC is pleased to present the 2014 University Career Fair that will be held on February 12, 2014 from 2 p.m. to 6 p.m. in the Kansas Union Ballroom. 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 can be found at career.ku.edu.

CAREER FAIR WORKSHOPS

The University Career Center offers these preparatory workshops leading up to the career fair so students feel confident for the event:

January 28th, 4:00-5:00 p.m., UCC Workshop Room, 149 Burge - Make your resume stand out at the University Career Fair

January 30th, 4:00-5:00 p.m., UCC Workshop Room, 149 Burge - Making the most of the University Career Fair

February 5th, 4:00-5:00 p.m., UCC Workshop Room, 149 Burge - Making the most of the University Career Fair

February 6th, 4:00-5:00 p.m., UCC Workshop Room, 149 Burge - Got the interview, Now what?

February 7th, 11:00 a.m. - 4:00 p.m., UCC Office, 110 Burge - Resume Review Day

If these sessions don't work with students' schedules, they are always encouraged to set up an appointment with one of the career coaches by calling the UCC front desk at 785-864-3624.

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.

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. Follow us on [Facebook](#), [Twitter](#) and [Pinterest](#) for news, event updates, career advice and much more!

Academic Calendar

Fall 2013

Thursday, December 12, 2013	Last day of classes
Friday, December 13, 2013	Stop Day
Monday, December 16, 2013	First day of Finals
Friday, December 20, 2013	Last day of Finals
Friday, December 20, 2013	Graduate Application for Graduation deadline
Monday, December 30, 2013	Grade submission deadline -- 11:59 p.m. (excludes Law)
Tuesday, December 31, 2013	Collection of non-posted grades begins for all careers

Spring 2014

Wednesday, January 15, 2014	Undergraduate Orientation and Enrollment
Monday, January 20, 2014	Martin Luther King Holiday
Tuesday, January 21, 2014	Monday, January 20, 2014 Last day 100% refund *
Tuesday, January 21, 2014	First day of classes
Tuesday, January 21, 2014	\$150 fee begins *
Tuesday, January 21, 2014	First day of *
Tuesday, January 21, 2014	First day 90% refund *
Monday, January 27, 2014	Last day to add/change sections without written permission *
Monday, January 27, 2014	Last day to add and change sections on-line
Monday, January 27, 2014	Last day to enroll online *
Monday, January 27, 2014	Last day 90% refund *
Tuesday, January 28, 2014	Add/change of section with written permission begins (off-line) *
Tuesday, January 28, 2014	Petition begins (off-line) form available at student's school *
Tuesday, January 28, 2014	First day 50% refund *
Monday, February 10, 2014	Last day to withdraw/drop without a "W" *
Monday, February 10, 2014	First Period Drop ends *
Monday, February 10, 2014	Last day to request a Petition to Late Enroll form (non TBA, full semester classes)
Tuesday, February 11, 2014	Second Period Drop begins *
Monday, February 17, 2014	Census Day - 20th Day of classes
Monday, February 17, 2014	Last day to add or swap a class *
Monday, February 17, 2014	Last day petition (non TBA, full semester classes)
Monday, February 17, 2014	Last day 50% refund *
Tuesday, February 18, 2014	Start Credit/No Credit *
Thursday, February 20, 2014	Tuesday, February 18, 2014 0% refund begins *
Monday, March 3, 2014	Tuition Adjustment & Residency Application deadlines
Monday, March 3, 2014	Deadline Credit/No Credit *
Monday, March 3, 2014	Last day to submit Application for and assure inclusion in the Commencement Program and July diploma delivery
Monday, March 3, 2014	Undergraduate Application for deadline
Monday, March 3, 2014	Law Application for deadline
Monday, March 17, 2014	First day of Spring Break
Sunday, March 23, 2014	Last Day of Spring Break

KU News - Headlines:

Researchers in the KU Schools of Medicine and Health Professions collaborate to better understand diabetes and its complications

<http://www.kumc.edu/news-listing-page/diabetic-neuropathy-collaboration.html>

Seasonal affective disorder is more than the winter blues

<http://www.kumc.edu/news-listing-page/seasonal-affective-disorder-is-more-than-the-winter-blues.html>

More News

<http://www.news.ku.edu/>

The Office of University Relations offers free reports about news and events on campus sent to your email address. To subscribe, send an email to listproc@listproc.cc.ku.edu with "subscribe KUNews1-L" in the body of the e-mail. You may also visit

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: www.orientation.ku.edu

KU Continuing Education: www.continuinged.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/>

Testing Prep Link: www.Continuinged.ku.edu/programs/testprep/index2.php

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

Undergraduate Advising Center: www.advising.ku.edu

University Career Center: www.kucareerhawk.com

Watkins Health Center: www.ku.edu/~shs

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