



### Phase 1

#### **Academic Advisor Training** (all required)

AAT 101: Introduction to Academic Advising **W**  
AAT 102: Academic Advising Essentials **PR W**  
AAT 111: New Advisor Orientation **PR**  
AAT 112: Student Well-Being **PR**

#### **Records and Security Training** (all required)

AAT 203: Student Success Dashboard **PR W**  
ACS 001: Degree Audit **PR W**  
MKS 101: myKnight STAR Academic Advisor Training **PR W**  
MKS 102: myKnight STAR Academic Advisor Consultation **PR**  
PER 227: Kognito At-Risk **W**  
PSC 001: People Soft Basic Navigation **W**  
SR 100W: FERPA **W**  
SR 201W: Student Records Inquiry One **PR W**  
SR 202W: Student Records Inquiry Two **PR W**

**SSA** Completion of Phase 1 automatically satisfies Level 1: Bronze of the Student Success and Advising Certificate

#### **Additional Training Recommendations**

Begin attending monthly AEP meetings

Complete in **30-60 days** from start date

### Phase 2

#### **Academic Advisor Training** (all required)

AAT 201: Student Populations **W SSA**  
AAT 202: Major Exploration & Career Readiness **W SSA**

#### **Additional Training Recommendations**

Participate in relevant training programming from the ATD Programming Menu  
Begin work on the SSA Certificate  
Enroll in relevant Supporting Student Populations courses to your advising role  
Join NACADA, The Global Community for Academic Advising

Complete in **6 months** from start date

### Phase 3

#### **Relational Skills Training** (all required)

AAT 212: Caring Actions to Provide Safety **SSA**  
AAT 310: Appreciative Education Part 1 **SSA**  
PER 203: Conflict Resolution **SSA**  
(select one from below)  
AAT 311: Appreciative Education Part 2 **PR SSA**  
AAT 313: Difficult Conversations in Advising **SSA**

#### **Additional Training Recommendations**

DIV 008: Understanding Diversity, Equity & Inclusion **SSA** (Highly recommended)  
Participate in relevant training programming from the ATD Programming Menu  
Continue work on the SSA Certificate  
Begin researching relevant conferences to attend through NACADA or other professional organizations

Apply to be a mentee in the SSA Advisor Mentoring Program

#### **LEGEND**

**W** Asynchronous online course  
**PR** Requires a prerequisite course  
**SSA** Counts towards SSA Certificate requirements

Complete in **12 months** from start date