

## Edison State College Announcement

### ***Associate Degree Open Advising Meeting- Lee Campus, Charlotte Campus, Collier Campus, Hendry Glades Center and Online***

There will be several group advising meetings for students in the following AS degree and certificate programs:

- Accounting Technology (AS)
- Business Administration and Management (AS)
- Computer Programming and Analysis (AS)
- Drafting and Design Technology (AS)
- Internet Services Technology (AS)
- Networking Services Technology (AS)
- Accounting Applications Certificate
- Computer Programming Certificate
- Network Specialist Certificate
- Small Business Management Certificate

You will have an opportunity to speak with advisors regarding updated program plans of study, and to ask specific questions about your coursework. You can always make an individual appointment with an advisor, too. Please contact [advising@edison.edu](mailto:advising@edison.edu), to set up an appointment.

#### **LEE CAMPUS**

Wednesday, January 4, 2012 at 2:00 PM (S-117)  
Wednesday, January 4, 2012 at 5:30 PM (S-117)  
Thursday, January 5, 2012 at 11:00 AM (S-117)  
Thursday, January 5, 2012 at 5:30 PM (S-117)  
Friday, January 6, 2012 at 2:00 PM (S-117)  
Saturday January 7, 2012 at 10:00 AM (S-117)

#### **CHARLOTTE CAMPUS**

January 6, 2012, at 1 PM (Student Services)

#### **COLLIER CAMPUS**

January 6, 2012, at 2 PM (Student Services)

#### **HENDRY GLADES CENTER**

January 20, 2012, at 2 PM (Student Services)

#### **EDISON ONLINE**

Wednesday, January 4, 2012 at 5:30 PM (Online – Directions below)  
Saturday, January 7, 2012 at 10:00 AM (Online – directions below)

#### **ONLINE ADVISING INSTRUCTIONS**

The first step is to make sure your computer has necessary software plugins to participate in the online training. Here is the link for the Plug-in self-check:

<http://edisonlive.wimba.com/wizard/wizard.html.pl?wizardconf=wizard.conf>

Please make sure you run the above self-check link. Running this wizard will check your computer for the latest plugins necessary to participate in the online advising session.

After you have run the plug-in test, on the day of the session (Dec 14, 2011), click on the guest link below. This link will take you to the online session.

<http://edisonlive.wimba.com/launcher.cgi?room= edison s 12064718001 413608&X-Wimba-ContextType=SECTION&X-Wimba-InstitutionLCID=5122001&X-Wimba-IntegrationType=classroom&X-Wimba-RoomId= edison s 12064718001 413608&X-Wimba-LCID=12064718001&X-Wimba-Account= edison &X-Wimba-PlatformType=bbvista&X-Wimba-IntegrationVersion=4.0.0-1>

Please make sure you have a microphone if you want to ask questions. If you don't have a microphone for your computer, you can still ask questions during the session using built-in chat feature. Additionally, you can dial-in using your telephone by calling (201) 549-7623 and entering the following PIN code: 07306231.

Feel free to email Trivi Nallamshetty at [tnallamshetty@edison.edu](mailto:tnallamshetty@edison.edu) if you have questions or need assistance with this link.

**AGENDA**  
**Lee Advisors Meeting**  
**January 26, 2012**

**Registration Report / Wrap-Up**

*Thanks to everyone for lots of hard work!*

**October 25, 2011 – January 13, 2012**

**7715 student contacts**

**887 QAAC Center**

**What Worked / What Needs Improvement**

**Give to Jeanette Monday**

**SACS Information**

**Committees working on Responses (asking for information)**

**BSC 1005**

**Keep list as you run degree audits**

**Graduation Verifications**

**Put in bin by Jeanette's mailbox instead of in file room**

**Advising Syllabus**

**Contract with Advisor / Student**

**Electronic Education Plans**

**Changes to Programs from Curriculum Committee**

**Financial Aid Reminders**

**Diana Burns**

### **Name of Meeting - Meeting Minutes**

**Date:** January 27, 2012

**Time:** 3:00 p.m.

**Location:** Lee Campus Bldg. S-Rm. 250

**Participants:** *Lee Campus* - Loretta Fritsche, Advising Specialist – Susan Potts, Advising Specialist – Larry Fox, Advising Specialist – Sandi Towers, Advising Specialist – Eve Frost, Advising Specialist – Mary Sue Chupak, Advising Specialist – Ann Wilson, Advising Specialist – Evelyn Gierbolini, Advising Specialist – Beta Trail, Advising Specialist – Shannon Parfitt, Advising Specialist - Jeanette Downey Fritz, Director of Academic Advising – Evelyn Roman, Staff Assistant – Cindy Lewis, Associate Dean, Enrollment Management – Pat Newell, Dean, Student Services

<b>Topic</b>	<b>Discussion</b>	<b>Action Item (s)</b>	<b>Person Responsible</b>
Curriculum meeting	Jeanette gave discussion on some of the major changes that were approved by the committee. We will be updated when the final signature is made.		
Registration Wrap-up	Thank you to everyone!! We had a total of 7,715 student contact and 887 students visited the QAAC Center for registration help.	Form was handed out to the advisors asking for suggestions on what worked well and what needs improvements. Please give form to Jeanette on Monday.	

<b>Case load Advisors</b>	<p>The advisors that are attending orientation with new students are reviewing student's registration to see if they enrolled in correct courses.</p> <p>They will follow up with their students either via email, telephone, or in person to make an appointment before next semester registration.</p>		
<b>SACS Information</b>	<p>Each Advisor was asked to document and identify particular degrees that we are having issues with.</p> <p>Should you get called or approached by any of the SACS representatives for documentation, please advise Jeanette.</p>		
<b>BSC 1005</b>	<p>There is a question if may be used to satisfy their Natural Science.</p> <p>A sheet was handed out to fill in each time you have a student with this course and give to Jeanette once a week for review.</p>		
<b>SOAP</b>	<p>In the process of reconsidering the students that are being reinstated for "B" term.</p>		<b>Susan Potts</b>

<b>Commencement</b>	<p>Lee Campus commencement will be held May 4<sup>th</sup> at the Germaine Arena. The schedule of time will be released as soon as it is finalized. Each Campus will be having individual commencements.</p> <p>New Graduation Applications have been revised, with the proper CRN numbers.</p>		Evelyn has made copies and put on the filing cabinet.
<b>Advising Syllabus</b>	<p>A Syllabus was dispersed to the Advisors to show. This is just a DRAFT and is not ready to be distributed. Read it look at it, for your knowledge. This will be a uniform syllabus, currently being worked on. The main goal is to have all campuses using it to make it more uniform. Once it is approved and being used we will; Track what students get the syllabus. Maybe even an "Advising portfolio" that students bring with them to each session.</p>		Any ideas, please share with Jeanette.
<b>Diana Burns, Financial Aid</b>	<p>Reminders:</p> <ul style="list-style-type: none"> <li>• If you have any students that are working on their AA or AS and have more than 90 credits, please have them go to Financial Aid to see if they would have any available funds.</li> </ul>		

	<ul style="list-style-type: none"> <li>• If they want to register for a "B" term class, please have them go to Financial Aid.</li> <li>• Financial Aid is hosting FASFA workshops to help students fill out their applications. Please have the student visit the financial aid page for dates and times.</li> <li>•</li> </ul>		
EStudio courses	Pat Newell will work on finding out the entry term and how it may affect financial aid.		
Electronic Educational Plans	Loretta has been working really hard on developing an electronic version of each program education plan so that everyone can see/use.		

**AGENDA**  
**Lee Advisors Meeting**  
**February 20, 2012**

**Report from “Go Higher, Get Accepted”**

**Report from consultant interviews**

**Report from CAPP audit work**

**Natural Science requirement**

**Education Plans**

**Do not mark until Transfer evaluation is done.**

**Registration for Summer**

**Begins March 21**

**Do not give Overrides for course if in the pre-requisite Spring**

**Substitutions COP**

**FYI – Ability to Benefit**



### **Name of Meeting - Meeting Minutes**

**Date:** February 20, 2012

**Time:** 3:00 p.m.

**Location:** Lee Campus Bldg. S-Rm. 250

**Participants:** *Lee Campus* - Loretta Fritsche, Advising Specialist – Susan Potts, Advising Specialist – Larry Fox, Advising Specialist – Sandi Towers, Advising Specialist – Eve Frost, Advising Specialist – Mary Sue Chupak, Advising Specialist – Ann Wilson, Advising Specialist – Beta Trail, Advising Specialist – Shannon Parfitt, Advising Specialist – Jeanette Downey Fritz, Director of Academic Advising – Evelyn Roman, Staff Assistant

<b>Topic</b>	<b>Discussion</b>	<b>Action Item (s)</b>	<b>Person Responsible</b>
"Go Higher, Get Accepted"	Everything worked out really well. Registration received a total of 148 student applications, and 98 project HOPE applications.		Shannon & Dawn were at the Advising table. Shannon presented a power point about advising.
Consultant Interviews	-Last week there was an outside consultant, reviewing Student Services and seeing what everyone's job duty is. -He asked questions, about many different things.		Jeanette was interviewed
Report from CAPP audit work	-The group is still meeting and making corrections to align CAPP with catalog for each year. -We are going back to the year 2008 in making these corrections.		Jeanette

	<p>-We have gone through and made the necessary changes for the natural sciences.</p> <p><b>EX:</b> If student has 3 credit of lectures and 3 credits of lab for this semester, those students will be honored. But there will be a final decision made before semester "B" starts.</p>		
Education Plans	<p>Please, when meeting with a student that is transferring credits but their transcripts are not evaluated; do not give them an Ed plan with a "T" as you will not know if it will be transferring in or not. To be on the safe side, have the student choose courses they feel they have not taken.</p>	<p>Ask for student to come back <u>after</u> transfers are posted.</p>	All Advisors
Overrides	<p>If student is taking a course in the Spring, that's a pre-requisite to another, do not give an override for the Summer.</p> <p>If it does not allow, give it to Jeanette or send them to registration and they will take care of it.</p> <p>Registration for Summer starts March 21<sup>st</sup>. Waiting for Dr. Koupelis to let us know what the rule will be for those transferring students versus our students</p>		

	as well as if they take a course in "A" term and want the override for "B" term.		
Substitutions COP	<p>The <i>DRAFT</i> of the new forms was handed out for everyone to view.</p> <p><b>Remember:</b></p> <ul style="list-style-type: none"> <li>-Only courses that are transferred in may be requested as a substitution.</li> <li>-Student must initiate the substitution, and have proper documentation to back it up.</li> <li>-Never say that it will be approved, a committee makes that decision.</li> </ul>		
Certificate of Completion	<p>In the past, students with a certificate of completion from high school were allowed to take 6 credit hours (non-prep) that they paid out of pocket, and if they passed they were able to apply for financial aid. This was called Ability to Benefit.</p> <p>That is currently being changed and they are working on guidelines.</p> <p>It will be to the students benefit to receive their GED.</p>		

## Edison State College Announcement

### ***Associate Degree Open Advising Meeting- Lee Campus, Charlotte Campus, Collier Campus, Hendry Glades Center and Online***

There will be several group advising meetings for students in the following AS degree and certificate programs:

- Accounting Technology (AS)
- Business Administration and Management (AS)
- Computer Programming and Analysis (AS)
- Drafting and Design Technology (AS)
- Internet Services Technology (AS)
- Networking Services Technology (AS)
- Accounting Applications Certificate
- Computer Programming Certificate
- Network Specialist Certificate
- Small Business Management Certificate

You will have an opportunity to speak with advisors regarding updated program plans of study, and to ask specific questions about your coursework. You can always make an individual appointment with an advisor, too. Please contact [advising@edison.edu](mailto:advising@edison.edu), to set up an appointment.

#### **LEE CAMPUS**

- Wednesday, January 4, 2012 at 2:00 PM (S-117)
- Wednesday, January 4, 2012 at 5:30 PM (S-117)
- Thursday, January 5, 2012 at 11:00 AM (S-117)
- Thursday, January 5, 2012 at 5:30 PM (S-117)
- Friday, January 6, 2012 at 2:00 PM (S-117)
- Saturday January 7, 2012 at 10:00 AM (S-117)

#### **CHARLOTTE CAMPUS**

January 6, 2012, at 1 PM (Student Services)

#### **COLLIER CAMPUS**

January 6, 2012, at 2 PM (Student Services)

#### **HENDRY GLADES CENTER**

January 20, 2012, at 2 PM (Student Services)

#### **EDISON ONLINE**

- Wednesday, January 4, 2012 at 5:30 PM (Online – Directions below)
- Saturday, January 7, 2012 at 10:00 AM (Online – directions below)

#### **ONLINE ADVISING INSTRUCTIONS**

The first step is to make sure your computer has necessary software plugins to participate in the online training. Here is the link for the Plug-in self-check:

<http://edisonlive.wimba.com/wizard/wizard.html.pl?wizardconf=wizard.conf>

Please make sure you run the above self-check link. Running this wizard will check your computer for the latest plugins necessary to participate in the online advising session.

After you have run the plug-in test, on the day of the session (Dec 14, 2011), click on the guest link below. This link will take you to the online session.

[http://edisonlive.wimba.com/launcher.cgi?room=edison\\_s\\_12064718001\\_413608&X-Wimba-ContextType=SECTION&X-Wimba-InstitutionLCID=5122001&X-Wimba-IntegrationType=classroom&X-Wimba-RoomId=edison\\_s\\_12064718001\\_413608&X-Wimba-LCID=12064718001&X-Wimba-Account=edison\\_&X-Wimba-PlatformType=bbvista&X-Wimba-IntegrationVersion=4.0.0-1](http://edisonlive.wimba.com/launcher.cgi?room=edison_s_12064718001_413608&X-Wimba-ContextType=SECTION&X-Wimba-InstitutionLCID=5122001&X-Wimba-IntegrationType=classroom&X-Wimba-RoomId=edison_s_12064718001_413608&X-Wimba-LCID=12064718001&X-Wimba-Account=edison_&X-Wimba-PlatformType=bbvista&X-Wimba-IntegrationVersion=4.0.0-1)

Please make sure you have a microphone if you want to ask questions. If you don't have a microphone for your computer, you can still ask questions during the session using built-in chat feature. Additionally, you can dial-in using your telephone by calling (201) 549-7623 and entering the following PIN code: 07306231.

Feel free to email Trivi Nallamshetty at [tnallamshetty@edison.edu](mailto:tnallamshetty@edison.edu) if you have questions or need assistance with this link.

**AGENDA**

**LEE ACADEMIC ADVISORS**

**March 19, 2012**

**GUEST PRESENTERS**

**Jodi Gootkin (Broward)**  
**Physical Therapist Assistant Program**

**Richard McCoy (Hillsborough)**  
**Opticianry Programs**

## **Name of Meeting – Academic Advising Minutes**

**Date:** March 19, 2012

**Time:** 3:00 p.m.

**Location:** Lee Campus Bldg. S-Rm. 250C

**Participants:** *Lee Campus* - Loretta Fritsche, Advising Specialist – Susan Potts, Advising Specialist – Sandi Towers, Advising Specialist – Eve Frost, Advising Specialist – Mary Sue Chupak, Advising Specialist – Ann Wilson, Advising Specialist – Beta Trail, Advising Specialist – Shannon Parfitt, Advising Specialist – Dawn McGrady, Advising Specialist – Evelyn Gierbolini, Advising Specialist - Evelyn Roman, Staff Assistant – Michelle Tracy, Student Support Specialist

**Guest Speakers:** *Jodi Gootkin*, Coordinator of Physical Therapy Program  
*Richard McCoy*, Coordinator for Health Sciences - Optician Programs

<b>Topic</b>	<b>Discussion</b>	<b>Action Item (s)</b>	<b>Person Responsible</b>
<b><u>Physical Therapy Program</u></b>  Limited Access Program	The Physical Therapy Program is a limited access program. The Edison location only accepts 16 students. The Broward location only accepts 36 students.		
Future Changes	There will be some changes for the incoming class of 2013. There will be a college-level Math requirement.		
Ed Plans	Updated Ed Plans were handed out, but please encourage students to go online		

	regularly to get updated information.		
Exit Exam	There is <i>No</i> Exam for this program, at this time.		
Job opportunities	There are great job opportunities for this program.		
<b><u>Opticianry Program</u></b>	Opticianry Program is not a limited access program.		
Courses	Courses are being taught part on campus and part via internet. They are a little more flexible and may be on campus only one day a week.		
Recruitment	Recruitments are in May, August, and then January.		
Prerequisites	There are no prerequisites for the program, however if they need prep-math, they need to get that out of the way.		
Hillsborough C.C.	Please remind students, that after they have completed the Gen Ed's – they must also fill out an application to H.C.C. online.		



## **AGENDA**

### **LEE ACADEMIC ADVISORS**

**March 26, 2012**

**Graduation Registration Forms**  
**Attach copy of degree audit**

**Graduation Verification Forms**  
**Keep to be scanned in Advising**

**Catalog Adjustment Forms**

**Degree Audits**  
**Radiology**  
**Respiratory Care**  
**Cardiovascular**

**Degree Audits**  
**P&T programs**  
**Keep list of names, ID, program, and # hours completed**

**Commencement**  
**May 4 Germaine Arena 6:00 pm**

**Easter Donation for A.C.E.**

### **Name of Meeting – Academic Advising Meeting**

**Date:** March 26, 2012

**Time:** 3:00 p.m.

**Location:** Lee Campus Bldg. S-Rm. 250C

**Participants:** *Lee Campus* - Loretta Fritsche, Advising Specialist – Susan Potts, Advising Specialist – Sandi Towers, Advising Specialist – Eve Frost, Advising Specialist – Mary Sue Chupak, Advising Specialist – Ann Wilson, Advising Specialist – Beta Trail, Advising Specialist – Shannon Parfitt, Advising Specialist – Dawn McGrady, Advising Specialist – Evelyn Gierbolini, Advising Specialist - Evelyn Roman, Staff Assistant – Larry Fox, Advising Specialist - Michelle Tracy, Student Support Specialist – Jeanette Downey Fritz, Director of Academic Advising

<b>Topic</b>	<b>Discussion</b>	<b>Action Item (s)</b>	<b>Person Responsible</b>
Professional and Technical Studies	Emails went out to the students who are pursuing these degrees to contact Academic Advising and schedule an appointment for a degree audit. Please keep a list with the names, ID#'s, program, and hours completed and give to Jeanette.		
New Educational Plans	New Ed Plans were handed out for review. Please do not give these Ed Plans to students until we receive a final word.		
Graduation Applications	New Graduation forms have been made by the registrar's office. When the application is filled, we now have to attach a copy of the degree audit		

	<p>to the application.</p> <p>The verification forms remain in Advising for Jeanette to review and then to be scanned.</p>		
Cardiovascular, Radiology, and Respiratory Care	<p>Students who are finishing up any of these programs were sent to us to complete a Spring commencement and a Summer graduation application. You will notice that on some of these, the audits will not be clean. Please mark on the verification for as well as in CPACMNT, which courses are needed to be complete.</p>		
Dual Enrollment Students	<p>Non-graduating Seniors can only take Summer "A" courses. Decision coming from Lee County Schools. Graduating Seniors can only take classes for "B" semester. Billee Silva, needs to complete process of changing student status.</p>		
Spring Commencement	<p>Commencement will be held at Germaine Arena on May 4, 2012. A sign up list will be available for anyone who would like to participate. Graduating students should be there by 5:00 p.m.</p>		

District Workshop	Please keep the week of April 23, open until we have a final date for the workshop.		
----------------------	---	--	--