

# **UAN TECHNOLOGY SUBCOMMITTEE**

Spring 2020



# POPULAR PLATFORMS FOR REMOTE ADVISING

- Microsoft Teams
  - Live Chat, Video Call, Audio Call
- Zoom
- Personal Phone
- Facetime
- Go-To Meeting
- Google Voice Numbers
- Facebook Chat

# INTAKE FORMS

Some colleges have created intake forms that allow students to choose their preferred format and prepare for advising.

- [College of Engineering and Computing](#)
- [College of Information & Communications](#)

## CEC Advisement Pre-Appointment Intake

All remaining advisement for Fall 2020/Summer 2020 classes will be conducted remotely. Students advised remotely must complete this intake form one business day prior to their appointment. You will also need to upload a copy of your Advising Worksheet or provide alternative information if PDF cannot be accessed: [https://sc.edu/study/colleges\\_schools/engineering\\_and\\_computing/my\\_cec/forms/cecadvising2020a.pdf](https://sc.edu/study/colleges_schools/engineering_and_computing/my_cec/forms/cecadvising2020a.pdf) Full instructions are included in the initial e-mail sent by Student Services & are listed throughout the questionnaire.

Hi LAUREN, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. First Name \*

2. Last Name \*

3. USC ID--This is found either in your student profile or on the back of your Carolina Card \*

4. Phone Number: Include Area Code--This number will also be used if there is a technology issue. \*

5. Please Select Your Advisor \*

- Readmitted Student
- Bill Brown
- Samantha Malpass
- Laura Nix
- Lisa Pierce
- Shane Prater
- Sam Sawyer

6. Please choose how you would prefer to be advised: \*

- Phone
- Video Call--Internet, Camera and Microphone access required

7. Please upload your CEC Intake Form. If you are having trouble filling out the PDF please list your current classes with expected grades, what you plan to take, and one goal you are working on or a challenge this semester. Save this as a word document and upload. \*

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PDF, Image

Submit

## Spring 2020 Remote Advising Form

The College of Information and Communications will advise via phone or video chat based on advisor preference for all remaining appointments this semester. Please complete this form at least 24 hours before your scheduled academic advising appointment.

### General Information

Please complete the form below. We need this information to advise you for the upcoming semesters.

Name: \*

First Name

Last Name

USC Email: \*

example@example.com

USC ID: \*

This is the alpha/numeric digit sequence located on the back of your Carolina Card. (i.e. A12345678)

Phone Number: \*

 - 

Area Code

Phone Number

In what time zone are you currently residing? (UofSC is in the Eastern Time Zone)

- Eastern
- Central
- Mountain
- Pacific
- Other

Please select your assigned academic advisor from the list below. \*

- Rachel Acosta
- Art Farlowe
- Demarcus Heller
- Rushondra James
- Chinell Singletary
- Dora Stryffeler (Rosser)
- Brittany Stubblefield
- I do not have/see an assigned CIC advisor

What is your major?

- Advertising
- Broadcast Journalism
- Information Science
- Journalism
- Mass Communications
- Public Relations
- Visual Communications
- I am planning to change my major

Do you have a minor or cognate?

- Minor
- Cognate

When is your intended date of graduation? \*

Do you plan to study abroad in the next year? \*

- Yes
- No
- Unsure

## Summer 2020 Course Information

Please fill out all information for summer advisement.

Do you plan to take summer courses? \*

- Yes  
 No

If you plan to take summer courses, at what institution do you plan to take? \*

If none, please type NA

Do you plan to do an internship for credit this summer?

- Yes  
 No  
 Unsure

For all SJMC and BSIS students, please use [this link](#) to see internship prerequisite information.

For SJMC students, please submit the required [Contract Form](#) for approval of your internship for summer or fall.

Please list any courses you are interested in taking in the summer term:

If you plan to do courses at a different institution, please make sure to fill out the Special Enrollment Form [here](#).

## Fall 2020 Course Information

Please fill out all information for fall advisement.

Do you plan to do an internship for credit this fall?

- Yes  
 No  
 Unsure

For all SJMC and BSIS students, please use [this link](#) to see internship prerequisite information.

For SJMC students, please submit the required [Contract Form](#) for approval of your internship for summer or fall.

Please list any courses you are interested in taking in the fall term:

Please add any additional questions:

Please add any additional concerns your advisor would need to know prior to contacting you (i.e. unreliable internet connection, unable to get to a quiet place for advisement, etc.):

# BARRIERS TO TECHNOLOGY USE

- Internet & Bandwidth issues for advisors and students
- Students having to disclose technology available at home is not adequate
- Colleges are using various platforms and it's unclear if a specific platform should be used by all offices
- Ongoing discussion regarding lobby function in Teams.

# HELPFUL RESOURCES

- College IT Directors (who are AMAZING!)
- [University Technology Services](#)
- [Keep Teaching Webpage](#)
  - Review “Do you have students with remote technology needs?” section



## Do You Have Students with Remote Technology Needs?



Faculty can submit names of students who do not have the technology to do remote learning. Please complete the form below and someone will contact you with options.

**Note:** If a student indicates a need for internet connectivity, please refer them to [this website](#), which lists several companies who are providing free or discounted internet access. Please use this referral form for more help if needed.

Unfortunately, the university is unable to offer direct help to improve internet connectivity speed at places of residence. In order to improve internet speed, students and those using the same network should try to limit the number of devices using the home network at the same time that students are attending class or doing online homework. In addition, students and those using the same network should avoid streaming videos and using games that consume large amounts of bandwidth while others are conducting work or attending class.

### Single Entry Form for Technology Needs

This form is for entering individual student needs. If you have multiple students in the same class please download, complete and upload the spreadsheet. When uploading, you will need your name, email, course and section information to be filled out on the form.

You can download the file at [Students with Technology Needs](#) upload template.

Faculty Name:\*

Course and Section Number:\*

Faculty Contact Email:\*

### Student Information

Student First name:

Student Last name:

Please enter the best way to contact the student

Student Email Address

Student Phone:

Location while doing on-line courses (City, state)

Technology (Including Internet access) Needed by the Student:

Use this to upload multiple students in the same class. Please use the spreadsheet you can download from above.

Choose File

Remove File

No File Chosen

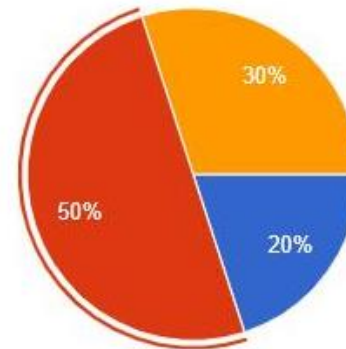
# EAB CAMPAIGN NAMING CONVENTIONS

To aid in EAB reporting, campaigns need to have the same naming structure.

- Advising term is the current academic term
- Registration term is the upcoming academic term

The subcommittee voted and the recommendation is that all EAB Campaign uses should name the campaign using this format:

[Term] [Advisor Last Name] [Department]



- [Term] [Population] [Department] [Advisor Last Name]
- [Term] [Advisor Last Name] [Department]
- [Term] [Advisor Last Name] [Department] [Advisement Term]

# FUTURE COMMITTEE ITEMS

- **SEP Planner:** UAN can vote later in the summer to discuss if plans feature should be turned on for students.
  - **Benefits of SEP Planner:** How should this platform be used and branded to advisors/students.
- Finalize Strategic Plan for Advising Technology

**THANKS!**

# ADVISING TECHNOLOGY UPDATES

April 2020



# CHANGE OF ROLE FORM

- Purpose:
  - System access removal
  - Smooth transitions
  - Keeps UAC updated on staff changes
  - Assigned student re-assignments

## Advisor Access Removal

Please complete this form if you have an academic advisor (faculty or staff) leaving your department/college/office. Access to all advising technologies will be promptly removed.

Questions can be sent to the Advising Process Steward ([duselb@mailbox.sc.edu](mailto:duselb@mailbox.sc.edu)).

### Your Name

  
First Last

### Your Title

### Advisor Name

  
First Last

### Advisor USC ID (ex. T12345678)

### Advisor Email Address

### Department/College/Office

Is this advisor leaving the university or changing roles to another department/college/office?

- Leaving USC  
 Role change within USC

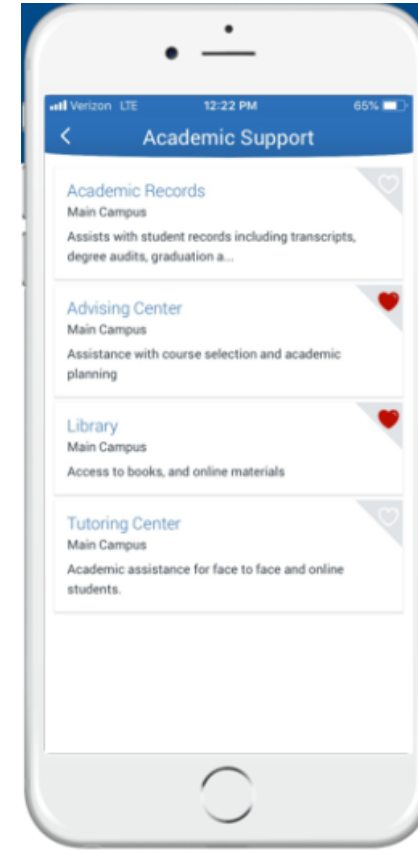
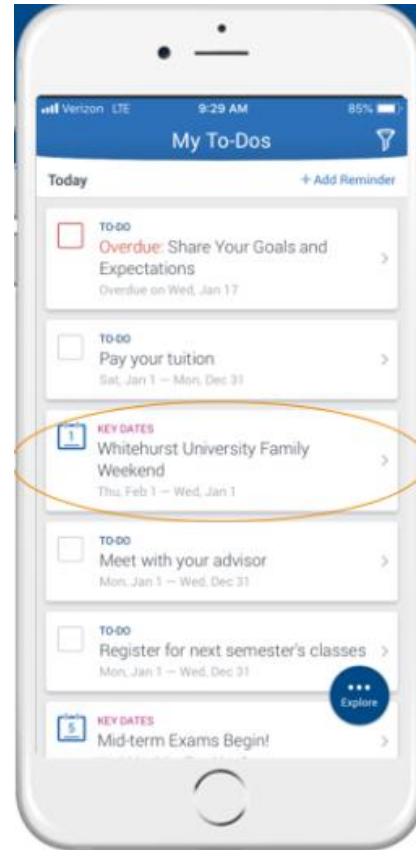
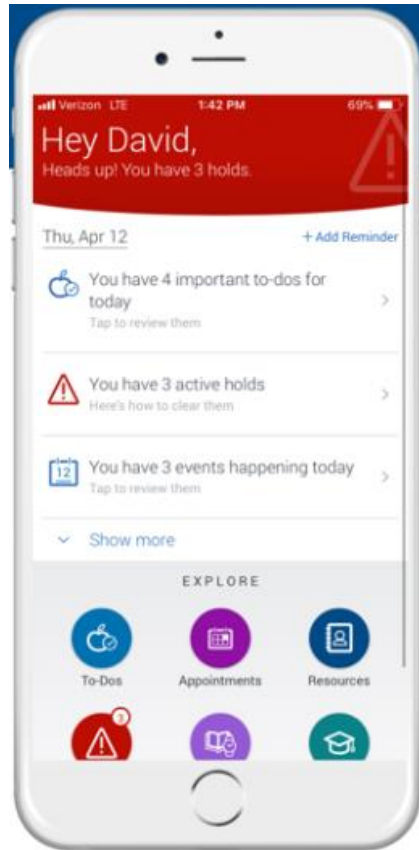
### Date of Advisor Departure

 /  /   
MM DD YYYY

### Comments

Submit

# EAB NAVIGATE STUDENT APP



# APPOINTMENT STATISTICS

	Date Range					
Week 10	Week beginning March 1st 2020					
Week 11	Week beginning March 8st 2020					
Week 12	Week beginning March 15st 2020					
Week 13	Week beginning March 22nd 2020					
Week 14	Week beginning March 29th 2020					
Week 15	Week beginning April 5th 2020					
<b>Care Unit(Consolidated)</b>	<b>Week 10 SP20</b>	<b>Week 10 SP19</b>	<b>Change</b>			
Academic Advising	2957	2498	459			
Academic Coaching/Exploratory Advisin	243	223	20			
Honors College Advising	138	323	-185			
Involvement & Engagement	237	222	15			
New Major Information Sessions	7	3	4			
Student Success Center Services	699	576	123			
<b>Care Unit(Consolidated)</b>	<b>Week 10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Academic Advising SP20	2957	570	2956	2488	2230	1406
Academic Advising SP19	2498	442	2577	2463	2163	1748
Change	18%	29%	15%	1%	3%	-20%



# NAVIGATE REPORTING

## Reports



### Appointment/Visit Reports

[Appointments](#)

[Appointment Summaries](#)

[Check-Ins](#)

### Intervention Reports

[Alerts](#)

[Progress Reports](#)

### Student Data Reports

[Notes](#)

[Student Enrollments](#)

[Student Info \(Students Active for Term\)](#)

### Staff Reports

[Availabilities](#)

 You are viewing **V2 Reports**. [View Legacy Reports](#)



# TECHNOLOGY CONCERNS - UPDATES

- Self Service Carolina
  - Timeout/Logout Issue
    - Fixed for profile links
    - Ongoing issue with Browse Courses
- DegreeWorks
  - Audit Not Displaying – Browser
- EAB Navigate

# ADVISOR ASSIGNMENT REMINDERS

- May UAA Re-Assignments
  - UAAs will communicate with departments with guidance on who should stay or roll off of caseloads
- Fall Assignments - Registered Student List pulled/distributed on August 1<sup>st</sup>

# THANK YOU! QUESTIONS?

Brian Dusel

Director of Advising Technology

[duselb@mailbox.sc.edu](mailto:duselb@mailbox.sc.edu)

803-777-5141

