

Courtney Struble *M.Ed.*

ACADEMIC ADVISING · GRADUATION EVALUATION · FINANCIAL AID

Los Angeles, CA ♦ cestruble@gmail.com



Fifteen years helping students find, and finish, their path through higher education.

Student-centered advisor with experience in all three segments of California public higher education and a former CSUN Student Services Professional II. I review and confer more than 1,000 degrees a year, and bring years of academic and graduate advising, early-alert outreach, and financial aid work with first-generation families.

15 years

in higher education student services

3 of 3

California public segments: CCC, CSU, and UC

1,000+

degrees reviewed and conferred each year

300+

new students from one outreach event

CORE STRENGTHS

- ◆ Academic Advisement (Individual & Group)
- ◆ General Education & Degree Requirements
- ◆ Degree Audits & Graduation Evaluation
- ◆ Academic Policies & Procedures
- ◆ Academic Notice & Probation Support
- ◆ Early Alert & Faculty Referral Response
- ◆ Workshop Facilitation
- ◆ Transfer Credit Evaluation
- ◆ Change of Major & Course Substitutions
- ◆ Educational Planning
- ◆ Campus & Community Outreach
- ◆ First-Generation & Low-Income Student Support
- ◆ Financial Aid & Appeals
- ◆ Student Records Management (FERPA)
- ◆ Data Analysis & Reporting (Informer)

EXPERIENCE

○ Student Services Technician II, Graduation Evaluations Jan 2022 - Present

College of the Canyons · Santa Clarita, CA

- ◆ Manually review and confer 1,000+ student degrees a year, ensuring every graduation requirement is met.
- ◆ Evaluate graduation petitions, transcripts, course substitutions, and degree customizations.
- ◆ Advise students on graduation requirements, transfer coursework, records, and institutional policy.
- ◆ Build educational plans in Ellucian Colleague and Informer queries on graduation and enrollment trends.
- ◆ Collaborate with faculty and staff to confirm graduation requirements and documentation are complete.
- ◆ Apply state regulations, district policies, and records-management procedures to every file.

○ Student Affairs Officer II: Graduate Academic Advisor 2020 - 2022 & 2016 - 2017

University of California, Los Angeles (UCLA) · Westwood, CA

- ◆ Counseled prospective, admitted, and continuing graduate students on admissions, planning, funding, and graduation.
- ◆ Built long-term advising relationships that supported student persistence and academic success.
- ◆ Coordinated graduate admissions; designed orientations, workshops, and educational programming.
- ◆ Partnered with Financial Aid, Registrar, Graduate Division, and International Student Services to advocate for students.

— EDUCATION

**Master of Education
(M.Ed.), Higher Education
Student Affairs**

Salem State University
Salem, MA · 2014

**Bachelor's Degree,
Sociology**

University of Central Florida
Orlando, FL · 2009

— SYSTEMS

- ◆ Oracle PeopleSoft (Campus Solutions)
- ◆ Ellucian Banner
- ◆ Ellucian Colleague (Datatel)
- ◆ Entrisik Informer
- ◆ DegreeWorks
- ◆ Starfish Early Success
- ◆ SurveyMonkey
- ◆ Microsoft Office

— LANGUAGES

- ◆ Spanish (basic reading, writing, and speaking)

— HOW I ADVISE

01

Clarity

Requirements explained in plain words, with a written plan.

02

Access

First-gen and low-income students connected to every resource.

03

Persistence

Early alerts answered before notice becomes probation.

04

Completion

Every unit audited, so the path ends at a diploma.

— THE PATH SO FAR

○ **Student Services Professional II,
Financial Aid & Scholarship**

Jun 2017 – Aug 2020

California State University, Northridge (CSUN) · Northridge, CA

- ◆ Counseled current and prospective students; presented to students and families on campus and at high schools.
- ◆ Coordinated fee waivers, stipends, and scholarships; verified files under federal and CSU policy.
- ◆ Reviewed appeals and issued final determinations; referred students to campus support services.

○ **Enrollment / Academic Counselor**

May 2012 – Aug 2016

Northern Essex Community College · Haverhill, MA

- ◆ Advised on programs of study, degree and transfer requirements, and career goals using developmental advising.
- ◆ Mapped each student's path to graduation in DegreeWorks; reached at-risk students early through Starfish Early Success.
- ◆ Launched the college's online counseling service; organized College for a Day, which yielded 300+ new students.
- ◆ Represented the college at high school and community fairs; served as Designated School Official (DSO).

○ **Financial Aid Counselor**

Jun 2011 – May 2014

Northern Essex Community College · Haverhill, MA

- ◆ Ran Federal Work-Study end to end: placed 120+ students a year in career-aligned roles and grew participation 23%.
- ◆ Explained complex aid information to a student and parent caseload in plain language; led workshops and staff training.



From first advising appointment to commencement, and every requirement in between.

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