Workflow Questions -
Conversation Starters for your College

-What training is necessary for advisors to use SEP?  
   A Training Guide and training videos are planned.

-Will only your first year advisors use SEP, or will all advisors use it?

-How will you use SEP?

-Will you build a plan for all students?

-Will you build the complete plan all at one time or semester by semester as you complete advisement with the student?

-Will you build the plan in the summer when students attend their first orientation or in the fall when you are preparing for their first advisement session?

-What is the order for implementing the different degree programs in your college? Determine your starting point.

-Are transfer students different from Freshmen in relation to SEP? How?

-Who is considered the Primary advisor?

-Which advisors will have locking capabilities (sort of the same as who is allow to make exceptions in Degreeworks)?

-Who is going to be the “liaison” or contact person determining the approval list for advisors? For HRSM, that’s Kathy Smiling; for Education, that’s Donna Watson.

-How do you handle dual and double majors and special populations? (See the Best Practices and Special Populations notes here: [https://www.sc.edu/about/offices_and_divisions/advising/advisor_toolbox/university_advisors_network/index.php](https://www.sc.edu/about/offices_and_divisions/advising/advisor_toolbox/university_advisors_network/index.php).