**

**Professional Academic Advisor**

**Training Plan**



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| *Part 1: Mandatory Required Department Support Required Courses* |
| General |
| * UF\_PRV802\_OLT: FERPA
* 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
* UF\_GET811\_OLT: Supporting Students in Distress
* UF\_ITT349: Recognize and Respond to At-Risk Students

*\*Note PRV802 and PVO100 must be taken first to request roles.* |
| Campus Security & Privacy |
| * 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: Maintaining a Safe and Respectful Campus
* UF\_GET804\_OLT: Responsible Authority Proficiency in Incident Disclosure
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| 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
* UF\_GET789\_OLT: Equal Employment Opportunity at UFL: Laws and History
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| *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
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| Qualtrics |
| * UF\_ITT334\_ILT: Qualtrics @UF: Getting Started
* UF\_ITT335\_ILT: Webinar Qualtrics @UF: Beyond the Basics
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| UF DocuSign |
| * UF\_PST280\_OLT: UF DocuSign Sender Training
* UF\_PST290\_OLT: UF DocuSign Author Training
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| Enterprise Analytics & E-Learning (Canvas) |
| * UF\_ERA100\_OLT: Reporting Dashboards
* UF\_ITT211\_ILT: E-Learning@UF Build and Design
* UF\_ITT212\_ILT: E-Learning@UF Facilitate & Engage
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| *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
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| 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
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| 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\_SCS020\_ILT: Coaching for Success
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| Tier 5 – Preview |
| * Freshman
* Transfer
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| Tier 6 – Travel and PCard |
| * UF\_UGO100\_OLT: Introduction to UFGO
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| Tier 7 – College Level |
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| Tier 8 – Department Level |
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