



# Webinar Registration Form

## Training Academic Advisors: Preparing For Multiple Contingencies This Fall Thursday, June 25 ~ 3:00-4:30pm (Eastern)

Once the live date has passed, this training will be available on demand.

### Overview

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This webinar will cover how administrators can better prepare their academic advisors to be successful, given the uncertainties that lie ahead. Being able to provide high-quality services in a variety of formats in a seamless manner takes significant forethought, planning, and professional development. The essential components of a successful academic advising program will be featured, focusing on how those components can be implemented in a way that gives academic advisors maximum flexibility. The goal is to develop and maintain an advising relationship regardless of what form that relationship ultimately takes and irrespective of what the future holds. A primary focus will be on utilizing the best approach amid continually evolving circumstances. Opportunities for participant involvement through the use of case studies and real-time feedback via chat will also be used to enhance the learning experience.

#### Objectives:

- Explore the impact COVID-19 has had on higher education in general and academic advising in particular
- Assess and anticipate evolving needs for academic advising as a consequence of the pandemic
- Review the essential components of successful academic advising, emphasizing how those components can be configured and reconfigured quickly and effectively
- Explore evidence-based best practices associated with all academic advising delivery formats
- Learn how to train academic advisors, so they are prepared for multiple scenarios based on unknown contingencies
- Navigate the challenges of responding to larger numbers of advisees while retaining a personal approach irrespective of delivery methods
- Discover strategies for training academic advisors, so they are prepared to meet students' needs using a variety of integrated strategies
- Consider case studies from the proverbial real world that demonstrate how academic advising programs can continue to be effective in challenging conditions

### Who Should Attend?

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- Academic Advising & Retention
- Orientation & Advising
- Admissions & Recruitment
- Enrollment Management
- Alumni Affairs/Placement Services
- Academic Affairs/Advising Faculty
- Student Services/Affairs
- Registrar
- Student Financial Assistance



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### Speaker(s)

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*"The reality is that no one really knows what college campuses are going to look like when they reopen for the upcoming academic year. Moreover, everything could change unexpectedly depending on how much we are able to bet the coronavirus outbreak under control. Administrators those responsible for coordinating academic advising services must be prepared, and they must make sure their advisors are prepared to deliver quality services regardless of the challenges or circumstances. This webinar will show how to develop contingencies that will keep the process moving forward regardless of what happens."*

Dr. Aaron W. Hughey is a Professor in the Department of Counseling and Student Affairs at Western Kentucky University, where he oversees the graduate degree program in Student Affairs in Higher Education. Before joining the faculty in 1991, he spent 10 years in progressive administrative positions, including five years as the Associate Director of University Housing at WKU. He was also head of the department of Counseling and Student Affairs for five years before returning to the faculty full-time in 2008. Dr. Hughey has degrees from the University of Tennessee at Martin, the University of Tennessee at Knoxville, Western Kentucky University, and Northern Illinois University. He has authored (or co-authored) over 70 refereed publications on a wide range of issues including leadership and student development, standardized testing, diversity, legal issues (including compliance), technology, and educational administration. He regularly presents at national and international conferences and consults extensively with companies and schools. He also provides training and professional development programs on a variety of topics centered on student success; academic advising is one of his specialties.

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### Newsletter



## Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

## Payment Method .....

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)    Credit Card    Check    Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
 (If you select PO as your payment method, a PO number is required.)

### Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

## Packages & Pricing

### Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)  
 \$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)  
 \$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.