PS SA/HR Basic Navigation (PSC 001W)

myKnight STAR Advisor Training (MKS 101)

myKnight STAR Advisor Consultation (MKS 102)

Introduction to Academic Advising (AAT 101)

Student Records Inquiry One (SR 201W)

SR FERPA Training (SR 100W)

Student Success Dashboard (AAT 203)

Academic Advising Essentials (AAT 102)

Student Records Inquiry Two (SR 202W)

PSAA Degree Audit Training (ACS 001)

New Advisor Orientation (AAT 111)

Kognito at-risk for FAC/STAFF (PER 227)

Student Well-Being (AAT 112)

Asynchronous Online Course

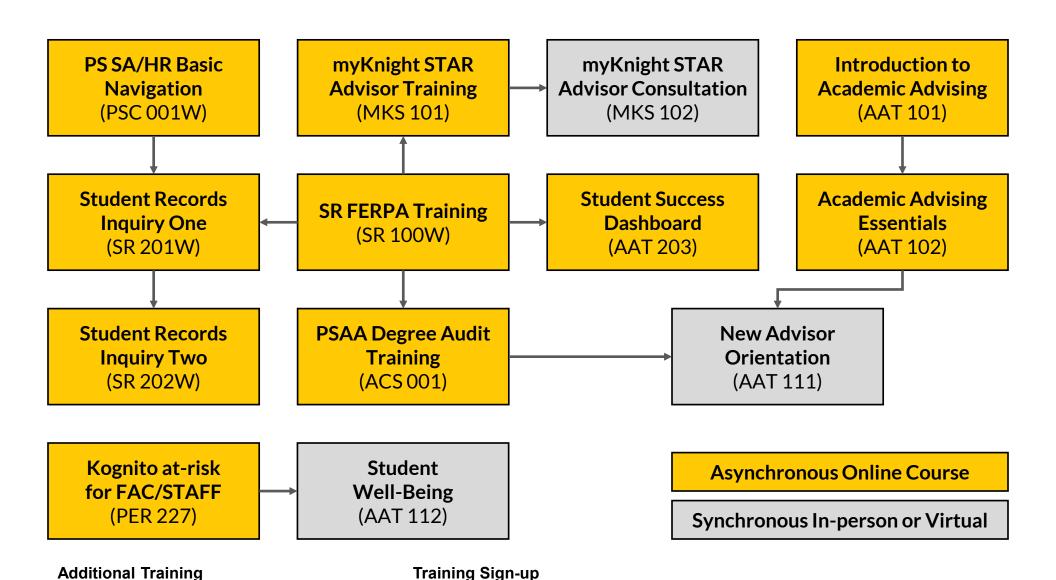**Synchronous In-person or Virtual**

Additional Training

*New UCF employees to have additional training they must complete

Training Sign-up

Sign up for training through Workday Learning *Workday > Learning app > Discover > Browse Learning*

Version Date: August 24, 2023

New Advisor Training Curriculum: Phase 1 - Course Descriptions

Course Prefix	Course Title	Course Description	Course Prereq.
ACS 001	PS Audit	This Webcourse will provide training on how to process and interpret the new PSAA degree audit, formally known as myKnight Audit.	PSC 001; SR 100
AAT 101	Introduction to Academic Advising	Introduction to the field of academic advising including the history, theory, values, and ethics that guide our profession. This course also outlines the UCF advising structure, introduces advising technologies commonly used, and reviews UCF terminology.	None
AAT 102	Academic Advising Essentials	Overview of academic policies and procedures, undergraduate degree requirements, student forms and processes, and registration policies and procedures. This course also provides additional guidance on the use of advising technologies and outlines financial aid information applicable to advisors.	AAT 101
AAT 111	New Advisor Orientation	The New Advisor Orientation provides comprehensive training to expand on many of the topics introduced in AAT 101 and AAT 102. Topics include academic record changes, appeals, excess hours, registration, graduation initiatives, and financial aid. The following advising technologies will be covered: myKnight Audit, Pegasus Path, and myScheduleBuilder. The training also includes a strength-based assessment and activity.	ACS 001; AAT 101; AAT 102
AAT 112	Student Well-Being	This training focuses on how to support student well-being, make appropriate campus referrals and if required, submit reporting, for students who are in crisis or in need of additional support. This training is facilitated by Student Care Services, Office of Institutional Equity (Let's Be Clear/Title IX), and Counseling and Psychological Services (CAPS).	PER 227
AAT 203	Student Success Dashboard	The Student Success Dashboard is a comprehensive UCF resource that integrates student data from EAB-myKnight STAR, Pegasus Path, and PeopleSoft. The dashboard provides users with insights on students' academic performance, holds and registration status, student groups, and other useful data.	SR 100
PER 227	Kognito At-Risk for FAC/STAFF	The purpose of this course is to provide training for Faculty & Staff to help notice when students show signs of stress and learn how to talk about it to students at risk.	None
PSC 001	People Soft SA/HR Basic Navigation	This self-paced online training course introduces you to PeopleSoft SA/HR version 9.2. This course is the prerequisite for all Student Administration and Human Resource training.	None
MKS 101	myKnight STAR Advisor Training	This training introduces the myKnight STAR platform (EAB Navigate) functionality critical for professional and department/faculty academic advisor roles.	SR 100
MKS 102	myKnight STAR Advisor Consultation	This is a 1-on-1 consultation meeting to demonstrate advisor use of myKnight STAR. Topics include: Calendar Sync and Availability, Appointment Reports vs. Notes, and other key advisor functions. Once the myKnight STAR webcourse is complete, email myKnightSTAR@ucf.edu to schedule.	MKS 101
SR 100	FERPA	This course is designed to provide important information regarding the Family Educational Rights and Privacy Act (FERPA). This is the United States federal law that protects student records privacy review and disclosure rights. The law guarantees these rights for both current and former UCF students. FERPA affords students certain rights with respect to their education records.	None
SR 201	Student Records 1	Student Records Inquiry One is intended for staff and faculty who view student records. At the end of the course, you will be able to view and obtain information from the following pages: Student Program/Plan Page, Student Degree Page, Student Enrollment Summary, Term Activation Page, Term History Page, Honors and Awards Page, and Residency Page.	PSC 001; SR 100
SR 202	Student Records 2	Student Records Inquiry Two is an intermediate level course intended for staff and faculty who view student records. At the end of the course, you will be able to view and obtain information from the following pages: Appointment Times, Student Grades, Transfer Credit and the Term History page including Term Statistics, Cumulative Statistics and UCF GPA.	PSC 001; SR 100; SR 201