

## UKnighted

## Orientation Introduces Students to UCF

Orientation is the beginning step for First Time In College (FTIC) freshmen, transfer students and family members. Through the coordinated efforts of Orientation Services and collaboration of numerous offices, students are introduced to available services on campus, college majors and expectations, given advisement, register for classes and presented information to assist in their transition to the university. SDES offices play a major role in this effort to help students start out their college years with informational tables, poster sessions, presentations, meetings, and advisement sessions.

Orientation Services coordinates 15 two-day FTIC sessions and 16 one-day transfer sessions seeing approximately 12,000 new students and over 6,500 parent and family members. During a typical two-day session, there are over 20 SDES presentations that provide information to students and family members about support services and programs. The bulk of these sessions occur during the summer within an eight week period; SDES will have given over 350 presentations. Many of the offices present to both students and parents but in different

formats so that each group will walk away with information that is useful to them.

One of the major ways information is passed on to students and parents at orientation is through the use of informational tables during lunch, check-in and at poster sessions. These tables provide information about support programs and services that will help students get involved, stay healthy and develop leadership skills. A few of the SDES areas that are involved are: counseling, health services, recreational and wellness, disability services, campus ministries, student government, Greek life, student activities, affiliated housing, Student Academic Resource Center (SARC) and career resources. Another method to give information is group presentations.

The Office of Student Rights and Responsibilities (OSSR) provides an overview presentation of the legal and mediation services offered to students, rules of conduct and policies including alcohol and drugs, computer use and cheating. Students are made aware of the new e-mail policy as official communication and details of the confidentiality of student records.

"Can I Get Some Money," a new PowerPoint and video presentation on financial aid, is based on a game show theme where students have a chance to spin the wheel and win prizes. The presentation features a professional actor, UCF alumnus and OPS employee, John Gracey.

Campus Life presents a PowerPoint and video presentation that focuses on enhancing student life by getting involved in extra curricular activities, such as clubs and organizations, Student Government, intramural sports and fraternities and sororities. Student testimonials describe on-campus programs and events that have been a value to their student experiences. In addition, students are informed they can receive medical care and health education from Student Health Services as part of their fees. They are also introduced to the variety of programs offered at the Campus Wellness Center.

A tour of on-campus housing facilities, including five different types of floor plans, is presented in a PowerPoint presentation by members of Housing and Residence Life. Procedures for check-in and recommendations



Left to right: Brandon Bengel, senior financial aid officer and Rafael Durand, coordinator, created "Can I Get Some Money," presentation for FTIC

on what students should bring, safety and security, and billing issues are discussed.

UCF's proactive approach to alcohol and other drug programs, is presented by the Office of Alcohol and Other Drug Programming. The REACH Peer Education Program encourages students to engage in low-risk, healthy behaviors.

The "Letting Go" session for parents focuses on the transition that both parents and their students are experiencing. Counseling Center representatives offer suggestions on how to let go, how to be supportive and how to recognize danger signals of depression and stress in students' lives.

The one day orientation for transfer students

Continued on back page



A parent and student interested in affiliated housing at Orientation's poster session

### What Students Say About SDES Services

"My experience with the LEAD Scholars Program has been nothing short of amazing. It has allowed me new opportunities and all of the room I need to dream big and to do great things. The staff and students are dynamic, with a spirit and drive like no other."

—Courtney Woodling junior

"Student Disability Services is an extremely non-threatening and supportive environment, where you are greeted by friendly faces."

—Catherine

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## People in the News...

### Welcome Aboard New SDES Employees

- **Nadine Hosni**, coordinator, Student Affairs, Student Conduct
- **Dana Juntunen**, coordinator, Student Affairs, Student Rights and Responsibilities
- **Amy Kleeman**, associate director, Career Resource Center
- **Yariela Noto**, custodial worker, Student Union
- **Michelle Torres**, Admissions/Registrar officer, Undergraduate Admissions
- **Frederic Usher**, maintenance mechanic, Student Union

❖ **Ann Schuster**, administrative assistant, Off-Campus Student Resource Center, retired on May 30 after 18.5 years of service.

❖ **Joyce Crowell** is the Registrar's Office's new administrative assistant. Previously, Crowell worked in the First Year Transitions Office.

❖ **Jessica Kippax** has joined the Daytona Beach Campus Life staff as the new secretary, following the retirement of Lynn Voiret. Kippax is a graduate of UCF and previously worked OPS in the Daytona Beach Enrollment Services Office.

### 3,000 PeopleSoft Trainee Receives Award



Left to right: Varona Holmes, certificate recipient, Susan Seymour, PeopleSoft (PS) trainer, Jacqueline Ortiz-Baerga, PS trainer, University Registrar Dennis Dulniak and Linda Browning, Human Resource coordinator, PS 1000 instructor

Varona Holmes, office assistant, College of Business/School of Accounting, was presented a certificate as the 3,000 employee to attend PeopleSoft training on May 28. She also was given a flowered plant.

### Health Center Hosts Forecasting Session

Student Health Services (SHS) staff hosted a forecasting session on June 6 in preparation for the design and construction of a new Student Health Center facility. The purpose of this session was to, "... Do everything possible to construct a building that will serve our needs not just in 2005, but also in 2010 and beyond," says Bob Faust, director of SHS. "What we want to avoid is the prospect of second-guessing ourselves four or five years from now... asking ourselves, 'why didn't we do a better job of forecasting the future of health care when we designed the building back in 2003.'"

A diverse group of 24 people, including representatives from the University of

Florida Student Health Care Center, Darden Employee Health Services, Florida Hospital, Cognoscenti Health Institute, the UCF College of Engineering and Computer Science and the College of Health and Public Affairs, the UCF Athletic Department, and Student Government, gathered at the session to discuss how to accomplish this goal. The group developed ideas and concepts around the future of health care as it concerns people, technology and services.

The information from the forecasting session will be compiled and shared with the design team for the building, which is scheduled to be completed in late 2004.

### The UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance and decisions.

#### INTEGRITY

I will practice and defend academic and personal honesty.

#### SCHOLARSHIP

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

#### COMMUNITY

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

#### CREATIVITY

I will use my talents to enrich the human experience.

#### EXCELLENCE

I will strive toward the highest standards of performance in any endeavor I undertake.



UNIVERSITY OF CENTRAL FLORIDA

### Undergraduate Admissions Gets Ready for Fall 2003

"The Office of Undergraduate Admissions is beginning to gear up for the 2003-2004 recruiting season," says Melissa Haas, assistant director. The Undergraduate Admissions staff will meet with various campus departments to gather information on new programs offered. The office is redesigning their publications to reflect the university's growth and development. "The Undergraduate Admissions staff also plans to attend a retreat in early August to help prepare the UCF message in an effort to recruit the best and the brightest," says Haas. The Undergraduate Admissions staff thanks the entire campus community for their continued support.

July 26 is Open House for prospective students and their families.

### SDES Council 2003 - 2004

**Mission:** Strengthen communication among employees, improve the general employee environment, build affiliation among employees within division and create awareness of the mission of Student Development and Enrollment Services.

If you have any ideas, suggestions or comments, please contact a SDES Council member.



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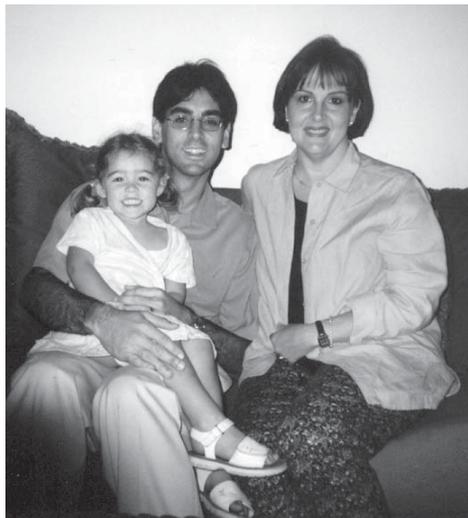


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## Points of Pride... Student Activities Expands Service to Students



Left to right: Maya Calzada, daughter of Ricardo Calzada, Ricardo Calzada, son of Alicia Calzada

### Three Generations Witnessed at UCF

Staff at Creative School for Children (CSC) have witnessed three generations at UCF. In 1979, Alicia Calzada enrolled her two children in the CSC while she attended classes at UCF. She was seeking a degree in Elementary Education. Her son, Ricardo attended Pre-K and Kindergarten while her daughter, Alexandria, attended preschool.

Ricardo Calzada went on to Florida State University where he earned degrees in marketing and multinational business operations, and MBA, JD. After graduation, he worked with the Florida Department of Revenue, the Florida Senate, Florida Attorney General and Law and Government Affairs for AT&T.

Ricardo Calzada is presently an attorney at the Law Offices of Ricardo Calzado II, P.A. He is the father of Maya and Quinn. Maya is presently enrolled at the CSC.

"We are proud to have three generations represented at the school," says Dolores Burghard, retired director, CSC.

The Office of Student Activities (OSA) has expanded their services and programs for this academic year. OSA is now fully staffed and growing in the student leadership areas.

OSA has student planning committees for Campus Activities Board, EKCEL (Every Knight Can Excel in Leadership), Volunteer UCF, plus Homecoming and Late Knights. The expansion of these boards will allow for better cross-promotion and co-programming efforts. There are 300 active student organizations and multiple coordinating councils to help them work together effectively. OSA will also form a council, Knights of the Roundtable, representing all clubs and organizations on campus.

This will also be the first year of the Sports Club Council, which is a collaboration between the OSA, Recreation and Wellness Center, and SGA. The Recreation and Wellness team will provide assistance with facilities, competitions and recruitment.

"We are continuously improving our campus partnerships to assist with development of students and staff," says Joshua Katz, assistant director. OSA is assisting with Orientation, the LINK Program (Learning and Interacting with New Knights), Athletic Marketing and Spirit Patrol, Student Government, Campus Life Facilities Advisory Board, Leadership Week, Intramural Sports and Housing and Residence Life.

OSA students are planning activities, such as movies and concerts, for the Weeks of Welcome (WOW) and Homecoming. The OSA staff has asked offices to assist in the promotion of these two programs to students.

"Our goal this year is to be *the* place for students to begin their involvement in the UCF community. Whether it's community service, leadership, skill building, recreation, socialization or just plain *fun*, OSA is where it's at," says Laura Waltrip, assistant director.



Cristina Gaviria, senior clerk, feeds documents into one of the Registrar's Office Fujitsu scanners

### Registrar's Office Keeps Shredders Busy

From July 2002 to May 2003, the UCF Registrar's Office (RO) scanning area shredded 6,500 pounds of paper. That's the equivalent of nearly one million sheets of paper.

The process of bulk shredding is a recent addition in the RO. Prior to early 2001, documents requiring destruction were taken to the Physical Plant, then released to an outside firm for incineration. Now a truck from Mobile Document Shredding bulk-shreds the documents in the parking lot. While it might seem simple, the RO follows a tight business process before releasing the documents. First, every scanned image is transferred and archived on an optical disk by Computer Services. As a final safeguard, a duplicate back-up copy of the original disk is made. Only then are the original papers actually destroyed.

None of this would be possible without optical scanning of the original documents. Attempting to archive these documents physically would require far more warehousing space than UCF has available. So electronic scanning is more than just high-tech; it is cost effective and indispensable.

The RO paved the way with document scanning. With twin Fujitsu 3099EX high-speed scanners, purchased in 1997, the RO can scan fifty documents per minute, up to 30,000 per month. They are operated and maintained by Wynn Borden, program assistant. Borden and his staff scan graduation checks, grade changes, college transcripts, international student documents and subpoenas, as well as many other university documents. Transcript requests alone involve 2,000 scans per month. Borden describes these machines as "30 percent electronic and 70 percent mechanical." The scanners' consumable parts must be cleaned and replaced every two to three months. RO also scans documents for Academic Services and International Students Services and Scholarships.

### Two SDES Offices Host FACRAO Meeting in Orlando

In June, the Florida Association of Collegiate Registrars and Admission Officers (FACRAO) held its 48th Annual Meeting in Orlando. Each year, registration and admissions professionals from SUS schools, community colleges and private institutions statewide gather at this three-day professional development event both to share strategies and business procedures and to review developing legislation and technologies that affect student admission, course enrollment and records management. This year UCF hosted the event, with support from Manatee Community College.

It was coordinated by a Local Arrangements Committee chaired by University Registrar Dennis Dulniak, and which was comprised of Registrar's Office and Undergraduate Admissions Office personnel Elizabeth Costello, Lisa Stilke, Michael Zinsar, Michael Pinn, Dore Carter and Sandra Bulger. The three-day event had a record-setting attendance for the organization, drawing 180 participants.

A highlight of the event was the election of UCF Associate University Registrar, Douglas Burgess as FACRAO President for 2003-04.

## Orientation . . . continued from page 1

is no less informative. A PowerPoint slide show is presented by the Office of Transfer Services. The show introduces university policies, procedures and advising tools such as the Undergraduate Catalog and Degree Audit. Career Resources staff assist Transfer Services with a special academic advising session for undeclared students to help clarify programs of study and career goals prior to advising students on appropriate courses.

SDES staff from the following offices: First Year Advising and Exploration (FYAE), Multicultural Academic and Support Services (MASS), Student Academic and Resource Center (SARC), and Academic Services for Student Athletes (ASSA) join together in teams to provide student group academic advising. Through the Academic Exploration Program, a special interactive session begins the process of evaluating skills, interests, and goals for those who are undecided about their major.

Meetings are available for students to learn about the LEAD Scholars Program, opportunities available in MASS for multicultural students that will enhance their academic and personal success, and tutoring and Supplemental Instruction assistance provided by SARC.

The culminating event for all students is registration, and, without the help of the Registrar's office, students would be unable to schedule classes. While at the computer labs, the Registrar's office releases holds, does overrides, changes appointment times, makes major changes and provides important support so that students can leave with a schedule in hand.

Orientation lets students know that they are not alone at UCF; there are offices that offer support services, programs and activities to help them become successful, not only in academics, but, in their personal growth and development. SDES is committed to helping students succeed and feel well prepared when they return to UCF in the fall.

## Center Offers Expanded Services to Students

The University Testing Center (UTC) relocated and joined the Student Academic Resource Center (SARC) in March. UTC expanded services to students and the surrounding community by offering a variety of standardized and national testing services. These tests include: the College Level Academic Skills Test (CLAST), College Level Examination Program (CLEP), Florida Teacher Certification Examinations (FTCE), Foreign Language Proficiency Exam (FLPE), Grammar Proficiency Exam (GPE) and Residual ACT.

Since relocating to Howard Phillip's Hall

## What Students Say . . . continued from page 1

*"I like Multicultural Academic and Support Services because it's very homey. Ms. Ford always knows who I am, and says, 'hi' to me wherever she sees me. She's helped me out a lot."*

—Robert Herard, junior

*"Living in the campus housing was one of my best college experiences. I got along with everyone on my floor as well as other people in the building and we soon became very close friends."*

—Meika Garner, junior

*"International Student and Scholar Services' support to new and current international students means a lot to international students. It is nice to have an office dedicated just for international students, which serves them from entry to UCF to their departure and even during their post-graduation practical training"* —Emilie Vigilino

*"The tutors are very helpful; I would be very lost without Student Academic Resource Center's tutoring."* —Claudia Melissa More

*"I am a new transfer student this year. After hearing all sorts of great things about Homecoming during Orientation, I decided to get involved in its production. This year I am the Homecoming Parade Director and can't wait to be part of UCF's greatest tradition this year!"* —Dalia Weingarten

## UCF Sports Club Council Formed

The new Sports Club Council will operate through the Intramural Sports (IM) department in the Recreation and Wellness Center. The council was created through a Special Act of the Student Government Senate this spring to ensure better organization and efficient funding for sports clubs. Four officers and a student director were elected to head the Sports Club Council. Ice Hockey, Lacrosse, Rugby, Tennis, Water Polo, Water Ski and Wrestling clubs are among the 27 charter members that have joined the council. Jeff Ruberg, from the Wrestling Club, was elected as the student director and will work with Felipe Olvera, IM graduate assistant, to assist in the clubs' success.

room 106, UTC is now able to effectively address the needs of students by offering the availability of Saturday testing appointments with a new Centralized Registration Office. The computer-adaptive testing lab has 30 computers. Currently, UTC offers the CLAST, CLEP and FTCE testing on the computer. UTC will be enhancing their services as more tests become computer-adaptive.

For more information about tests, or to schedule an appointment, contact the UTC Centralized Registration office at 407.823.5109.



## You Scream, We All Scream . . . ADR Serves Ice Cream

Academic Development and Retention (ADR) directors served the unit's members 10 gallons of ice cream, donated by Blue Bell Ice Creameries, at ADR's Ice Cream Social on June 4. This was a time of socializing with each other and working together to vision our future goals and plans.

An ice breaker activity which enabled folks to get to know other ADR staff members was led by Melanie Parker, director, of the Career Resource Center.

Next, an ADR version of the TV game show, *Jeopardy*, was played and prizes were awarded to participants. The game was hosted by Jennifer Wright, assistant director, Student Academic Resource Center (SARC), and Edwanna Andrews, SARC academic advisor.

Then it was down to business. Each staff member was assigned to one of six ADR Vision Teams: Charting the Journey, Collaboration, Data and Assessment, Marketing and Outreach, Staff Development and Morale, and Technology. The first order of business was to critique the draft of the new ADR Mission statement. The groups then moved on to discuss their Vision Team and brainstormed potential activities, programs or ideas. As the program wrapped up, staff members were encouraged to sign up to serve on a Vision Team and were given a "Team Building Kit" created by Kathleen Connolly, Retention Data coordinator.

SDES staff member Judy Pardo served as photographer for the event, and Mike Zinsser of the RO helped produce the final photos. With the aid of Carolyn Standner (ADR) and student assistant Elayne Reiss (SARC and Transfer Services), a PowerPoint slide show of the event accompanied with the music "We are Family" was produced.

Please submit your August 2003 UKnighted newsletter articles to [jpardo@mail.ucf.edu](mailto:jpardo@mail.ucf.edu) by July 15.

