Advisor Role Access: Supervisor/College Liaison Approval

ADVISOR INFORMATION

Name: _____ UofSC ID: _____

College/Department: _____ (NOT VIP ID)

Network/Blackboard
Username: _____ Email: _____

Role-Based HR Information

Title: _____

Please select one:

☐ I am a **new** UofSC employee

☐ I have had a **role change** at the UofSC and am new to Academic Advising

   Previous position at the UofSC _____

☐ I am an **existing advisor** at the UofSC and am requesting new or renewed access to an advising technology.

SELF-SERVICE CAROLINA

☐ Self-Service Carolina basic advisor access only

OR (*Please note: College Permission required for all of the following.)

☐ Advisement Holds (College Specific)

☐ Curriculum Change (Add/Change Majors and/or Minors)

☐ Class Override (Override course restrictions) Please list subject codes: _____

☐ Student Course Registration (Ability to register a student for a course)

☐ Other Advisor Actions Requested in Self-Service Carolina (Please explain rationale):

   _____
   _____

DEGREEWORKS

☐ DegreeWorks basic advisor access only

OR

☐ Exceptions Permissions (Ability to make exceptions within degree audit. Used for Transfer credit.) *College permission required.

EAB NAVIGATE

☒ EAB Navigate advisor access (All advisors will receive EAB Navigate for scheduling advising appointments)

MY UOFSC EXPERIENCE

☒ MyUofSC Experience advisor access (All advisors will receive for accessing student engagement transcripts)

NEXT STEPS

1. Submit Advisor Role Access Form (this form) to Process Steward (Brian Dusel). Address below.
2. For new or role change advisors: complete online training with the University Advising Center.
3. After submitting of your request to Process Steward/Brian Dusel, check for an email that will instruct you to log into DAPS (sc.edu/daps) and accept the terms/conditions.

TECHNOLOGY UNDERSTANDING

☐ I understand that I will receive an email from DAPS and I will need to accept the "**terms and conditions**."

☐ I understand that I will not be granted access to advising technologies until "Advising Foundations" training has been completed via Blackboard and/or in-person.

By signing below you agree to complete each step on the Advisor Role Access Form. (Approver signature required).

Employee Signature: _____ Date: _____

Designated Access Role Approver (See reverse for designated approver list) _____

Designated Access Role Approver Title (Please print): _____

Designated Access Role Approver Title Signature _____ Date: _____

* Email this form via scanned copy to DUSELB@mailbox.sc.edu *or* send via campus mail to Brian Dusel, UAC, Close-Hipp.

Access Role Approver
*Authorization for advisor technology

College	Approver	Proxy
Arts and Sciences	Dawn Hiller hillerd@mailbox.sc.edu	Christy Friend
Engineering and Computing	Ruthie Patterson RUTHP@sc.edu	Jed Lyons
Nursing	Heidi Waltz WALTZH@mailbox.sc.edu	Gail Vereen
Honors	Kay Banks kay@schc.sc.edu	
Information and Communications	Rushondra James jamesrj@mailbox.sc.edu	
Pharmacy	Kristi Kinslow niro@cop.sc.edu	
Music	Tina Stallard tstallard@mozart.sc.edu	
HRSM	Kathy Smiling smiling@hrsm.sc.edu	
Public Health	Sara Corwin CORWINS@mailbox.sc.edu	Barb Cuevas
DMSB	Brian Shelton BKSHELTO@MOORE.SC.EDU	Mackenzie King
Social Work	Sonya Singleton sclemon@mailbox.sc.edu	
Education	Donna Watson WATSOND5@mailbox.sc.edu	Rob Dedmon
Athletics	Maria Hickman MHICKMAN@mailbox.sc.edu	Katie Ethridge
Non-Academic Unit (e.g. Education Abroad, etc.)	Employee's direct supervisor	

The above list includes "College Approvers" and non-academic unit approvers for the **Advisor Role Access Form**.
The form can be found here: http://sc.edu/about/offices_and_divisions/advising/documents/access_request_form_editable.pdf

Questions? Please contact:
Brian Dusel
Advising Process Steward
University Advising Center, Close-Hipp Building
duselb@mailbox.sc.edu
Phone: 803-777-5141
Fax: 803-777-3305

Approver Signature Required

* Email this form via scanned copy to DUSELB@mailbox.sc.edu *or* send via campus mail to Brian Dusel, UAC, Close-Hipp.