



ADVISOR NEWS

SEPTEMBER 2013

TIGERIQ UPDATES

We have now successfully transitioned our new vendor (Starfish) for the TigerIQ early alert system.

You will be able to find the TigerIQ/Starfish link in 2 different locations:

- Within TigerCentral, you will be able to find the link labeled "TigerIQ" under the Resources - Information tab
- Within Blackboard, on your home page, you will be able to find the link labeled "Starfish" under the far left Tools tab

You can utilize either link to use the system to raise a flag for an attendance concern for any of your students.

If you weren't able to attend one of the drop-in training sessions a few weeks ago & would like for an FYE/Persistence & Retention staff member to attend one of your upcoming department/office meetings, please contact us at tgeriq@fhsu.edu or 628-5824.

In addition, we are in the process of adding screen shots & video tutorials soon that will be uploaded to the www.fhsu.edu/retention page.

If you have any questions, please feel free to contact FYE/Persistence & Retention at tgeriq@fhsu.edu.

IN THIS ISSUE:

TIGERIQ Updates	1
Student Privacy Request	2
Family Educational Right to Privacy Act (FERPA)	2
Reminder: TIGERENROLL Pending Approval	3
2013 Navigator Award Recipient	3
2012-2013 Edmund Shearer Faculty Advisor of the Year	3
Academic Advising Committee	4
New AACE Staff Member	4
Save the Date! Fifth Annual MGPF	5



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Design: Christine Hunziker

QUESTIONS, COMMENTS OR
ARTICLES YOU WOULD LIKE
TO HAVE INCLUDED IN
TIGER EXCHANGE, SHOULD
BE FORWARDED TO:
DR. PATRICIA GRIFFIN
DIRECTOR , ACADEMIC
ADVISING AND CAREER
EXPLORATION CENTER
PICKEN HALL RM 311
785-628-5577
PGRIFFIN@FHSU.EDU

STUDENT PRIVACY REQUEST

With a new school year starting, I wanted to touch base with all of you regarding a Student's Request for Confidentiality. The requests for confidentiality/privacy are now being handled by the Registrar's office instead of Student Affairs. Please remember that if you come across any student in any of our databases that has been flagged for privacy, you **cannot** give out any information regarding them to anyone outside of the university!

Please feel free to call or email me with any questions regarding this matter. I hope all of you have a wonderful and successful 2013-14 school year!!

Thank You!

Rachel Herman
Registrar's Office
phone (785) 628-4222
email: raherman@fhsu.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)Student Authorization for Release of Education Records Information

The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records (which include, but are not limited to, the following examples -- academic records, financial aid and billing information, meal plan records, residence hall/life information, advising conference notes, internships and field placement records, student employment records).

One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his or her written consent or as permitted by law. The student's written signed consent must contain three elements, as described below:

- (1) Specify the records to be released

Examples: class registration and grades; financial aid information; student accounts, billing, meal plan; notes based on observations; general assessment of performance of student in a class or in a field-based experience

- (2) Identify the party or class of parties to whom the records should be released

Examples: parent, prospective employer, non-FHSU school official, scholarship committee member

- (3) Indicate the reason for the release

Examples: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

Directions for Student:

It is your obligation to complete, sign, and present in-person a separate Student Authorization for Release of Education Records Information form to any FHSU individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, professor, internship supervisor, or cooperating teacher in a field experience).

Directions for FHSU faculty and staff:

A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student's performance with someone other than the student or another person as permitted by the law. The Authorization form must indicate the name of the person(s) or organizations/units to which you will disclose the student's information.

Questions regarding FERPA should be directed to the Vice President for Student Affairs Office (208 Sheridan Hall, phone 785-628-4277). The student release form can be located online at:

http://www.fhsu.edu/uploadedFiles/student_affairs/finaid/Release%20of%20Info.pdf

**REMINDER:
TIGER-
ENROLL
PENDING
APPROVAL**

Please be reminded to process student approval requests for adds/drops in a timely manner. If you have questions regarding the course change, please contact the student to follow up.

This is extremely important when the semester is in session to aid the student, instructor and other offices that need to process information related to the student. We appreciate your assistance in working to process pending approvals and advisor waiting on student requests.

NAVIGATOR AWARD WINNER



**Congratulations go to
Mr. Scott Jones
2013 Navigator Award Recipient.**

The Navigator Award was established in 1998 by the Student Government Association to recognize an outstanding academic advisor based on how closely she or he adheres to the university goals for academic advising. All academic advisors are eligible for this award. Past award recipients will become eligible after a five-year waiting period. Candidates are nominated, interviewed and selected by graduating seniors.

**EDMUND SHEARER FACULTY ADVISING
AWARD WINNERS**



**Congratulations go to
Ms. Christa Weigel
2012-2013 Edmund Shearer Faculty
Advisor of the Year.**

The Edmund Shearer Faculty Advisor of the Year Award is presented to individuals who have demonstrated qualities associated with outstanding academic advising of on- and off-campus students. One advisor is recognized from each of the four colleges (Arts and Sciences, Business and Entrepreneurship, Education and Technology, and Health and Life Sciences). The Edmund Shearer Faculty Advisor of the Year recipient is selected from one of the four college winners. This year's winner is Ms. Christa Weigel.

2012-1213 Edmund Shearer Faculty Advisor of the Year recipients by college

Dr. Scott Robson	Not awarded this year	Dr. Germaine Taggart	Ms. Christa Weigel
College of Arts and Sciences	College of Business and Entrepreneurship	College of Education and Technology	College of Health and Life Sciences

ACADEMIC ADVISING COMMITTEE

The purpose of the Academic Advising Committee is to implement and continuously improve a university academic advising plan designed to help on-campus and off-campus students understand institutional policies and procedures, learn about curriculum and career choices, and provide counseling about a wide range of academic decisions. The committee is responsible for assessment of institutional advising, implementation of the Regents' academic advising baseline, selection of outstanding advisors for awards, and other activities and initiatives related to the University's academic advising function.

Committee meetings will be held in September, October, November, February, March, and April this year. Minutes will be posted on the AACE Web site.

Academic Advising Committee 2013-2014	
Dr. Patricia Griffin	Chair & Director of Academic Advising & Career Exploration
Ms. Debbie Staab	Virtual College
Ms. Linda Smith	College of Arts and Sciences
Ms. Christa Weigel	Edmond Shearer Academic Advisor of the Year
Mr. Jon Tholstrup	College of Business and Entrepreneurship
Dr. Suzanne Becking	College of Education and Technology
Ms. Judy Getty	Director of Student Fiscal Services
Dr. Bradley Will	Interdisciplinary Studies
Dr. Jim Barrett	Graduate School
Ms. Rachel Dolechek	At-large member
Ms. Maggie Denning	Kelly Center
Ms. Nanette Fitzhugh	Academic Advising Staff
Dr. David Fitzhugh	College of Health and Life Sciences
Ms. Nikki Brown	Academic Advising Staff
Ms. Holly Weiss	Student Government Association
Mr. Brett Bruner	Director of Persistence and Retention (SA/Registrar)

NEW AACE STAFF MEMBER



Brina Siddiq is the new Graduate Assistant in the AACE Center. Brina will assist in the advisement of exploratory students and career appointments.

Brina graduated from Lyon College in Batesville, AR with a degree in Bachelor of Science in Business Administration. She is currently pursuing a Master of Professional Studies with a concentration in Human Resource Management. Brina is originally from Newport Beach, CA.



**FORT HAYS STATE
UNIVERSITY**

Forward thinking. World ready.

Academic Advising and
Career Exploration Center
600 Park Street

Picken Hall Rm 311

Hays, KS 67601

Tel: 785-628-5577

E-mail: advising@fhsu.edu



Save the Date

October 23rd

11:30 to 3:30

**Memorial Union
Ballroom**

For more info:

www.fhsu.edu/aace/majors-and-graduate-programs-fair/



fhsu.aace



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