# Professional Academic Advisor Training Plan

## Part 1: Mandatory Required Department Support Required Courses

### General

* UF\_PRV802\_OLT: FERPA
	+ must be taken first to request roles
* UF\_PRO325\_ILT: ILT Immigration 101: F-1 Student Regulations
* UF\_ADM001\_OLT: Course Transfer Evaluation
* UF\_OUR003\_OLT: The Registration Process in myUFL
* UF\_OUR011\_OLT: Degree Certification
* UF\_OUR010\_OLT: Grade Coordination in myUFL
* UF\_PRO337\_OLT: Student Program Plan Maintenance
* UF\_PVO100\_OLT: Academic Advising in myUFL
	+ must be taken first to request roles
* UF\_GET811\_OLT: Supporting Students in Distress
* UF\_ITT349: Recognize and Respond to At-Risk Students

### Campus Privacy and Security

* UF\_CSA001v\_OLT: Campus Security Authority Training
* UF\_PRO331\_ILT: Privacy in Today’s World of Higher Education
* UF\_PRV804\_OLT: Protecting Social Security Numbers and Identity Theft Prevention
* UF\_GET803v\_OLT: Title IX Training for University of Florida Employees
* UF\_GET804\_OLT: Responsible Authority Proficiency in Incident Disclosure

### Compliance Training

* UF\_ITT102\_OLT: Protecting UF: Information Security Training
* UF\_URM101\_OLT: Records Management at the University of Florida
* UF\_OOC101\_OLT: Compliance and Ethics: Doing Your Part for the Gator Good

## Part 2: Mandatory Personal Technical Required Courses

### UF TEAMS

* UF\_ITT360\_ILT: Introduction to Microsoft TEAMS
* UFH\_ITCTR\_ILT: Teams Basics
* UFH\_ITCTR\_ILT: Teams Beyond Basics
* UFH\_ITCTR\_ILT: Teams Intermediate

### Qualtrics

* UF\_ITT334\_ILT: Qualtrics @UF: Getting Started
* UF\_ITT335\_ILT: Webinar Qualtrics @UF: Beyond the Basics

### UF DocuSign

* UF\_PST280\_OLT: UF DocuSign Sender Training
* UF\_PST290\_OLT: UF DocuSign Author Training

### Enterprise Analytics & E-Learning (Canvas)

* UF\_ERA100\_OLT: Enterprise Reporting: Dashboards
* UF\_ITT211\_ILT: E-Learning@UF Build and Design
* UF\_ITT212\_ILT: E-Learning@UF Facilitate & Engage

## Part 3: Academic Advisor Support (Select required tiers based on duties)

### Tier 1 – Grade Coordinators

* UF\_OUR010\_OLT: Grade Coordination in myUFL
* UF\_GRD001\_OLT: Graduate Committees & Milestones
* UF\_PST270\_OLT: Academic Activities Reporting

### Tier 2 – Course Scheduling

* UF\_OUR008\_OLT: Course Scheduling in myUFL
* UF\_OUR009\_OLT: Room Scheduling in Ad Astra
* UF\_PRO328\_ILT: Course and Academic Room Scheduling
* UF\_PST270\_OLT: Academic Activities Reporting
* UF\_RSH200\_OLT: Managing Effort Reporting in myUFL

### Tier 3 – Student Financial Aid

* UF\_BRS001\_OLT: Student Financials in myUFL – Part 1: Overview
* UF\_BRS002\_OLT: Student Financials in myUFL – Part 2: Using the System
* UF\_SFA100\_OLT: Reporting College and Department Scholarships

### Tier 4 – Student Organizations

* UF\_SAI201\_OLT: Student Organization Advisor Training – Organization & Advisor Basics
* UF\_SAI202\_OLT: Student Organization Advisor Training – Organization Policies & Event Management
* UF\_SCS026\_ILT: Coaching Compass: Navigating Your Leadership Journey

### Tier 5 – Preview

* Freshman
* Transfer

### Tier 6 – Travel and PCard

* UF\_UGO100\_OLT: Introduction to UFGO

### Tier 7 – College Level

### Tier 8 – Department Level