



INS Changes and How it Impacts UCF's Procedures

The Student and Exchange Visitor Information System (SEVIS) allows educational institutions and Immigration and Naturalization Services (INS) to strengthen our partnership by utilizing modern technology to speed the flow and increase the accuracy of the information we share.

— INS Commissioner James Ziglar

The September 11 terrorist attack has brought an ongoing effort from the Justice Department to enhance the United States' Homeland Security. New policies have been implemented that significantly change the means by which information regarding foreign visitors, students and scholars are retained and reported. One change is the "Border Security" bill passed by the U.S. Senate on April 18.

The Border Security bill mandates educational institutions to comply with the reporting and tracking requirements by sending electronic and updated reports, throughout the student or exchange visitor's stay, to the INS and State Department using Student and Exchange Visitor

Information System (SEVIS). UCF has a standing SEVIS Committee, which is in the process of reviewing software and technological issues for operation. The International Student and Scholar Services (ISSS) is directly affected by this bill and will be utilizing SEVIS on a daily basis.

On June 7, the INS and Educational Data System (EDS) presented a SEVIS Implementation Seminar at UCF. Representatives from EDS presented the information to be entered by educational institutions into SEVIS, followed by questions and answers. Participants included 135 representatives from educational institutions, flight and intensive language schools. In addition to the SEVIS implementation provided to designated school officials throughout the country, the INS through EDS provided a workshop in mid June in the Washington, D. C. area designed specifically for technical staff; those experts responsible for designing and maintaining interface capability among INS, SEVIS and a student information system, like PeopleSoft. Two technical personnel represented UCF at this workshop: Scott Shorr, assistant director of Veterans' Affairs and Casey Hill, coordinator computer applications of Administrative Services.

ISSS will be moving from a manual, paper-driven process to SEVIS, an Internet-based automated system. Volunteer usage of SEVIS was released in July 2002; SEVIS becomes mandatory January 30, 2003. ISSS will report the international student enrollment data which will include:

- The start date of the student's next session;
- A student's failure to enroll;
- A student dropping below a full course of study without prior authorization;
- Any other failure to maintain status or complete the program;
- A change of the student's legal name or address;
- Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime;
- A student's graduation prior to the program end date listed on the form.

The information collected in SEVIS will improve data processing by minimizing entry errors, eliminating duplication, reducing data latency, minimizing fraud and sharing information.



Left to right: ISSS director, Saleha Suleman, and interim assistant director, Bliss Thompson, discuss the responsibilities using SEVIS.

Under the proposed Interagency Panel on Advanced Science and Security (IPASS), international students and scholars pursuing sensitive areas of study, such as advanced science and technology uniquely available in the United States, will be reviewed by the government representatives.

Changes in the INS rules will also have an impact on UCF's prospective students. On April 8, the INS announced new interim rules prohibiting non-immigrants admitted in B visitor status from changing to student status unless they state an intention to study. The ISSS Office is developing the policy and procedures related to the acceptance and enrollment of tourist visa holders. ISSS will continue to fill out international students' personal information for the I-20 and IAP-66 forms.

ISSS director Saleha Suleman says, "The ISSS Office will offer specialized informational workshops to student exchange visitors and the UCF community directly affected by SEVIS in order to insure that everyone is aware of and understands their responsibilities and how SEVIS will impact both status and accountability."



Left to right: INS staff, Pablo Hernandez, Kristin Holland and Len Perry, were available for questions at the SEVIS Implementation Seminar on July 7.

People in the News...

Welcome Aboard New SDES Employees

- **Natalie Beckford**, senior secretary, Student Health Services
- **William Blank**, associate director, Career Development Services, Career Resource Center
- **Victoria Burke**, coordinator, Student Conduct
- **Becky Caldwell**, program assistant, Student Financial Assistance
- **Marcelle Campbell**, admissions officer, Undergraduate Admissions
- **Mark Carroll**, coordinator, computer applications, Student Health Services
- **Megan Greene**, specialist, student counseling, Counseling and Testing
- **Joshua Katz**, interim assistant director, Student Activities
- **Anthony Perry**, director, Student Activities
- **Keith Richardson**, office assistant, Student Outreach Program
- **Angel Rodriguez**, custodial worker, Student Union

Powell Highlighted in National Magazine



"Natalie Powell, Orlando, FL

A director of Student Outreach Programs for the University of Central Florida, Powell enjoys going to the movies, fishing, traveling and walking on the beach . . ."

Powell's photograph and paragraph is featured in an article, "Super Single Sisters of 2002," in the Ebony magazine, July 2002 issue.

Greatest Show On Campus



The Creative School for Children presented the "Greatest Show on Campus" on June 7. Children, dressed in circus costumes such as tigers, clowns and strong-men, entertained parents, friends and staff.

Associate Director Serves as Facilitator at Conference



Left to right: Kristen Cooper, LeaderShape participant and Jan Lloyd, LeaderShape Cluster Facilitator.

energizing leadership development experience that builds leadership skills and teaches college students how to lead with integrity. The curriculum incorporates current leadership issues in such a way as to meet the developmental needs of young adults. Since 1986, approximately 12,000 participants have graduated from the LeaderShape program from all over the world.

Jan Lloyd, associate director for the LEAD Scholars Program, served as a cluster facilitator for the National LeaderShape Institute in Allerton, Illinois at its June conference. The LeaderShape Institute is a six-day interactive,

Registrar's Office Salutes Spring 2002 "Employee of the Semester"

The Registrar's Office staff announced Kelly Shilton, admissions/registrar officer as "Employee of the Semester" for spring 2002. Kudos to Shilton who provided exemplary support to that term's PeopleSoft student registration implementation, in addition to her Grade Forgiveness and Commencement Ceremony activities.

Two New Leaders in Student Activities

Tony Perry is the new director of the Office of Student Activities. He joins UCF from the University of Memphis where he was the coordinator of Student Activities. Prior to that, he has held positions in student affairs and student activities at Notre Dame and Louisville universities. Perry received his M. Ed. in Student Personnel Administration/College Counseling from the School of Education from University of Louisville and a M. S. in Administration from the Mendoza College of Business from University of Notre Dame.



Tony Perry, director



Joshua Katz
interim assistant director

Joshua Katz is the new interim assistant director of Student Activities for student organizations. Katz was the former graduate assistant in the Office of Greek Affairs, here at UCF.

Academic-athletic Advisors Present at National Conference

Two teams of academic-athletic advisors made presentations at the Annual Conference of the National Association of Academic Advisors for Athletics (N4A), a two-day conference in Reno, Nevada.

Director of Academic Services for Student-Athletes (ASSA) Karl Mooney teamed with advisor, Michelle Stano, to present "Is Your Tutoring Program Your Weakest Link?" The second team of advisors, Raphael Robinson and Sarah Hill, presented "Are College Athletes Prepared?"

The N4A consists of academic advisors, counselors, academic affairs staff and administrators from the United States and Canada. It has five regions in the U.S. that provide academic development and other academic-athletic services to its membership.

Please submit your August UKnighted newsletter articles to jpardo@mail.ucf.edu by July 15th.

Thank you. **UKnighted Articles**

Points of Pride...

Intramural Sports Partners with CMMS for Conversation Hour

Conversation Hour sponsored by the Center for Multilingual, Multicultural Studies (CMMS) gives international students an opportunity to practice their English skills, share their cultures and also learn about American culture and traditions. The Intramural Sports student staff members, Steve Anderson, Jon Broska, Jaime Morales, and Julie Reeves along with Jim Wilkening, associate director of Recreational Sports and Programs, have participated in Conversation Hour weekly throughout the summer semester.



Steve Anderson joins international students at Conversation Hour

Each week the staff discusses different topics with small groups of students. Topics include holidays, movies and sports. According to

Wilkening, "The staff participates in the program for several reasons. One is to fulfill goals set by President John C. Hitt: of providing an international focus to the curricula and becoming more inclusive and diverse. Another is to offer our staff a chance at Multicultural Training, and third is the opportunity to help the international students."

Since the beginning of Conversation Hour, more students from the CMMS have been seen using the Recreation and Wellness Center. Reeves said, "It is great to see that we have helped these students feel more comfortable using the facilities UCF has provided for us, and it has also been a great opportunity to learn about their countries and culture."

Technology Enhances Service

"We have successfully packaged financial assistance to students for the new academic year, utilizing the PeopleSoft computer system," says Mary McKinney, director of Student Financial Assistance (SFA). The initial awarding went to 4,876 students, totaling \$23,194,376 in financial assistance. SFA's packaging was a success due to the efforts and extended hours of the Financial Aid PeopleSoft team, led by Vic LaPorte.

The main form of communication with students was once snail-mail; now it is e-mail due to the skills of SFA's Information Technology (IT) computer support staff. Len Burry was very active in researching this process. He has created a way to send e-mails and track them if they are undeliverable; thereby, sending a printed letter only to those students who do not have valid e-mail addresses. Dan Harpin has created and run many complex queries, sub-queries and expressions to address concerns of the office. These queries help the staff to maximize performance in their jobs while acclimating to a new computer system. Bill Atkinson has been instrumental in overseeing much of the complexities of instituting and integrating the PeopleSoft programs.

As UCF's enrollment increases, SFA's computer support staff team helps pave the way electronically to serve the students with quality service and excellence.



Meet the SDES Web Committee

Left to right: SDES Web Committee - Doug O'Brien, Vern Ela, Russell Muller, Ron Atwell, Casey Hill, Judy Pardo, Eugene Manselle, Peter Mitchell, and Scott Shorr (absent).

The SDES Web Committee was organized in January 2002 to develop divisional policies and standards for SDES Web sites. The SDES Web Committee has identified the following goals for SDES Web pages: convey a positive image of UCF and the SDES division from a marketing stand-point; present accurate and timely information on SDES Web pages and "My Organization" (found in the UCF Index which includes the organization information, staff, services, announcements and events); ensure all divisional Web pages meet or exceed the compliance requirements of Section 508 and university policies; be identifiable to UCF and SDES with consistency of color, design, format; and allow for easy navigation.

The SDES Web Committee is co-chaired by Ron Atwell and Judy Pardo from the Office of Assessment and Planning. Committee members consist of a representative from each SDES unit:

- Administrative Services – Casey Hill,
- Academic Development and Retention – Russell Muller,
- Campus Life – Peter Mitchell,
- Special Programs – Scott Shorr,
- Student Financial Assistance – Eugene Manselle,
- Student Government – Doug O'Brien,
- Undergraduate Admissions – Vern Ela.



The committee has met with Jeanne Hartig, director of UCF Marketing, to discuss the marketing aspect of Web sites. In addition, John Sharkey, coordinator of Course Development and Web Services discussed UCF's mandatory polices, best practices and the Web resources that are available to faculty and staff. Currently, the SDES Web policies and best practices are being reviewed and finalized.

Transcript Processing Fee Policy Amended

The Registrar's Office announces a new university official transcript policy. Effective July 1, UCF will collect a \$5 per-copy processing charge for all official UCF transcripts, which the student must submit at the time of the request.

Students may make cash payments to the Cashier's Office (MH 109). A cashier's receipt must accompany the Transcript

Request form. Checks and money orders may be made to the Cashier's Office (receipt required) or to the Registrar's Office (MH 161). UCF SmartCard payments must be made in the Registrar's Office. Credit card payments may be made in person at either the Registrar's Office or the Cashier's Office, or fax to (407) 823-5022.

Training Session Offers Skills in Mediation, Conflict Management and Resolution

Peter Wallace, coordinator of the Dispute Resolution Services Office, presented a First Timer's Mediation Training Session on June 3-5. The training sessions, offered once a semester, equips participants with the necessary skills of mediation, conflict management and resolution. Participants learn to understand conflict, the role of a mediator, reflective listening and questioning skills, as well as undergoing several role playing exercises. By attending the training, not only do participants receive certification as a UCF mediator, but also learn valuable life skills.

A small group of 13 faculty, staff and students participated in the summer 2002 training which provided individualized attention and proved to be a success. Participants learned techniques that they applied with various fun, skill-building exercises. The exercises highlighted the importance of separating one's perceptions, assumptions and values from a mediation session. The role playing exercises gave trainees a chance to apply the skills learned as mediators, as well as playing the role of a disputant. According to one participant, Jean Bryant, "the role playing exercises of mediator and disputant was the most interesting and helpful part of the workshop."

Dispute Resolution Services (DRS) is the UCF campus-based mediation program. The Office of DRS is responsible for conducting mediations, training mediators, and presenting to groups and organizations on conflict management and resolution as well as ethics in

mediation. Mediation services are offered free of charge to those affiliated with UCF. The office offers both a First Timer's Training Session as well as a Refresher Session.

The First Timer's Training Sessions are for participants without a mediation background who wish to learn mediation skills. The sessions are offered for seven non-consecutive days in the fall and spring semesters, and an intensive 20-hour, two and a half day session in the summer. Completing the First Timer's Training Session certifies the participant to attend the Refresher Session.

Participants may brush up their skills in the Refresher Session, a 4-hour workshop that highlights mediation skills and techniques.

Mediation training participants who successfully complete the First Timer's 20-hour basic training course are eligible to serve as volunteer mediators for one year with the Dispute Resolution Services program. After one year, mediators completing the Refresher Session are eligible to continue volunteering with our program for an additional year. For more information, visit: <http://pegasus.cc.ucf.edu/~mediate>.



Peter Wallace, coordinator of Dispute Resolution Services, presented the First Timer's Mediation Training Session.



The role play exercises gave trainees a chance to apply the skills learned as mediators, as well as playing the role of a disputant.

Spring Fest 2002

The McKnight Center of Excellence, under the Student Outreach Programs, celebrated a family event, the first Spring Fest, at UCF's Lake Claire Pavilion on June 1. Spring Fest included a barbecue, flag football, canoe and paddle boat, obstacle courses, moonwalks, dunking booth and a D. J. More than 300 McKnight program participants, family and

guests attended the event.

"I feel that this was one of the best events that we could have ever provided to the program participants, parents, Board Members, community officials and guests," said Natalie Powell, director of the McKnight Center of Excellence. "All participants were excited about the event and are looking forward to the next one. Also, it was nice seeing everyone who supports the event to come together for a fun-filled day."

Sponsors for the event included: Student Development and Enrollment Services, City of Orlando, State Farm, The Legacy Foundation, *Orlando Times*, T. G. Lee Foods and the McKnight Center of Excellence. The staff of Student Outreach Programs thanks all who made this event successful.



Greeks GPA Excel over Undergraduates

Fraternities and sororities earned a higher GPA than all other undergraduates average this past spring semester. The all Greek GPA was a 2.863 and the all undergraduate GPA was a 2.798 (as of May 15).

The sororities did exceptionally well. Nearly one-third of the sorority membership were named to the Dean's List. The sorority GPA was a 3.022 compared to the undergraduate women's GPA was a 2.911. The all-fraternity GPA which was a 2.683 compared to the all-undergraduate men's GPA of 2.662.

