Advise-L Meeting Minutes  
Thursday, February 18, 2016

1:15 PM  Jennifer Conn welcomed advisors.

1:22 PM  College Enrichment Program (CEP)/Admissions
Presenters:  Sergio Najera, CEP and Deborah Vigil Kieltyka, Admissions
  •  Power Point Slides are included.  They start on Page 5 of the minutes.
  •  Early Start Program (ESP) – Overview
    o  Begins on June 1st.
    o  Students who qualify (have test scores of 16 or lower) will be registered for either ENGL 111/Composition I or MATH 101/Intermediate Algebra by the Registrar, Alex Gonzalez.
    o  They will attend NSO/Freshman Express and NSO 5.  It is at this NSO’s that they will get their academic advising on their intended degree plans and register for the fall semester.  They will be marked as ESP.
    o  If they have all college prep courses and a 2.50 or higher high school GPA but their test scores are really low, they will be allowed into ESP.
    o  If they want to avoid ESP they can try and COMPASS test before June 1st.
    o  If they have low test scores but a high school GPA of 3.4 or higher, they can avoid ESP.
    o  Corine Gonzales is the point of contact.
  •  Gateway Program
    o  NM resident beginning freshmen applicants are offered the opportunity to participate in the Gateway Program when they have not met freshman admission requirements. They are encouraged to successfully complete 24 transferable credit hours with a minimum 2.0 transfer GPA at a community college and then transition back to UNM and continue on to complete a bachelor’s degree with guaranteed admission.
      ▪  They did not meet our admission requirements but are NM residents.
      ▪  They must complete a Associates Degree or earn 24 credit hours
      ▪  Students encouraged to enroll in 15 hrs at their community college in order to ensure 4-year success rate as well as utilizing Lottery.
      ▪  To have Bridge to Success at CNM:
        •  FAFSA processed by May 1st
        •  Admitted to CNM
        •  Attend Gateway Orientation (tentatively scheduled for May 16th)
        •  Attend CNM Orientation – linked with Gateway
      ▪  In 2015 there are 181 Gateway students from all over NM.
        •  60% attended CNM but can attend any community college in NM such as SFCC, etc.
- They can attempt to start at UNM before 24 hrs are done as long as all their remediation courses are completed and have above a 2.0 GPA.
- They are classified as UNM affiliated but not ‘true UNM’ students until they actually register in the UNM system.
- They will not be active in LoboAchieve.
- The advising component was removed as some colleges did not want to meet with students until they were officially at UNM. They could not cherry pick students based on majors, it had to be all or none were required to see advisors.
- Quick poll of advisors on if this has changed and more wanted participation in advising Gateway majors. Sergio asked that if anyone does, to please contact him so he can track if the majority want advising as a component.
  - Once Gateways are here they are required to work with CEP.
  - They give info sessions to students on Gateway during Spring Break.
- Gateway Attribute on Banner:
  - EGOF – Offered Gateway
  - EGAC – Accepted Gateway
  - EGCO – Gateway Completed

2:05 PM  Mini Announcement on NSO from Jose Villar
- NSO Registration will be opening on April 1st at 3:00 PM.
- They will email each unit a rolling list of students signed up to attend to keep advisors aware of their potential numbers in order to make sure facilities will be adequate.

2:08 PM  Mini Announcement from Suzie Vigil in Enrollment Management
- She is currently encoding UACHIEVE and UDIRECT and asked us to check on it to ensure accuracy.

2:10 PM  Scholarships – Elizabeth Amador
- Power Point Slides are included. Scholarship information starts on Page 12 of the minutes.
- Incompletes and Non-Reported Grades – all scholarships impacted:
  - Students given until the end of the 3rd week of the following semester to resolve. If not resolved, hours and GPA will be calculated with an F assumed for the course in question as they opt to err on the side of worst case situation until proven otherwise. An F will be assumed even if the course is under the CR/NC grading mode as they cannot make that distinction on their end.
  - If in fall semester, they must fix by 3rd week in spring semester. If in spring semester, they must fix by 3rd week of summer semester.
  - Per a federal rule, no disbursements can be made after April 1 for spring and December 1 for fall. This is not negotiable.
• Petitions for Lottery:
  o They take 5 – 7 days to review and the statement must include the circumstances involved that led to them not meeting requirements.
  o Students can petition more than once but the circumstances must be different otherwise it becomes a pattern for failure to succeed.
  o Making up Hours:
    ▪ They must be made up in the academic year. For fall loss, they must make-up the hours in spring or summer. For spring loss, they must make-up in summer.
    ▪ They can make up the hours at any NM institution.
• Repeated Courses:
  o Suzie Vigil from Enrollment Management clarified the difference between Repeated and Repeatable.
    ▪ Repeated – taking the exact same course for the second time. In this instance, credit cannot be earned again. This most commonly occurs when students need to earn a higher grade in a required course.
    ▪ Repeatable – this is for courses that can be taken a certain number of times for full credit each time.
    ▪ To check the repeat indicator, visit SHATERM in Banner. Also check the UNM Catalog for Repeatable or Non-Repeatable courses.
    ▪ There was a question on AP Scores and the MATH 180 and MATH 162 situation. Elizabeth verified that they follow the CORE rules on repeatability and asked that we check the UNM Catalog and SCACRSE for repeatability.
• For the Scholarship Requirements, please visit: http://scholarship.unm.edu/
• Advisor Guide is attached on page 36

Financial Aid – Leslie G. Gast
• Power Point Slides are included. Financial Aid information starts on Page 20 of the minutes.
• Aim to Achieve / Finish-In-Four:
  o http://aimtoachieve.unm.edu/
  o Financial incentive to complete UG degrees in four years. There is a funding limit and covers only tuition costs that are not covered by other scholarships or aid.
  o All students who will complete their UG degrees in four years can apply. They must do the application, it is not automatic.
  o The application form is being created but general qualifications include:
    ▪ Began as freshmen at UNM.
    ▪ Gateway will not be eligible as they start their degree at a CC.
- Can be Resident or Non-Resident.

- Satisfactory Academic Progress (SAP)
  - If you visit the website (http://finaid.unm.edu/) and click on Policies > Satisfactory Academic Progress, the PDF will answer most questions.
  - General things to know:
    - The 67% Completion Rate pertains to the student’s entire academic career, regardless if they were using Financial Aid or not.
    - Need 1.75 cumulative GPA.
    - The maximum time frame is 150% of the published length of the program. Generally about 192 attempted credits.
  - SAP Appeal
    - Each student is evaluated individually based on all stipulations as a whole.
    - She included example scenarios in the Power Point – please consult them as they are very useful.

Meeting adjourned at 3:00 PM

Respectfully submitted by Jennifer Lucero, Secretary
Alternate Pathways

In some instances, students may be interested in getting a head start at the institution or may not immediately meet freshman admission requirements. For these students, CEP has partnered with UNM admissions to establish *clear pathways* into the University of New Mexico.
Early Start Program

The ESP is a University initiative that provides students with a highly supportive initial experience to create academic momentum and a less stressful transition to the college environment.

Student complete a class over the summer prior to their first semester.
What You Need to Know...

ESP students will attend Freshman Express Orientation on June 1, 2016

Classes begin June 6, 2016 for student taking
- English 111**
- Math 101- 1H**

Student admitted in the summer will attend NSO session 5 (June 28-29)

Classes will begin the following week.
- Math 101-2H**

***Advisors****
- The Registrars Office will enroll these students for these specific summer classes.
- Student Fall Schedules will be created at New Student Orientation
ESP Questions to Address

Who provides academic advisement for these students during the summer program???

- Based off of posted course placement, students will enroll in Math or English.
- Just like any other incoming student, ESP participants will attend NSO and visit with their academic college for fall advisement.
- Please note, students will already be taking ENGL 111 or Math 101; Register them for the next level.

At what point are the students asked to meet with their degree granting unit advisor or UC advisor if undecided?

- At New Student Orientation for summer and semester advisement for the fall.
Gateway Program

An alternative pathway into the University of New Mexico.

Students are provisionally admitted to UNM, pending coursework from a 2-year institution.

Students experience the benefits of a collaborative relationship that combines the strengths of the UNM with our Gateway partner institutions.
Gateway Questions to Address

At what point are the students asked to meet with their degree granting unit advisor or UC advisor if undecided?
  ◦ When they transfer to UNM and attend a TNT Orientation

What programs do GW student participate in at UNM? What makes them any different from a prospective transfer student?
  ◦ Previous slide

Associates degree? Are students being referred to the degree granting advisor at UNM for help in deciding if this is the best option for them before it is suggested?
  ◦ Yes, as it for other prospective UNM students, GW participants are encouraged to visit with their future degree granting college/advisor.
  ◦ State funding, previous model (visit their college)

If you would like to know more about the Gateway Program schedule an appointment with Sergio.
Questions?
UNM Scholarships & Financial Aid

ADVISE-L Meeting & Training

with

Elizabeth Amador & Leslie G. Gast
Scholarships

• Overview
  • Incomplete and Non Reported Grades-How do they affect Lottery eligibility
  • Scholarship petitions- Can students still take summer hours to use toward spring? Can those be done at CNM or does it have to be UNM courses?
  • Repeat coursework-What does Scholarships consider a “repeat” course?
  • Policies and Procedures: Lottery and Non Lottery
Incomplete and Non Reported Grades

• Need to be resolved by end of third week of classes
  • If not resolved, scholarship is cancelled if the student does not meet requirements when “F” is assumed for missing grades
• Can petition for reinstatement once grades are posted
• Must petition prior to March 18th to ensure processing and disbursement is done before drawdown
Scholarship Petition Process

- Scholarship cover sheet: available online at: http://scholarship.unm.edu/Forms/student-forms.html
- Detailed statement describing
  - Circumstance that prevented student from meeting requirements
  - What changed since circumstance occurred
  - What future plans does student have to ensure they meet the requirements
- Relevant documentation
- Submit to One Stop, via Fax, or Online
Repeat Coursework

- Grades of A+ thru D-, and CR count as earned credits
- A course is considered “repeated” when any of the above grades were earned AND the course is considered “non-repeatable”
- Use SCACRSE or UNM Catalog to determine if course is considered non-repeatable/repeatable
Repeatable Coursework

Physical Education Non-Professional Program

101. **Beginning Swimming**, (1-2, no limit Δ)

102. **Intermediate Swimming**, (1-2, no limit Δ)
Non-Repeateable Coursework

Biology Non-Majors

BIOL 110 (3)
S. Witt

Biological principles important for the non-major in today's world. Ecological, evolutionary and molecular topics. Three lectures.
(Credit not allowed for both 118 and 123/124L.) Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science (NACCN 1114).

(Fall or Spring)

Prerequisites / Corequisites
Policies and Procedures

• Lottery:
  • http://scholarship.unm.edu/Resources/lottery-scholarships.html

• Non-Lottery:
  • http://scholarship.unm.edu/Resources/non-lottery-scholarships.html

• Advisor Guide
  • See Handout
Financial Aid

- Aim to Achieve / Finish-In-Four
- SAP
- Financial Aid Q&A
Overview

• Can you provide more details on how the Aim to Achieve incentive works?
• How do students qualify?
• When will the incentive be applied?
• Do students have to apply or will it be automatic?
About the Program

- Students who graduate in four years or less can apply
- All scholarship and grant awards are applied towards tuition charges *prior* to the incentive being applicable
- If the student does NOT graduate within the four year (eight semester) length, they lose the Aim to Achieve incentive
How to apply?

- It is NOT an automatic process.
- Currently the application form for Aim to Achieve (Finish in Four) is in process of approval.
- The form will be located online at aimtoachieve.unm.edu and at scholarship.unm.edu once approved and live.
- Basics of the application...
  - When did you begin your program
  - What program have you declared
  - When are you graduating
What does it cover?

• The regent driven incentive covers the tuition, not covered by other scholarships or grants, being charged to a student through the Bursar’s Office

• This means…
  • If the Lottery Scholarship covers approximately 90% of a student’s tuition, then the Aim to Achieve incentive would cover the remaining 10% of tuition if not already covered by another scholarship or grant
• Students who are on track to graduate this year, and began in Fall 2013 or Fall 2014, are subject to apply for a reduced flat rate incentive

• These students are eligible for:
  • Fall 2013 - $750 towards tuition*
  • Fall 2014 - $1,000 towards tuition*

*must apply through AimToAchieve or Scholarships site and must meet eligibility requirements.
When is it applied?

- At this point we speculate that the incentive may be reflected as an award on the student’s file (visible in LoboWeb) which will then disburse at the same time as other aid for that given semester.
- Please note that details are subject to change.
SAP

• Overview
  • SAP Policies & Procedures
  • SAP flags & indicators
  • What do we (Financial Aid) want or need to know?
  • What is the likelihood of approval?
SAP Policies & Procedures

- It is part of the Student’s Rights & Responsibilities
  - Posted at financialaid.unm.edu/about/student-rights
  - Click “maintaining satisfactory academic progress and what happens if you are not”
    - Then click Maintain Satisfactory Academic Progress (SAP)
    - This will take you to our SAP Policies and Procedures Student Info (Answer ID 3796)
SAP Flags & Indicators

- Federal regulations state that to remain eligible for financial aid you must perform in the classroom according to the University's Student Financial Aid Satisfactory Academic Progress Policy

- **Completion Rate** - Students must successfully complete at least 67% of the total credit hours they attempt.

- **GPA** - Undergraduate students with fewer than 31 credits must have at least a 1.7 cumulative GPA and Undergraduate students with 31 or more credits must have at least a 2.0 cumulative GPA.

- **Max Time Frame (hours)** - Undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted.
  - Example: if the published length of an academic program is 128 credits, the maximum time frame for completion is 192 attempted credits.
The Appeal

• What is needed of the student?
  • Everything needed from a student is listed on the cover page of the SAP appeal located at finaid.unm.edu
  • “Petition for Exception To Standards of Satisfactory Academic Progress”

Submit this completed petition form to the Financial Aid Office with the following documentation:

- A detailed explanation of the reason(s) for failing to meet the standards for academic progress.
  - circumstances that prevented you from meeting the academic requirements of maintaining financial aid
  - what has changed since this circumstance occurred that will allow you to meet the requirements in the future
  - what are your plans to ensure you successfully meet the requirements in the future

- An unofficial copy of your grade transcript from UNM.
- Relevant documentation to support your petition, such as a physician’s statement.
- A degree summary or University College Transition Summary signed by your academic advisor if you are close to, or have exceeded, the maximum time frame (150%).
Likelihood of Approval

• The likelihood of approval is dependent on the overall academic progress of the given student.
• Remember, every student is different, every situation is different, and no appeal is guaranteed to be approved.
• Common examples…
Example #1

• A student returning to UNM after being inactive for a few semesters or years

• In the personal statement the student addresses that maturation was necessary to make progress towards their intended degree and have learned to take education seriously

  • We want to see an Action Plan – what is the student doing differently this time around?
Example #2

- A student with an extenuating circumstance, *documented is highly recommended*, which caused for a previous recent semester of poor academic performance

- The student has an overall average or solid history with UNM that is applicable towards degree completion

* if the student is an APFAIL, meaning that they failed a previously approved Academic Plan, the *documented NEW extenuating circumstances are crucial* for the appeal process.
Example #3

• A student with an extenuating circumstance which prolonged progress towards graduation
• Student is scheduled to transition or graduate within a couple semesters
• Student is only registered in credit hours towards transitioning or graduating
  • Importance of Pre-Major Transition Form and Degree Summary
  • If approved, an Academic Plan END DATE is based off of the information you provide us
    • Transition By…
    • Intended Graduation Date…
Example #4

• A student previously failed an academic plan (GPA, %, or Max Time Frame)
• Student has no NEW extenuating circumstance, and is appealing again for the same SAP flag
  • Per federal regulation, the UNM Financial Aid Office cannot grant an additional appeal in this case, except in cases where a new unexpected extenuating and documented circumstance exists.
  • Even in this latter case, an additional approval to receive financial aid is not guaranteed.
Advisor Reference Guide

Non Lottery Scholarships (Regents, Presidential, Woodward, UNM Scholars, Bridge, Success Grant, Amigo, WUE, Colorado Reciprocal)

- Repeat Hours do NOT count. A course is considered “repeated”, if any of the above grades were earned AND the course is non-repeatable
- Use SCACRSE to determine if it is repeatable/non-repeatable
- Only one credit/no credit option class per semester will count
- Only one PENP course per semester will count
- “T” Technical, vocational, or special course do NOT count towards credit hour or GPA requirements
- Audit courses do NOT count
- CLEP, ACT, SAT, or AP will NOT count towards credit hour or GPA requirements but may affect Repeat courses
- Grades F, NC, I, W, WP, WF, and Audit do NOT count
- 100 Level courses do count for credit hour requirement, but do NOT towards GPA.

Scholarship eligibility is determined based on what’s in Banner. We do NOT determine if a class is repeat or how it counts on academic record. More information about the lottery scholarship can be found on the following link.

http://scholarship.unm.edu/Resources/non-lottery-scholarships.html

Legacy -12 new hours, 2.5 cumulative GPA

Non Legacy -15 hours, 2.5 cumulative GPA

- Repeat Hours do NOT count. A course is considered “repeated”, if any of the above grades were earned AND the course is non-repeatable
- Use SCACRSE to determine if it is repeatable/non-repeatable
- Watch out for Dual Enrollment college coursework
- Grades of F, NC, I, W, WP, WF, and Audit do NOT count
- Consortium, ok, but will not go over lottery amount set by the State
- Must be registered in 15, or 12, which ever applies, by the end of the thirteenth week of the semester
- Can take multiple PENP classes to meet credit hour requirement

Scholarship eligibility is determined based on what’s in Banner. We do NOT determine if a class is repeat or how it counts on academic record. More information about the lottery scholarship can be found on the following link.

http://scholarship.unm.edu/Resources/lottery-scholarships.html