

## Graduate Student Services: Better Coordinating Support Across Campus | 09.24.2017

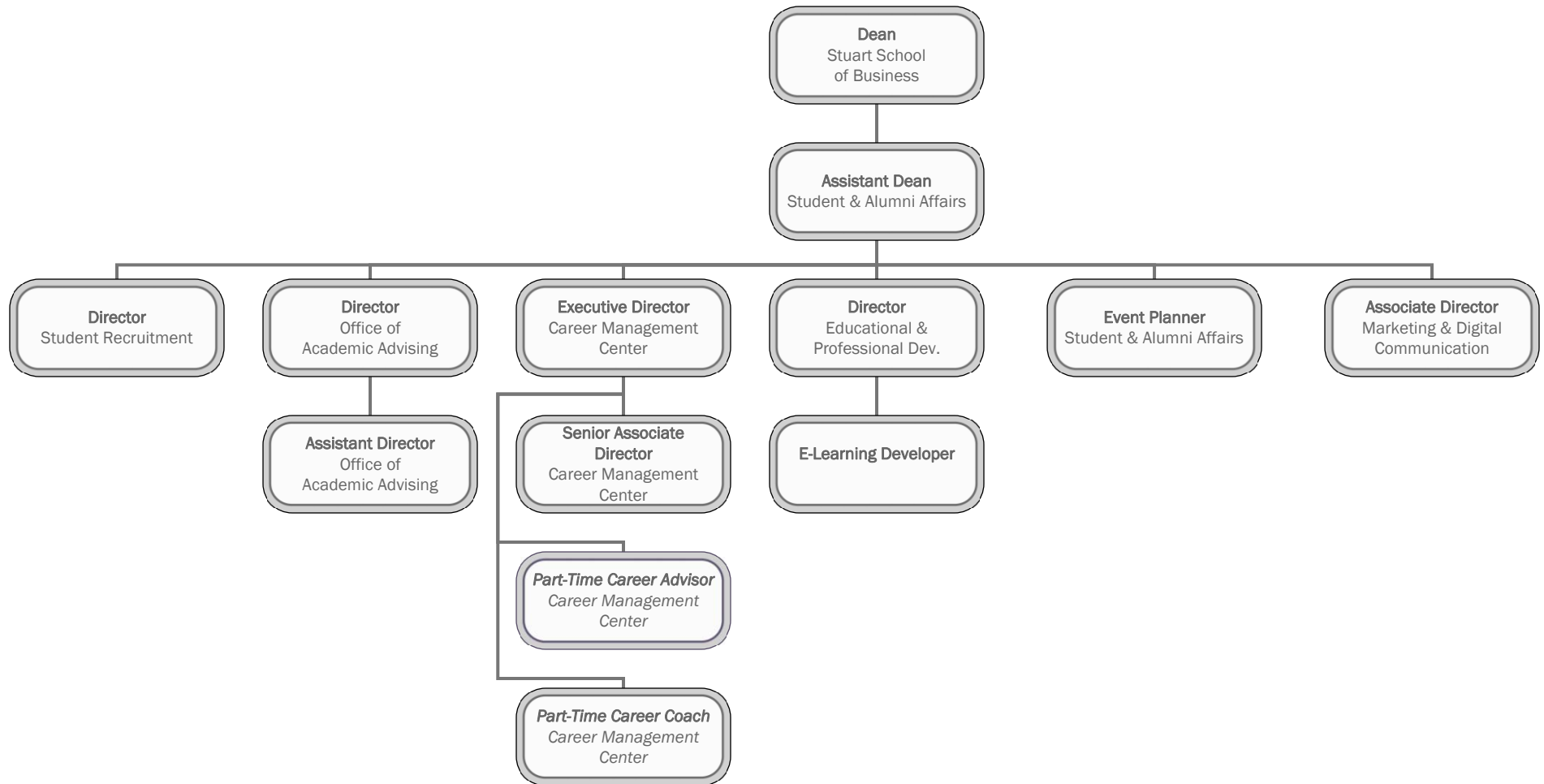
**Dana Bozeman & Ana Rossetti**

Please find a list below of additional resources from the “*Graduate Student Services: Better Coordinating Support Across Campus*” webcast. These resources provide examples of resources used to engage and coordinate graduate student support. If you wish to print only certain resources, you may click their respective links to jump directly to them in the packet.

### Pre-Webcast Resources

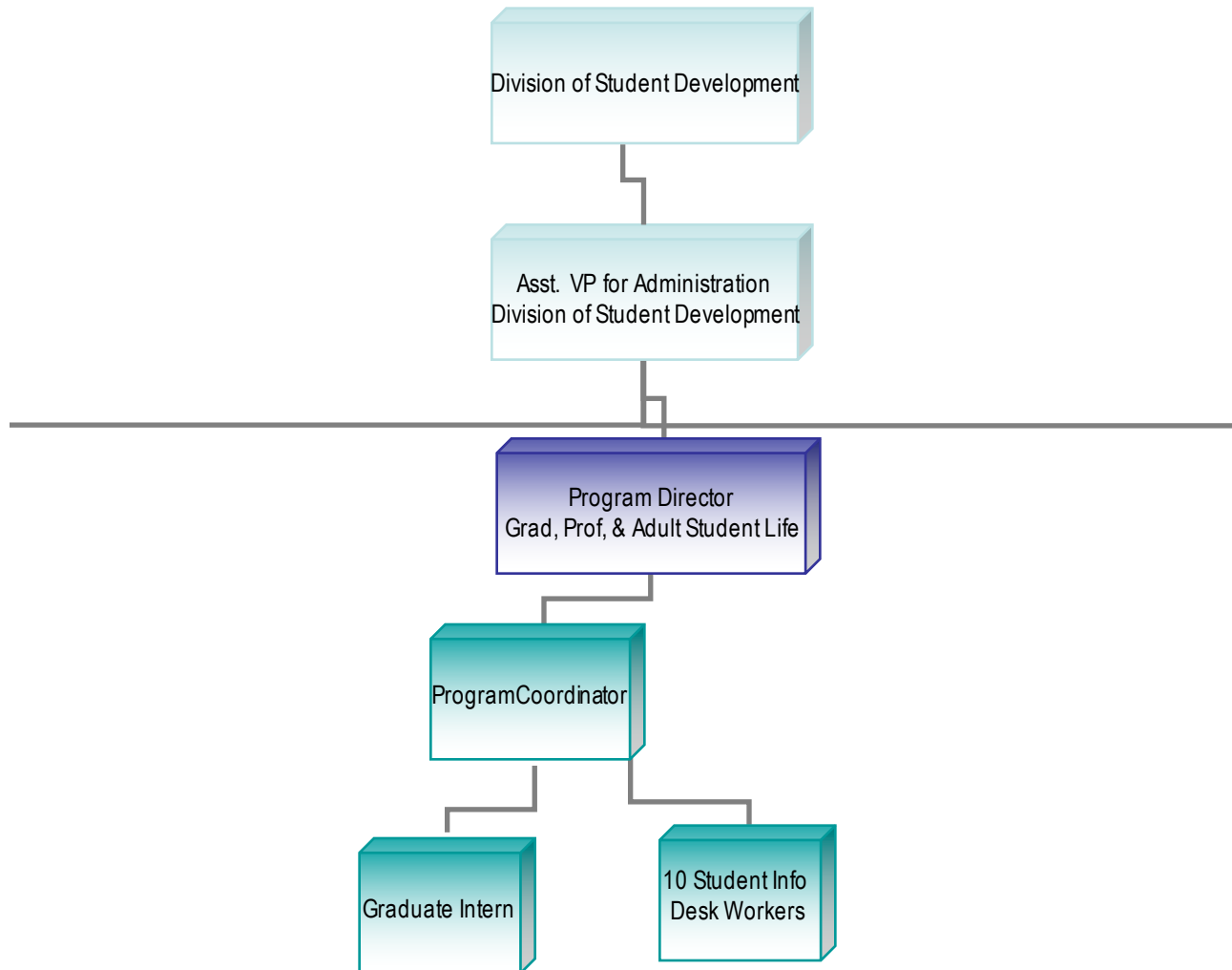
1. [Student Affairs Organization Chart](#) from Stuart School of Business, Illinois Institute of Technology – *Page 2* – This shows how student affairs is organized at IIT.
2. [Organizational Chart from Loyola University Chicago](#) – *Page 3* – This shows the organizational chart for Loyola's GPASL office.
3. [What's Next Student Newsletter](#), Stuart School of Business, Illinois Institute of Technology – *Pages 4-6* - This is a sample newsletter from the IIT SSB graduate program.
4. [Online Academic Advising Orientation Module](#), Stuart School of Business, Illinois Institute of Technology – *Pages 7-11* - This resource shows how IIT SSB orients its new graduate students into its academic advising program.
5. **GPASL Newsletter archives** – <http://us7.campaign-archive2.com/home/?u=91a2cb207b9437d63f1eb1462&id=51791131d5>  
This shows Loyola University Chicago's newsletter archive for graduates.
6. **Graduate Resource Orientation Prezi** – [http://prezi.com/0fmp\\_fpkrl3p/?utm\\_campaign=share&utm\\_medium=copy](http://prezi.com/0fmp_fpkrl3p/?utm_campaign=share&utm_medium=copy)  
This resource shows how Loyola University Chicago uses Prezi with their grad orientation efforts.

**Student Affairs**  
**Stuart School of Business**  
**Illinois Institute of Technology**



# Loyola University Chicago

## GPASL 2016-2017



# What's Next Student Newsletter

## Stuart School of Business

### Illinois Institute of Technology

*Supplement provided by Ana Rossetti, Assistant Dean, for the Academic Impressions webinar  
Graduate Student Services: Better Coordinating Support Across Campus, August 24, 2017*

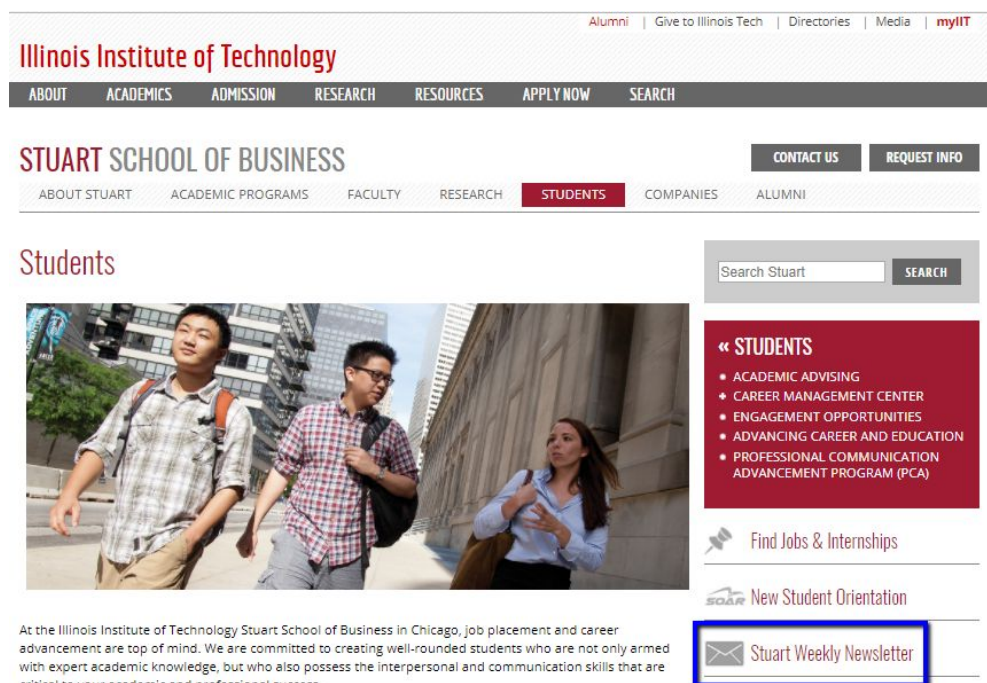
The *What's Next* student newsletter is created and managed by our Marketing and Digital Communication staff using the Emma email marketing platform. Content is provided from various offices including: Office of Academic Advising, Career Management Center, Educational & Professional Development (orientation & co-curricular programs), and Event Planning. Additional content specifically relevant for business students is sourced from university-wide news sources.

If you're having trouble viewing this email, you may [see it online](#).

Share this:    



The *What's Next* student newsletter is an electronic newsletter emailed weekly to all actively enrolled students at the Stuart School of Business. It is also linked in the "Students: section of our website, [stuart.iit.edu/students](http://stuart.iit.edu/students).



The screenshot shows the Stuart School of Business website. At the top, there's a navigation bar with links like 'Alumni', 'Give to Illinois Tech', 'Directories', 'Media', and 'myIIT'. Below this is a dark navigation bar with links: 'ABOUT', 'ACADEMICS', 'ADMISSION', 'RESEARCH', 'RESOURCES', 'APPLY NOW', and 'SEARCH'. The main header for the Stuart School of Business includes 'STUART SCHOOL OF BUSINESS' and links for 'CONTACT US' and 'REQUEST INFO'. A secondary navigation bar lists 'ABOUT STUART', 'ACADEMIC PROGRAMS', 'FACULTY', 'RESEARCH', 'STUDENTS' (highlighted in red), 'COMPANIES', and 'ALUMNI'. The 'Students' section features a large photo of three students walking. To the right, a search bar is visible. Below the photo, a list of services is shown: 'ACADEMIC ADVISING', 'CAREER MANAGEMENT CENTER', 'ENGAGEMENT OPPORTUNITIES', 'ADVANCING CAREER AND EDUCATION', and 'PROFESSIONAL COMMUNICATION ADVANCEMENT PROGRAM (PCA)'. Further down, there are links for 'Find Jobs & Internships' and 'New Student Orientation'. At the bottom, a red box highlights the 'Stuart Weekly Newsletter' link, which includes an email icon.

## Key Features of the *What's Next* student newsletter

### Announcements, Upcoming Dates, and Local Happenings

The left-hand navigation bar includes hyperlinks to subsequent sections so students can quickly navigate the content.

### Announcements

[CPT Timeline](#)

[Stuart School Relocation](#)

[Fall Tuition Deadline](#)

[Fall Graduate Information](#)

[Health Insurance Waiver](#)

[Summer Graduate Diplomas](#)

### Upcoming Dates

[Academic Calendar Dates](#)

### Around Chicago

[News & Events](#)

### LinkedIn add link, Upcoming Dates, Opportunities

We include a button that students can use to add the Stuart School of Business to their LinkedIn profile. This helps students build out their LinkedIn profiles (a co-curricular requirement), and helps to build our LinkedIn connections for current students and alumni. We also include important dates and deadlines and opportunities available locally and beyond that are relevant to our students.

**LinkedIn: Add Stuart to  
Your Profile**

### Upcoming Dates

**Monday, August 21**

Fall Classes Begin

**Saturday, September 1**

Last Day to Add/Drop with no  
charges

### Opportunities Around Chicago & Beyond

♦ Applications for the Fall 2017 Global Vanguard Program through City Internships are now being accepted. The program centers around an internship placement with a leading company. [Learn more and apply.](#)

♦ Applications for the "Entrepreneurs Star" contest are now being accepted. [Learn more and apply.](#)

## Internship and Job Opportunities

We include a direct feed of internship and job opportunities from our job board platform and links to access the postings directly.

### INTERNSHIPS & JOB OPPORTUNITIES

#### Handshake

- ♦ Financial Risk Management Analyst, McDonald's Corporation
- ♦ Business/Markets/Financial Analyst, Megalytics, Inc
- ♦ Financial Analyst, Oppenheimer Funds
- ♦ Quantitative Research Intern, DV Trading
- ♦ Business Systems Analyst, Metra
- ♦ Business Analyst, Source One Management Services
- ♦ Communications Manager, McDonald's Corporation
- ♦ Digital Marketing Analyst, Perfect Search Media
- ♦ Customer Marketing Intern, World Kitchen LLC
- ♦ Sustainability Advocate Intern, Clean Water Action

#### CareerShift

- ♦ Junior Quantitative Analyst, Mesirow Financial
- ♦ Quantitative Finance Analyst, Bank of America
- ♦ Model Validation Analyst, Charles Schwab
- ♦ Junior Quantitative Researcher, Sunrise Futures LLC
- ♦ Research Associate, The Segal Group
- ♦ Quantitative Developer, Morningstar
- ♦ Marketing Analyst, Pepsico
- ♦ Jr. Research Analyst, Invesco
- ♦ Account Executive, Jax and Associates
- ♦ Sustainability Intern, Radio Flyer Inc.

[Learn more about these essential job search tools.](#)



## Advising Resources

We provide links to the advising hours, locations, bios, and contact information for the various types of advising that our students can access. We hold classes and programs on more than one campus so it's important for our students to check where advisors will be on any given day so they can access advising accordingly.

### Graduate Advising

View Graduate Advisors' [open advising hours and bios](#) and contact [advising@stuart.iit.edu](mailto:advising@stuart.iit.edu) with any questions or to schedule an appointment.

### Undergraduate Advising

View Professor Twombly's [open advising hours and bio](#) and contact [twombly@stuart.iit.edu](mailto:twombly@stuart.iit.edu) with any questions or to schedule an appointment.

### Career Advising

View Stuart CMC [open advising hours and bios](#) and contact [careers@stuart.iit.edu](mailto:careers@stuart.iit.edu) with any questions or to schedule an appointment.

### ACE Advising

View Curt Allee's [open advising hours and bio](#) and contact [aceprogram@stuart.iit.edu](mailto:aceprogram@stuart.iit.edu) with any questions regarding the Advancing Career and Education program or to schedule an appointment.



# Online Academic Advising Orientation module

## Stuart School of Business

### Illinois Institute of Technology


*Supplement provided by Ana Rossetti, Assistant Dean, for the Academic Impressions webinar  
Graduate Student Services: Better Coordinating Support Across Campus, August 24, 2017*

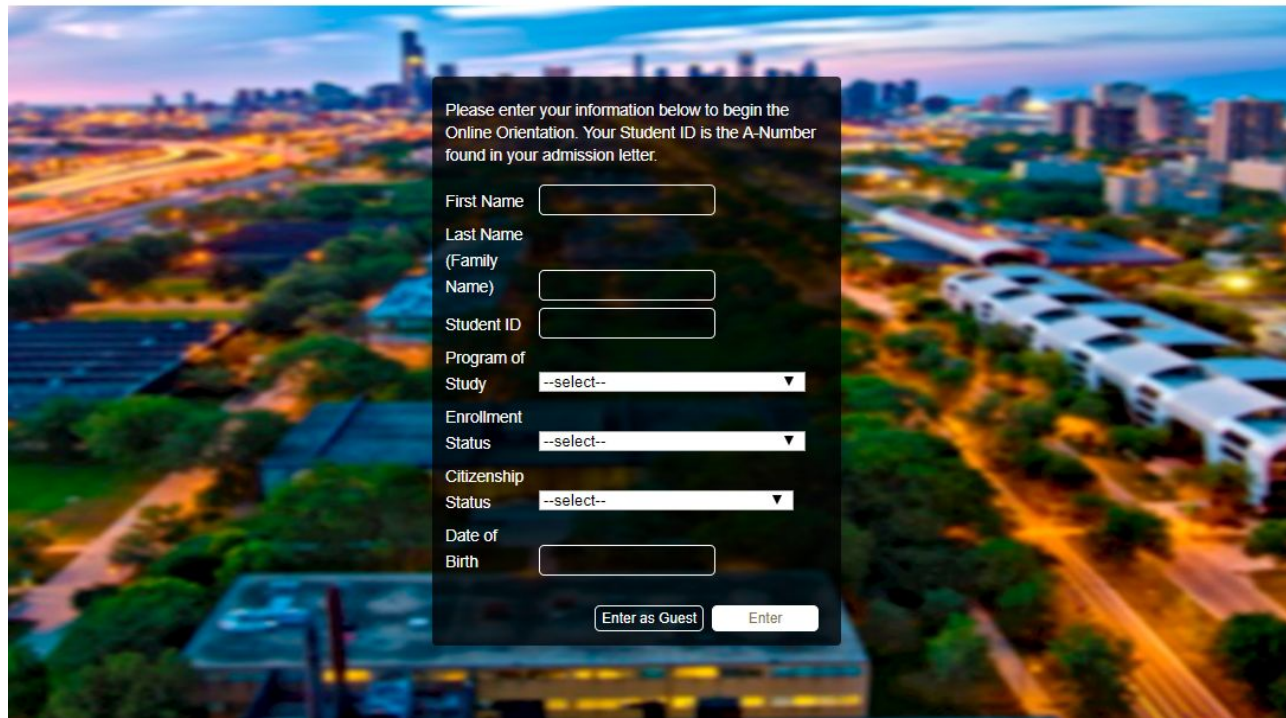
The Online Academic Advising orientation module is a requirement of all graduate/ professional students enrolling at the Stuart School of Business. It is intended to be completed pre-arrival in advance of on-site graduate orientation. A registration hold is placed on each student's record requiring the completion of the online module with a pass rate of 70% or more in order for the hold to be removed. Once the hold is removed the student may register for classes.

After completing the Online Academic Advising orientation module and test using their student login credentials, students can subsequently "Enter as Guest" to access all of the content, links, and attachments at any time. As such, the online module becomes a reference resource to which we can point students at any time and which students can access anywhere they have an Internet connection, at their convenience.

---

We use [Comevo](#) as the platform for our Online Academic Advising Orientation. It enables us to create online modules that include hyperlinks, embedded attachments, and video and allows us to tailor the content to the specific characteristics of the student taking the module through a series of drop-down menus and embedded selections.

  
ILLINOIS INSTITUTE OF TECHNOLOGY



Please enter your information below to begin the Online Orientation. Your Student ID is the A-Number found in your admission letter.

First Name

Last Name (Family Name)

Student ID

Program of Study

Enrollment Status

Citizenship Status

Date of Birth

## Academic Advising

### Welcome to the Academic Advising Online Orientation!

This online orientation is designed to help you familiarize yourself with the tools you need to succeed at the Stuart School of Business at Illinois Tech. By participating in this orientation you will:

- Learn about the Academic Advising Team
- Learn about your graduate program and Stuart School of Business academic policies
- Be more familiar with the academic resources that are available to you to help you succeed
- Feel more comfortable and prepared for registration
- Have your registration hold removed so you can start registering for classes

**You will not be able to register for courses until you read all sections in this online orientation and complete the "Final Test" with a score of 70% or above.**

*To continue with orientation, click "Next" on the bottom right hand corner. Let's get started!*

Academic Advising

Foundational Requirements

Academic Requirements

## Instructions

Here are some tips to navigate the online orientation:


1. Use the arrows in the lower right corner to move to the next page.
2. If you need to go back to a previous page, you can click the back button in your web browser.
3. Be sure to have your speakers turned on for audio/video supplemental tools.
4. Once all sections are complete, you may take the final test. **To take the test click on "Final Test" listed to the left.** You must answer 70% of the questions correctly in order to pass the final test.
5. You may leave this orientation at any time. We will remember where you left off.

**You are now ready to start the orientation. Remember to scroll to the bottom of each page before moving to the next.**






We include embedded videos to help personalize the content and make it more dynamic. Below is a screenshot from a welcome message from the Office of Academic Advising. We want our students to be able to put faces and voices to the names of staff that they will meet and work with once they get to campus.


  
 ILLINOIS INSTITUTE OF TECHNOLOGY


ments	Academic Requirements	General Policies	Important Dates
-------	-----------------------	------------------	-----------------




Let's start by getting to know the Academic Advising Team. All students are assigned to one of our Academic Advisors: Nadezhda (Nadya) Lakinovich or Justine Grant. View our welcome video to the left!

The Academic Advising Team at the Stuart School of Business partners with students to identify and develop their academic goals through an on-going collaborative advising relationship that supports their personal and professional growth.

**NOTE:** Between now and orientation, your assigned Academic Advisor might change. At any time, you can view who your assigned Advisor is on your myIIT portal. To look up your assigned Advisor, click the document icon at the bottom of this page for a how-to guide.


 [Document](#)

Below the video and text there is a “Document” link that students can use to access PDF format “how-to” guides related to the content. In this case, it's a document explaining how they can locate the name of their assigned academic advisor in their student information portal.


  
 ILLINOIS INSTITUTE OF TECHNOLOGY

	Academic Requirements	General Policies	Important Dates
--	-----------------------	------------------	-----------------

What is your enrollment status?



Throughout the module we can tailor the content that students are shown by asking them to select options that describe their characteristics or status, such as full-time, part-time, or non-degree. We then develop content that is relevant only to those characteristics and limit extraneous information.

The following are additional examples of options we ask students to select so that only content relevant to their characteristics or status are displayed for them.

When will you be starting your program?

I will be starting my program in the Spring (January).

I will be starting my program in the Summer (June).

I will be starting the program in the Fall (August).



Please choose your academic program:

Master of Science in Finance

Master of Science in Management Science

Master of Mathematical Finance

Master of Business Administration

Accelerated MBA and Master of Design/MBA

Master of Science in Marketing Analytics

Master of Science in Sustainability Management

Master of Public Administration

Master of Technological Entrepreneurship

Dual or Joint Degree

Co-terminal Degree (Illinois Tech Bachelor Degree + Stuart Master Degree)

Certificate or Non-Degree



We include specific details about the student's academic program, including requirements, policies, program structure, and Program of Study forms that serve as a guide for students to track their progress as they fulfill requirements.



ILLINOIS INSTITUTE OF TECHNOLOGY

General Policies

Important Dates

Resources

Guidelines

Now we will review the academic requirements for your program of study. Please feel free to print out the **Program of Study Form** available at the bottom of this page so you can follow along.


The Program of Study Form gives a detailed outline of courses you are required to complete. To keep track of your academic progress, it is important to always have a copy, especially when meeting with your Academic Advisor and registering for classes.

The M.S. Finance program requires a total of 33 credits. Eighteen of those credits consist of the 6 core courses, and the remaining 15 credits are elective courses and/or a concentration. Students can complete up to 2 concentrations, but obtaining a concentration is optional.

During fall and spring semesters, Stuart Master's courses are offered as full-semester courses which run for 16 weeks and carry 3 credits each. During summer session, Master's courses are offered as 6 or 8 week courses and are 3 credits each.



*Click the document icon at the bottom of the page to access the MSF Program of Study Form.*

 Document

We provide hyperlinks to useful information contained in PDF documents or webpages for students to reference. Since students can access the online module at any time, they have access to this information at their convenience and we routinely refer students back to it. Since the documents and links are embedded within other information and context, it serves as a robust self-directed tool.



ILLINOIS INSTITUTE OF TECHNOLOGY

Guidelines for the Final Test

Here are some helpful how to guides that show how to navigate the technological tools at Stuart:

- [Registering for Classes](#)
- [Registration Holds](#)
- [Waitlisting a Class](#)
- [How to View Your Class Schedule](#)
- [Navigating MyIIT](#)
- [Adding the Stuart Student Essentials Channel to MyIIT](#)
- [Blackboard](#)

