Student Affairs has developed a new two part training to help guide staff in our division’s mission. The first will assist Student Affairs professionals on how to obtain excellence in service and programming through Four C’s – collaborate, connect, communicate, and create. The second part, REACH, will guide us in putting Four C’s consistently into action so as to provide excellence in programs and services for our students. This integrated session will focus on each Student Affairs professional’s role as an educator with primary emphasis on student learning.

Who Must Attend the Four C’s/REACH Integrated Training?
- Mandatory for new full-time and part-time Division staff who have attended the True Colors Staff Training (SD 410).

When/Where/What to Bring to Class?
- April 4, 2017 (Tuesday) – 9:00 to 12:00
- April 12, 2017 (Wednesday) – 1:00 to 4:00
- Classes will be held in HUC 2.212/Harris Room
- Bring your UTSA ID card to class to sign in via card swipe for credit

Where do I register?
- Register through the MyTraining website [http://mytraining.utsa.edu](http://mytraining.utsa.edu)
- Select Classroom Training
- Select Log In to Classroom Training
- Select Search, Enroll, and Withdraw
- Under Select Category, Select SD and a list of classes will appear
- Under Course Number, find the SD0371 session (date and time) you want to attend and then double click on it
- Select Enroll
- Enter your MyUTSA ID and passphrase and click log in
- Please coordinate scheduling your class date and time with your supervisor
- Registration questions? Contact Roel Ramos at (210) 458-7736 or Roel.Ramos@utsa.edu

Who is teaching?
- 7 Division staff members have been trained as Instructors
- One to two instructors will lead each session

Thank You for Your Investment in Our Team