



# **CERTIFICATE IN ADVANCED ACADEMIC ADVISING (ACAA) REQUIREMENTS**

COMPLETE 6 CLASSES + CREATE A CAPSTONE PROJECT

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## **CROSS-COLLEGE ADVISING\***

Even as an experienced advisor, do you sometimes wish you could do more to help a student who says that he or she is interested in a major in a completely different college? This advanced level certificate class is designed to provide advisors with a greater level of knowledge about the most popular degree programs at UGA. You will leave this class with the ability to have meaningful conversations with your students about many of the other majors they may be interested in pursuing.

## **INTENTIONAL COMMUNICATION FOR ADVISORS**

Academic advisors are required to be intentional communicators, conveying complex information to both receptive and unreceptive audiences. From explaining policies and requirements to listening to student concerns to dealing with conflict and difficult conversations, clear communication is the key to successful interactions between advisors and students, parents, colleagues, and supervisors. This course will help experienced academic advisors enhance their communication skills by understanding timeless principles of effective communication while also discovering their individual communication styles, blind spots, and strengths.

## **TOPICS IN ADVISING THEORY AND PRACTICE\***

Each advisor's philosophy and practice is informed by experiences and knowledge about how students develop and learn. This course will allow advisors to explore one advising theory or approach through reading and discussion. Participants will have pre-reading assignments, and the class will be facilitated in a seminar format. Each offering of this class will focus on a different advising theory or selection of complimentary theories.

## **LEADERSHIP IN ACADEMIC ADVISING**

This course will allow advisors to assess their professional strengths and interests, explore professional opportunities for growth at UGA and beyond, and engage in collegial dialogue. These discussions and reflections will lead to the development of each advisor's philosophy, portfolio, and capstone project.

\* 2 DIFFERENT SECTIONS REQUIRED

Visit <http://www.hr.uga.edu/training> to register and read current class descriptions.  
For more questions, email [advisingcerts@uga.edu](mailto:advisingcerts@uga.edu).