



## Introduction

We want to hear from you on what is happening as it relates to student success, academic advising, and student coaching at UCF! Complete the **SSA Communications Request Form** to submit your news and announcements for the Student Success and Advising (SSA) Digest newsletter or the Advisor Training and Development (ATD) Monthly Insider newsletter. Directions for distribution to the Advisor Enhancement Program (AEP) distribution list are included with this resource.

Access the [SSA Communications Request Form](#) to submit your request

## Distribution Options

### SSA Digest

The SSA Digest newsletter is distributed on a semesterly basis (in January, May, and August)) to the AEP distribution list and additional campus stakeholders. The purpose of the newsletter is to highlight stories from SSA units, academic advising, student coaching, and UCF partners supporting the efforts of advisors and coaches. Possible topics could include:

- Highlighting new initiatives from your area
- Recognizing award winners
- Providing an event recap of a signature program
- Announcing organizational or leadership changes

### ATD Monthly Insider

The ATD Monthly Insider newsletter is distributed monthly to the AEP distribution list. The Monthly Insider provides information on training and professional development programming opportunities, shares updates from the advising and coaching community, and spotlights community resources. Possible topics could include:

- Announcing academic program changes
- Sharing updates to policies and procedures (e.g., changes to Chemistry Placement)
- Promoting a program or workshop opportunity (e.g., UCF/State College Pre-Health Advising Assembly)
  - Program audience should be for the advising community or a large distribution of students
- Distributing a community resource (e.g., Community Resource Guide from Student Care Services)

### AEP Email Distribution

**Time-sensitive and critical messages** can be directly distributed to the AEP distribution list, as needed. *Possible topics would mirror the options outlined for the ATD Monthly Insider.*

Submit messages for the AEP distribution directly to the ATD team at [advisortrain@ucf.edu](mailto:advisortrain@ucf.edu). *Be sure to include website or file attachments (if applicable) and contact information for follow-up.*

## Additional Information

- Supervisor approval is required for individuals not in leadership roles (Manager, Assistant Director, Associate Director, Director, or higher)
- The ATD Team and Dr. Priest reserve the right to make editorial changes to submission content, use an alternate image, modify distribution channel, or reject submission for distribution.
  - Notification of any modification will be made prior to distribution for review and feedback.
  - Notification of submission rejection with brief explanation will be made within 3 business days.
- Examples of previous SSA Digests and ATD Monthly Insiders can be viewed below

[SSA Digest: Summer 2023](#) \* [Monthly Insider July 2023](#) \* [Monthly Insider August 2023](#)