ADVISOR ASSIGNMENT PROCESS

Purpose: ensure the accurate assignment of students to academic advisors for the Fall, Spring, and Summer terms.

"When students are accepted into the University, they are assigned an academic advisor. Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester. Students who do not know their assigned advisor should obtain this information from the appropriate departmental or academic dean's office."

– UofSC Undergraduate Bulletin, Advisement Policies

ADVISOR ASSIGNMENT PROCESS

- Goals:
  - Provide a key academic resource for each undergraduate student (goal of 100% accurate assignments)
  - Increase retention and persistence
  - Ensure successful transition from Undergraduate Academic Advisors to respective college/department advisors
  - Identify colleges/departments that are not meeting the student need for an assigned academic advisor

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UNDERGRADUATE ACADEMIC ADVISOR ASSIGNMENTS

- CAS & Public Health – Mike Dial will complete First-Year student assignments
- All other departments/colleges will make assignments in their respective areas
- CAS UAAs given access to Banner AppNav to make caseload adjustments as needed

South Carolina

MASS ASSIGNMENTS & ONE-OFFS

- Mass Assigns available to Departments/Colleges
  - Only one mass assign can be submitted per term (e.g. a mass assign in September will not override primary assignments if a new one is submitted in November)
  - At least 10 student assignments per advisor
  - Individual assignments should be done by departments/colleges for less than 10 student assignments per advisor

UPDATED TIMELINE - SPRING

- Registered Student List distributed to colleges/departments on January 2nd (reminder emails will be sent out every few days after)

- Departments/colleges required to have submitted assignments 1 week after, with emails sent to departments/colleges that have not submitted

- Report pulled on Jan 30th for Assistant/Associate Deans

UPDATED TIMELINE - SUMMER

- May UAA Re-Assignments
  - UAAs will communicate with departments with guidance on who should stay or roll off of caseloads
  - Departments/colleges required to submit mass assignments to the Director of Advising Technology 2 weeks after

UPDATED TIMELINE - FALL

- Registered Student List pulled/distributed on August 1st (departments/colleges can submit earlier if desired)

- Departments/colleges required to have submitted assignments 2 weeks after

- Report pulled on September 1st for Assistant/Associate Deans

ONGOING SUPPORT & TRAINING

- Banner 9 AppNav Training
  - Held every December/July
  - Departments/colleges invited to train or re-train on process, proceedures, and use of AppNav

THANK YOU! QUESTIONS?

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