

## INFORMATION FAIR PARTICIPANTS

### ART/SOCY Building - 2nd Floor - 8:30-9:20am

Academic Achievement Programs/EOC	Office of Admissions
ASCDU– Athletics	Office of Extended Studies
Campus Programs (Stamp Union)	Office of Information Technology
Computer Advising Technology Tools (CATT)	Portal Executive Team
CIVICUS	Pre-Law Advising Office
College Park Scholars	Pre-Transfer Advising Program
Counseling Center/Disability Support Services	Professional Writing Program
Coalition for Civic Engagement and Leadership	Stamp-Center for Campus Life
Department of Resident Life	Study Abroad
Health Center/Center for Health and Wellbeing	Tau Sigma National Honor Society
Health Professions Advising Office	Undergraduate Studies-CORE
International Education Services	University Career Center/President's Promise
Latin American Studies Center	University Honors Program
LGBT Equity Office	University Libraries
McNair Scholars Program	University Parent Consultation and Child Evaluation
Multi-Ethnic Student Education	The Writing Center
National Scholarships Office	

## 2009 CONFERENCE COMMITTEE MEMBERS

Erin Thiel, **Chair**, Pre-Transfer Advisor, Undergraduate Studies  
Nichole Howe, **Co-Chair**, Advisor, Letters and Sciences, Undergraduate Studies

Amy Alexander, Director of Undergraduate Education, College of Computer, Mathematical and Physical Sciences  
Lori Comegys, Coordinator, Undergraduate Studies  
Janis Cornell-DeMoss, Director of Undergraduate Programs, College of Education  
Tiffany Cox, Counselor/Advisor, Academic Achievement Programs, Undergraduate Studies  
Megan Forbes, Academic Advisor, College of Arts and Humanities  
Jason Jones, Assistant Director, Undergraduate Studies, R. H. Smith School of Business  
Mark Kuhn, Coordinator of Web Services, Undergraduate Studies  
Regina Huhtanen, Academic Advisor, College of Behavioral and Social Sciences  
Courtney Miller-Bellairs, Assistant Dean, Student Affairs, School of Architecture, Planning and Preservation  
Marchelle Payne, Assistant Dean, Philip Merrill College of Journalism  
Sandra Quinn, Advisor, School of Public Health  
Julie Sass, Academic Advisor, Letters and Sciences, Undergraduate Studies  
Ray Stricklin, Acting Assistant Dean, College of Agriculture and Natural Resources  
DaFran Ware, Academic Advisor, A. James Clark School of Engineering  
Lani Yap, Academic Advisor, College of Chemical and Life Sciences

COMPUTER ADVISING TECHNOLOGY TOOLS WORKSHOPS  
THURSDAY, AUGUST 20, 2009  
THE JEONG H. KIM BUILDING

BEGINNER TRAINING

**INTRODUCTION TO SIS**

**Room: 2107**

**9:00 AM - 10:15 AM**

**Tim Malone**

**Prerequisites:** Attendees must have a SIS account. This is an entry-level training for people who are using SIS for the first time. This session will provide an introduction to the on-line processors available to access information for student advising.

**Topics covered:** Introduction to screens that display personal, demographic, current and historic registration data, transcript information, and the Electronic Stamp Approval process.

**BASIC DEGREE NAVIGATOR/ADVISE ON THE WEB  
& DEGREE NAVIGATOR: EXCEPTIONS**

**Room: 2111**

**10:20 AM – 12:45 AM**

**Linda Yokoi**

**Prerequisites:** Attendees must have a Degree Navigator account with write-level access and an ADVISE on the Web account. This session is geared towards advisors who have never used Degree Navigator or Advise on the Web. This session is also intended for advisors who will need to use Degree Navigator to apply exceptions for individual student audits.

**Topics covered:** How to conduct basic degree audits in a student's registered major; how to enter general advising notes; how to examine progress in a student's non-registered major (e.g., for changing majors); researching basic transcript information and other student data, including registration and personal information. Also how to process Degree Navigator exceptions for individual students including adding courses, removing courses, changing the required number of courses/credits, and changing catalog degree versions.

ADVANCED TRAINING

**ADVANCED SIS TRAINING**

**Room: 2111**

**9:00 AM – 10:15 AM**

**TBA**

**Prerequisites:** Attendees should already be comfortable using SIS for their day-to-day duties. This session is intended for advisors who are already familiar with advising policies/procedures and are comfortable using SIS. This session will provide you with tips to get more/better use of the system and its data.

**Topics covered:** Introduction to additional screens that show the same data but arrayed differently, such as student schedule and course transfer equivalency; SCAT table usage for looking up field definitions; tricks/tips that allow easier navigation in the system (e.g., alias creation).

**ADVISE WEB SEARCH/DEGREE NAVIGATOR BATCH**

**Room: 2107**

**10:20 am – 12:45 pm** (5-10 minute break between topics)

**Tim Malone**

**Prerequisites:** Degree Navigator account with write-level access; Advise account with reports-level access. Attendees should be comfortable using Degree Navigator to run and interpret student audits; have a basic familiarity with Advise on the Web; have a basic knowledge of how to create and save a simple text file using any word processing program; know how to browse a Windows file system to locate saved files; have a rudimentary knowledge of basic html (i.e. how to "view page source" and open an html file so it can be edited). This session is designed to show you how use Degree Navigator's batch processing (which enables you to run several audits at once) along with Advise on the Web's search and report feature to examine aggregate student data.

**Topics covered:** Basic layout of the DN "batch" and Advise "reports" screens; explanation of the various output options; use of "filters" to search and limit results; how to export UID results from ADVISE to run batch audits in DN (e.g., for graduation clearances).