

Frequently Asked Questions From Advising Workshop (8-24-17)

The following written questions were submitted during the Advising Workshop on 8-24. Answers were prepared by Academic Services, Registrar, and the interim-QEP Director.

Question: In the past, I used starfish so students in my classes as well as my advisees could make appointments with me. This was particularly critical during the mid-semester advising period when the students in my research methods class are also frantic about their projects and needing to see me frequently. Are advisees the only people who can access our appointments through Campus, or can students in our classes do so as well? I ask because I'm playing with it now trying to put my fall office hours in the calendar, and only advising topics are available to select – there's no "course performance" type of options available.

Answer: Faculty have the option to schedule appointment availability for advisees and students in their courses. This requires the faculty user to set up BOTH types of availability (advisor and instructor) within Campus. *Faculty should refer to the Campus Scheduling Guide for step-by-step instructions on setting up their availability in Campus.* When setting up your availability, you have the option to schedule an automatic email and/or text reminder for the student prior to the scheduled appointment time.

Once your availability is established in Campus, students should be directed to <https://umw.campus.eab.com> to schedule an appointment. Once in Campus, the student selects the "book an appointment" button on the home screen and with then need to choose "advising appointment" or "meet with a professor" option. From here, the student will navigate through the calendar to schedule the appointment.

Question: If Justin Wilkes contacts me about an STP student in a course, does FERPA limit what I can tell him?

Answer: FERPA makes it clear that school officials with legitimate educational interests may be provided information. The information requested must be necessary to perform appropriate tasks that are specified in his role as STP Director or to a determination about the student. So yes, information can be shared with the STP and other programs with legitimate educational interest.

Question: Is the guide app the only way students can make appointments with me using the slots I make available in campus, or is there a web interface they can use as there was in Starfish? If there's a web interface, where will they access it?

Answer: There is a web interface for students to schedule an appointment. Students should be directed to <https://umw.campus.eab.com> to schedule an appointment. Once in Campus, the student selects the "book an appointment" button on the home screen and with then need to choose "advising appointment" or "meet with a professor" option. From here, the student will navigate through the calendar to schedule the appointment.

Question: What percentage of our students have a smart phone that can run the apps we've discussed this morning? What workarounds are available for students who can't afford a smart phone?

Answer: Our survey of incoming new students indicates that over 95% of students have a smartphone, and many also have a tablet- the app works on either. But students are not required to have a smartphone or tablet. They can access the same content through the Guide web site, which means that they can access it through any web browser on a computer, laptop, smart device, etc. The link is included on the EAB Tools page (linked from the umw.edu home page) and can be found here: <https://umw.guide.eab.com/>

Question: Can students see the notes? I would like them to be able to, so they also have record of an advising meeting

Answer: Campus is not set to allow students to see notes automatically and there is not an option available to automatically send the note to the student when it is saved. You may choose to share a note with a student by copying the note and then pasteing it into a message to the student. In order to message the student, simply click on the "Message Student" link on the right side of the student's advising profile. You can paste the note into the message box.

Question: Will advising holds still be removed in banner rather than campus?

Answer: Advising holds will continued to be removed in Banner

Question: And will degree works be integrated with one or the other of those to see degree eval while advising?

Answer: A great question. TBD. Stay tuned!