Academic Advising Systems Handbook

FACULTY ADVISORS

University of Connecticut
SCHOOL OF ENGINEERING

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NEXUS

Nexus (nexus.uconn.edu) is a university-wide software used for appointment scheduling, note keeping, and student tracking. Within these three main functions, there are multiple options for organization and communication. The following will outline the basic use of each main function.

<u>Appointment Scheduling</u>

Under the appointments tab, you are able to create available appointment slots. Appointment slots can be made in any time increment you would like. You have individualization options under appointment settings such as- allowing only your students to make appointments with you, not allowing same day appointments, requiring an appointment reason be entered, appointment topics, creating group appointments, etc. You can also personalize a message each student will receive when creating an appointment. From the appointments tab you can also cancel appointments and send emails directly to your appointments scheduled each day.

When you click the appointments tab, you will see the following:

| Home | Search | Check-Ins | ➡ Appointments | Notes | Email | Text | Advisees | Groups | Events |
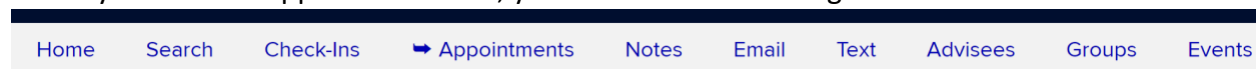
Settings I Shared Calendars I My Networks I Reports I Summary I Shade Calendar I Export to Excel

6 Months

◀ Past | Upcoming ▶

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First, you will want to select settings to set appointment preferences and personalization:

| Home | Search | Sign Ins | ➡ Appointments | Notes | Checklist | Email | Text | Advisees | Groups | Events | Non-Degree | Users | Settings |

Back

Room Locations
Appointment Topics
Preferences and Behaviors
Advisor and School Verifications
Block Students
Sync Calendar

You can send students the link below if you want them to link straight to your appointment calendar without having to search for you by department of name?
https://sandbox.uconn.edu/secure_per/schedule1.php?stser=606

Please watch the video below if you have no idea how to set up the appointment scheduler. It is a little outdated because many features have been added to the video was recorded, but it should still help you.

You can then return to the appointments homepage and click on any date to begin opening/editing appointments:

| < < Past Week | Month | Next Week > > |

More Details

Sun 12/03	Mon 12/04	Tues 12/05	Wed 12/06	Thu 12/07	Fri 12/08	Sat 12/09
+ Appts	+ Appts	+ Appts	+ Appts	+ Appts	+ Appts	+ Appts

| Home | Search | Sign Ins | ➡ Appointments | Notes | Checklist | Email | Text | Advisees | Groups |

Back

Generate appointment slots for the day below between your default time range 7:00am - 7:00pm

Date to Create Appointments
December 04 2017

Length of Appointments
20 Minutes

Appt. Location (optional)
ITE 202

* Credit Range Verification for these Appointments (optional)
No Min No Max

Generate

* Credit Verification: Students with cumulative earned credits in the range you specify can schedule thes restrict students scheduling by their credit standing.

Home	Search	Sign Ins	➡ Appointments	Notes	Checklist	Email	Text	Advisees	Groups	Events

Monday December 4, 2017

[<< - Day] [Week View] [+ Day >>]

Day View

Check off appointment slots you want available to students. Then choose Update at the bottom of page
Check All | Uncheck All

- ☐ 7:00am - 7:20am
- ☐ 7:20am - 7:40am
- ☐ 7:40am - 8:00am
- ☐ 8:00am - 8:20am
- ☐ 8:20am - 8:40am
- ☐ 8:40am - 9:00am
- ☐ 9:00am - 9:20am
- ☐ 9:20am - 9:40am

When appointments have been booked, you can go back in and view each day and see who has booked the appointment. This is also one area in which you can cancel the appointment if needed.

* It is helpful to sync your Nexus calendar with your outlook calendar. This can be done in settings under "sync calendar". *

Notes

Keeping notes when meeting (or sometimes emailing) with students is vital. Nexus notes have sharing preferences, but "open" is preferred. Open allows all employees with access to Nexus the option to view notes on each student. This is important, as it will allow others working with the student to gather important background information.

To search for notes on a particular student begin by clicking the search tab:

Home	➡ Search	Check-Ins	Appointments	Notes	Email	Text	Advisees

Search people below.

First Name

Last Name

Peoplesoft ID

Net ID

Email

[Search]

Entering a student's information will generate a list of possible students, from which you can select the appropriate student:

When you click on the notes tab, all notes entered for the student (that you have access to) will show:

From here, you can view previous notes/attachments and enter new notes/attachments.

Student Check In / Tracking

Whenever a student comes to see you, you should check them in. This allows us to see where they have been on campus. You will have to check them in from your **Home** tab.

For student tracking information, you will visit their student profile. From here you can see their check ins across campus and also their appointments:

| Home | ➡ Search | Check-Ins | Appointments | Notes | Email | Text | Advisees | Groups | Events | Non-Degree | Users | Settings | Misc | Log Out |

Dana Ziter ?
PS ID: 2311655
NetID: dma14005

| Appts | Check-Ins | Classes | E-Mail | Events | Flags | Interests | Non-Degree | Notes | Profile | Stickers | Text | TME | Warnings |

KIOSK Check-Ins

Time In	Dept	Student	ID	Type	Here to See	Status	Pick Up By	Prog	Plan	Sub	GPA	Credits	Reason	Delete
June 19, 2018 2:58pm	Computer Science and Engineering & Computer Science Advising Center	Dana Ziter	2311655 dma14005	Walk In	Dana Ziter		Dana Ziter 2:59pm	Graduate School	Educational Leadership EdD		3.965	43		more
November 21, 2017 9:19am	Computer Science and Engineering & Computer Science Advising Center	Dana Ziter	2311655 dma14005	Walk In	Dana Ziter		Dana Ziter 9:22am	Graduate School	Educational Leadership EdD		3.959	29		more
October 4, 2017 11:26am	Computer Science and Engineering & Computer Science Advising Center	Dana Ziter	2311655 Dma14005	Walk In			Dana Ziter 11:27am	Graduate School	Educational Leadership EdD		3.959	29		more
September 12, 2017 11:48am	Computer Science and Engineering & Computer Science Advising Center	Dana Ziter	2311655 Dma14005	Appointment	Dana Ziter		Dana Ziter 11:48am	Graduate School	Educational Leadership EdD		3.959	29		more
January 25, 2016 9:11am	Engineering Undergraduate Programs Office	Dana Ziter	2311655 dma14005	Walk In			Brian Schwarz 9:16am	Graduate School	Educational Leadership EdD		3.85	6	hidden	more

5 Check-Ins

Student Profile

| Profile | Sign Ins | Appts | Notes | Checklist | E-Mail | Text | Classes | NonDegree | Warnings | Flags |

Date	With	Type	Time Slot	Location	Arrival	Booked
Thursday September 7, 2017	Dana Ziter		2:40pm - 3:00pm	ITE 202	On Time Arrival 7 mins early	09/05/2017 9:31am
Friday February 10, 2017	Dana Ziter		10:00am - 10:30am	ITE 202	On Time Arrival 7 mins early	01/30/2017 11:57am

When you have appointments scheduled for the day, they will show on your **Home** page. From there, you can send them all an email, access student profiles, and cancel appointments. If a student no-shows a set appointment, this will automatically be shown under their appointments tab in their student profile (we also like to add a note).

STUDENT ADMIN (PEOPLESOFT)

Student admin (studentadmin.uconn.edu) is the main system for student records. Students enroll in classes through student admin and can also run advisement reports, see grade history, access their class schedule, and update their FERPA waiver. Advisors can also see class schedules, grades history, run unofficial transcripts, view academic requirement reports, and complete administrative functions such as assign advisors, change programs/plans, and review preliminary/final plans of study. Furthermore, an advisor can view their full list of advisees, which makes for easier access.

You have the option to set favorites for quick navigating. Here is an example of some you may want to save:

UCONN

Favorites ▾   Main Menu ▾

Menu   ⟳   ⚙▾

Search:

[   ] ⟫

▾ **My Favorites**

Advisees by Advisor

Browse Course Catalog

Class Permissions

Class Roster

Class Search

Dynamic Class Search

Enrollment Request

Manage Service Indicators

Plan of Study Approval Monitor

Request Advisement Report

Student Advisor

Student Groups

Student Program/Plan

Transcript Request

UC Search Match

View My Advisees

Add to Favorites

Edit Favorites

View My Advisees brings you to your list of assigned students:

Dana Ziter

Faculty Center	Advisor Center	Search	HuskyCT sections
my advisees	student center	general info	transfer credit	academics

My Advisees

Shop UCONN Bookstore Textbooks

Select display option: ○ Link to Photos ○ Include photos in list

Find |

	Notify	Holds	Name	ID	Honors	POS Prelim	POS Final	View Student Details
1	☐		Aaron,Jack Edward	2458259	HON	○	○	View Student Details
2	☐		Abreu,Michael	2495004		○	○	View Student Details
3	☐		Adams,Leonard Lee	2321642		●	○	View Student Details
4	☐		Adamson,Brian Ronald	2359557		○	○	View Student Details
5	☐		Adanti,Mark	2678813		●	○	View Student Details
6	☐		Agogliati,Donna M	2317830		○	○	View Student Details
7	☐		Ahmadi,Amin	1846954		●	○	View Student Details
8	☐		Akhundzadeh,Ryan K	2363630		○	○	View Student Details
9	☐		Alexander,Shawn Kenrick	2419914		○	○	View Student Details
10	☐		Allen,Michael Gregory	2305482	HON	○	○	View Student Details

From here you can select **View Student Details** to open a student's student center:

Advisee Student Center

Leonard Adams

*Change Advisee Adams,Leonard Lee ▼ [change] ID 2321642

▼ Academics

My Class Schedule
Shopping Cart
My Academic Planner
Dynamic Class Search

📖 Deadlines   🔗 URL

This Week's Schedule

	Class	Schedule
📘	CSE 2050-001 LEC (15003)	MoWeFr 1:25PM - 2:15PM CHM A203
📘	CSE 2050-004L LAB (15007)	Th 5:00PM - 6:15PM ITE 138
📘	CSE 2500-002 LEC (7600)	TuTh 9:30AM - 10:45AM LH 301
📘	MATH 2110Q-180 LEC (10379)	MoWeFr 12:20PM - 1:10PM SCHN 151
📘	MATH 2110Q-187D DIS (10410)	TuTh 3:30PM - 4:20PM MONT 110
📘	PHYS 1501Q-031 LEC (7542)	TuTh 11:00AM - 12:15PM BPB 131
📘	PHYS 1501Q-033L	We 9:00AM -

other academic... ▼ ≫

▼ Holds & Indicators

No Holds.

▼ To Do List

No To Do's.

▼ Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Intersession 2018 Intersession session on October 23, 2017.

details ▶

▼ Advisor

Program Advisor

Dana Ziter

From here, you can view/lift holds (all students will have an advising hold each semester), run the student's academic requirement report, view their course history, view their unofficial transcript, view transfer credits and high school placement scores.

Account Holds

To view/lift account holds, you can click on the ⊘ indicator – either from the list of your advisees or from the student's student center. Which will bring you to the **Manage Service Indicator** page:

You will click on the code hyperlink to open the hold and lift (if you have the authority to do so). You can also select Add Service Indicator to place a hold on the student's account.

Academic Requirements Report

The **Academic Requirements Report** is a vital function for both you (and the student) to see their catalog year and program requirements. This report can be found in the dropdown next to the student's schedule. It is important to note that if a student has multiple degrees, the coursework does not properly show as met for both. You can run an advisement report for these scenarios.

Academic requirements report:

Preliminary/Final Plan of Study

When a student reaches 54 credits, they are required to submit a preliminary plan of study. This is created through the student's academic planner found in their student center. Basically, the student is required to plan out their remaining semesters at UConn by organizing all of their remaining coursework. Once the PoS has been submitted it will be routed to three places (you will receive an email notification) – the academic advisor > the academic department head > the UG SoE Dean. Students will have an enrollment hold on their account until the PoS has been approved at all levels. This plan is not set in stone, rather is more of an indicator to the student of which course requirements they have left to complete. If they change their plan, they do not have to resubmit, but can make alterations in their academic planner.

There are helpful instructions for submitting plans of studies found at the top of all student admin screens:
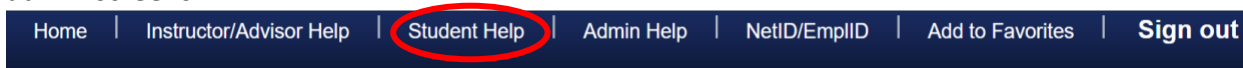
There are also many other helpful student links found here!

The final plan of study is required for all graduating seniors who have already applied for graduation. They can find the submit button under their academic requirements report, but it will only be available if they have applied for graduation.

If you need to check on a submitted plan, but did not receive the notification email, you can do so through **Plan of Study Approval Monitor** – a suggested link for your favorites.

Student Program/Plan Change

At the end of each semester the SoE reviews applicants that are either seeking entry into one of our majors, or requesting to change their major within SoE. Application deadlines are May 25th and December 25th. They must submit their application through request.engr.uconn.edu and once approved, their program/plan will be updated in the system.

If a student wants to add a minor or apply for a major in the CLAS, they must visit ppc.uconn.edu.

GRADUATION SUBSTITUTION PORTAL

Often times, students will have taken (or transferred) courses that fulfill a curriculum requirement, but are not applied correctly to their academic requirements in student admin. To submit the requested course substitutions, visit sub.engr.uconn.edu.

Only authorized users can submit a form (students cannot). The password is **huskiesforever**.

Once logged in, you will enter all of the required information. The Requirement Group (RG) and Requirement (RQ) can be found in the student's academic requirement report.

FERPA DESIGNEE PIN PAGE

To check a student's FERPA preferences/waivers you must visit the FERPA Designee Pin Page - https://forms.prod.uconn.edu/feb/landing/org/app/b0ae9db2-6c5a-4e7a-801b-6418bd010484/launch/index.html?form=F_FerpaViewer . You will be required to log in with your NETID and Password.

Students can access and set their FERPA preferences here- https://ferpa.uconn.edu/share-my-information/

HELPFUL WEBSITES

Registrar's Office - registrar.uconn.edu – You can find the academic calendar and many useful forms such as excess credit authorization, schedule revision, independent study, dual degree, etc.

Transfer Credit Equivalencies - admissions.uconn.edu/transferring-credit – This page allows you to search courses offered at Connecticut schools for UConn course equivalencies.

Couse Catalog - catalog.uconn.edu – Full listing of all offered courses and university policies.

SoE Undergrad Office - undergrad.engr.uconn.edu – You can find fellow advisor's information, information for students seeking entry into the SoE, the SoE tutoring schedule, career fair information, etc.

Husky CT – lms.uconn.edu – You can access the math placement test scores and your class content if you teach a UNIV course.

Math Course Waitlists – math.uconn.edu > courses > waiting lists – Important resource for students who need to add their name to a full math course waitlist.

SELECT STUDENT RESOURCES

SoE Tutoring Center
"Q" Center & "W" Center
Academic Achievement Center (AAC)
Supplemental Instruction (SI)
Departmental Specific Tutoring
Counseling & Mental Health (CMHS)
UConn Connects
Center for Students with Disabilities (CSD)
Center for Career Development (CCD)
Veteran Affairs
Cultural Centers
Dean of Students Office
CARE Team (for reporting student distress/potentially harmful situations)