



The University of
Montana

Undergraduate Advising Center
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March 29, 2011

Dear Department Chairs, Faculty and Staff,

Thank you for your continued support of the Undergraduate Advising Center (UAC) Peer Program. As a direct result of faculty and staff referrals last fall, students are in the midst of the Advisor Training & Development Class and will be ready for an advising internship experience autumn semester. We are now recruiting students for our autumn 2011 Training and Development Class. I am once again asking for your assistance in identifying students who may be good candidates for the program.

The UAC provides academic advising to *Undeclared, Pre-Communication Studies, Pre-Psychology, Pre-Media Arts* and freshmen *Business* students. The Peers supplement the work of professional advisors. Students visit the UAC for advising and meet with a Peer for a variety of reasons including consultation on dropping/adding classes, reviewing general education requirements, navigating the online catalog and schedule of classes and class scheduling. We try to select students from all majors to serve as peers. We have found that peers can offer the most extensive information and assistance to other students with similar interests.

Our Peer recruitment process begins within the next couple of weeks and we are looking for students who will be in attendance at UM through autumn 2012. Good advising attributes, as you know, include commitment, intellect, common sense, detail orientation, the ability to comprehend and interpret complex academic policies, and an understanding of a system involving rules, regulations and paperwork. In addition to these attributes, program participants must fundamentally enjoy helping others and utilize good oral and written communication skills. **They must have a 3.0 CGPA with 30 credits and two semesters completed by the end of spring 2011.**

As UM faculty, an advisor, or a staff member, you have had opportunities to meet and come to know many students. Any recommendations you can provide will be greatly appreciated. Students recommended for the UAC Peer Program will be invited to attend an informational meeting where they will learn about the program, our expectations, requirements to participate and the many personal and professional benefits to them. Those interested in applying will continue with the application and interview process.

Please share this with your faculty and staff. Write your referrals (even if you have only one – every name is helpful) on the attached form and mail to Carol Bates, LC 285 or email to batescm@mso.umt.edu no later than Friday, April 15th. Thank you in advance for your participation in this important selection process. Please contact us if you have questions.

Sincerely,
Carol Bates, Peer Program Coordinator
Beth Howard, UAC Director
Undergraduate Advising Center
243-2835

