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| LEVEL ONE: Nuts and Bolts. These are the basics needed to perform advising functions and activities. Level One certification addresses technical knowledge and skills and provides a consistent foundation for all academic advisors. Proficiency can be attained through training workshops, online certification (eg, FERPA), self-assessment, or peer assessment. |
| **Tools** | **Legal** | **Interpersonal Skills** | **Philosophy and Theoretical Foundations** | **Policies** | **Resources** |
| Ability to read and interpret degree auditsAbility to manage ISIS* Drop/add classes
* Advisor comments
* Add/remove holds
* Change major (how to)

Familiarity with majors in advisor’s specific collegeAbility to calculate GPA and deficit pointsNERDC | FERPA | Communication Confidence (HR)Listening Skills (HR)Diversity at Work (HR) | NACADA Core Values | Crisis communication protocolSummer requirementExcess hoursCritical tracking RequirementsCritical dates and deadlinesChanging majors (when)Schedule adjustment (with/without fee liability)Probation * Tracking
* Academic

Articulation and transfer requirements | Knowledge of campus resources* CWC
* CRC
* Libraries
* DSO
* Study Abroad
* Undergraduate Research
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| LEVEL TWO: Professional Development. Advisors will pursue professional development opportunities that expand their skills and knowledge base, while developing areas of expertise relevant to their assignments, interests, and student populations. Training will be offered through workshops that are either already available at UF, or will be developed in collaboration with UAC Professional Development and other college and campus resources. The UAC Annual Advisor Conference offers a good format for presentation of Level Two training. UF Human Resources will provide access to the registration/tracking system used for their training sessions, allowing collection of information for advisor portfolios, tracking, and assessment.  |
| **Tools** | **Legal** | **Interpersonal Skills** | **Philosophy and Theoretical Foundations** | **Policies** | **Resources** |
| Grade-A-Gator workshop (HR)Familiarity with majors across campusUT sign-offAdjust degree audits | Immigration 101 (HR)Guide to Graduate Education (HR)Advising student organizations | Coaching for Success (HR)Working with troubled students (CWC)Kognito training: Stressed Students: How you can help (online through CWC)Emotional Intelligence (HR)Thinking Strategically: Using Purpose, Vision and Goals to Get Results (HR)Gator Allies training (HR) | Participation in professional development activities targeting foundations of academic advising: NACADA Webinars and ConferencesUAC annual advising conference | Academic progress petitionsUniversity petitionsMedicalCollege/dept petitions (as they pertain to specific advisors) | Career Resource Center workshopsKnowledge and understanding of on-campus programs such as AIM, STEPUP, EFTP, TSTP, Preview |





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| LEVEL THREE: Contributing to the profession. Advisors are making contribution to the profession through presentations, research, training and mentoring, and leadership |
| Advisors are involved in the development of tools to promote student success.Advisors actively collaborate and share ideas. |  | Advisors provide training and information to other members of the advising community. | Advisors are well-versed in advising theory and practice.Advisors have an advising philosophy. |  |  |



