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

* Required

1. First Name *

   Enter your answer

2. Last Name *

   Enter your answer

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

   Enter your answer

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

   Enter your answer

5. Please Select Your Advisor *

   - Redimitted Student
   - Bill Brown
   - Samantha Mapass
   - Laura Nix
   - Lisa Pierce
   - Shana 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 alphanumeric digit sequence located on the back of your Carolina Card. (ex. 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 Hettler

☐ Rushondra James

☐ Chineil Singletary

☐ Dora Stryfield (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? *
[Blank field]

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:

[Blank field]

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:

[Blank field]

Please add any additional questions:

[Blank field]

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.):

[Blank field]
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.

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student First Name:</strong></td>
</tr>
<tr>
<td><strong>Student Last Name:</strong></td>
</tr>
</tbody>
</table>

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:** |

---

**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:** |
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]
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!
CHANGE OF ROLE FORM

• Purpose:
  • System access removal
  • Smooth transitions
  • Keeps UAC updated on staff changes
  • Assigned student re-assignments
EAB NAVIGATE STUDENT APP
# Appointment Statistics

<table>
<thead>
<tr>
<th>Care Unit (Consolidated)</th>
<th>Week 10 SP20</th>
<th>Week 10 SP19</th>
<th>Change</th>
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<tbody>
<tr>
<td>Academic Advising</td>
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<td>2498</td>
<td>459</td>
</tr>
<tr>
<td>Academic Coaching/Exploratory Advising</td>
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<td>4</td>
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<td>Student Success Center Services</td>
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<tr>
<th>Care Unit (Consolidated)</th>
<th>Week 10</th>
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<th>12</th>
<th>13</th>
<th>14</th>
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<tr>
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<td>18%</td>
<td>29%</td>
<td>15%</td>
<td>1%</td>
<td>3%</td>
<td>-20%</td>
</tr>
</tbody>
</table>
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 1st
THANK YOU!
QUESTIONS?

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803-777-5141