



An Advising Guide for Advising and Registration Period

University Advising Center, SEC 3120; advising@uiwtx.edu ; (210) 805-5814

Note to Advisor

This advisor guide is not all encompassing; however, it will be helpful during the Advising Period and registration time. If you have other suggestions that may be useful to the advising process, please email the University Advising Center at: advising@uiwtx.edu.

Utilize “Automatic Reply”

Keep communication going and consistent. Suggestions for an Outlook automatic reply below:

- Official university COVID-19 statement and webpage link: <https://my.uiw.edu/safety/coronavirus.html>
- Advising dates (see below)
- Virtual office hours
- Contact information, including Zoom link and office phone number
- See example message **1A**

Advising Dates

Advising Date Handout for students available—See attached, **2A**

| | |
|-------------------|--|
| Week of March 22 | PINs available (Issue PINs once update is final—Email will be sent) |
| March 22 | Summer 2021 schedule viewable via BannerWeb Link |
| March 29 | Fall 2021 schedule viewable via Banner Web Link https://bannerweb.uiwtx.edu/prod/twbkwbis.P_GenMenu?name=homepage |
| March 29-April 16 | Advising Period |
| April 16-April 21 | Priority registration as shown below: Athletes- April 9th at 8:30 am Seniors - April 15th at 8:30 am Juniors - April 15th at 1:30 pm Sophomore - April 16th at 8:30 am Freshmen - April 16th at 1:30 pm |
| April 30 | Withdraw deadline “W” Link: https://my.uiw.edu/registrar/_docs/add-drop-2015.pdf |

Setting up Campaigns through EAB

Instruction Guide for setting up Campaigns—See attached, **3A**.

- **Advising Appointment Invitation** (modifying the email subject & body)
 - Subject examples
 - Schedule Your E-Advising Meeting today!
 - {\$student_first_name}, Advising Time is here!
 - Schedule your Advising Meeting
 - Email body suggestions:

- Indicate advising sessions will now be offered virtually
- Inform student not to come to campus for advising, if you are working remotely
- Explain your e-Advising options (ie: phone, email, video)
- Advise student update phone/contact information in Banner Web
- Instruct student indicate in the “comment box” (upon selecting their time slot) of their preferred method for advising
- Recommend student review Degree works profile and course schedule
- If offering Zoom/video sessions, add a tutorial link
- Example verbiage—See attached, **3B**

Zoom/Phone/Email Appointment

Note: Before beginning your remote session, ask student to confirm student ID and/or show ID to camera. Inform student you will be discussing confidential information and ask if okay to proceed, in the event that they have others around them (FERPA).

- **Zoom Tutorials for Advisors:** https://zoom.us/docs/en-us/covid19.html?fbclid=IwAR0T4ZWYhnJWdy__vzf0X1qk3jbXiG6giibSuUnVouOSy0LMdstV1W1_A8A
- **Zoom Tutorial for Student to join:** https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1
- **Phone Appointments:** Calls can be made via Ring Central through your computer (accessible through Cardinal Apps) and/or the Ring Central App on smart phones (to protect cell phone numbers) More info further down.
- **Email Appointments:** via Cardinal email only

Advising Session Outline

Note: Ask student to confirm student ID number. Ask student to open Degree Works to follow along. Send student Advising Session Recap form (optional)—See attached, **4A**

- **Confirm student’s major/concentration/minor**
 - If discrepancy, complete Academic Change Form—See attached, **5A**
 - Submit form to UAC
 - If student had already applied for graduation, they should contact the Registrar's Office for the "Change of Graduation Information"
- **Review and discuss student’s GPA & current academic standing**
 - Review GPA requirements, as needed
- **Review hours requirements**
 - Needed/completed to reach 120
 - General Electives
 - 36/45 Rule
 - Community Service
- **Review student’s current class schedule**
 - Midterm grades/Early Alert Grades/Cases in EAB (See **19A**--How to Issue/View Case Alerts)
 - Discuss Drop deadline/process for withdrawal ('W')—See attached, **6A & 6B**
- **Review and discuss Instructional Methods (Asynchronous/Synchronous/Blended) **18A****
- **Discuss courses for registration**
 - **Summer classes**

- Is student taking courses at UIW or another institution?
 - Request to Study at Another Institution form (Registrar’s webpage)
 - <https://my.uiw.edu/registrar/request-to-study.html>
 - Reminder to submit official transcripts to UIW after final grades are posted
 - SPS Course Request--as needed
 - <https://my.uiw.edu/advising/sps-course-request.html>
- Provide recommended courses
- Add note of recommended courses in Degree Works
- **Fall classes**
 - Recommend courses- Plan A (student passes all courses)
 - Recommend courses- Plan B (student may need to retake courses)
 - Discuss three-peat rule
 - Provide additional course options, as needed
 - Add note of recommended courses in Degree Works
- If student is Graduation Ready instruct to apply online—See attached, **7A**
- Issue PIN/notes in Degree Works or EAB—See attached, **8A**

Helping Students Prepare for Registration

- Advise student to check BannerWeb for holds—See attached, **9A**
- Remind student to review degree plan, notes, course recommendations & PINs in Degree Works or EAB—See attached, **9B**
- Share instructions for Looking up Classes and Online Registration—See attached, **10A & 10B**
- Inform student about wait-list process—See attached, **11A**
- Registration Add Errors—See attached, **12A**
- Summer and Fall class schedule
 - https://bannerweb.uiwtx.edu/prod/twbkwbis.P_GenMenu?name=homepage
 - Suggest student use Schedule Planner to map out courses—See attached, **13A**
- Additional Forms
 - Athletic Registration Form—**14A**
 - Add/Drop Form—**6A**
 - Submitting Service Hours—**15A**
 - Student Resources—**16A**

Consistency of Course Descriptions, Restrictions and Prerequisites in Advising Tools

- University Catalog: Review course descriptions, prerequisites, restrictions and approvals needed
- Course Schedule (BannerWeb): Compare to University Catalog entries
- Degree Works: Compare courses descriptions to University Catalog and Banner Web entries

**Be prepared for questions from students regarding discrepancies and inconsistencies in the three. When inconsistencies are found, report to Department Chair for revisions.*

Using Ring Central for Calls/Texting—See attached, **17A**

Thank you for your message. Please read this Auto Reply for general information, advising dates, and updated advising processes.

UPDATES AND REMINDERS: (Blue links are clickable)

Advising Zoomdays: The University Advising Center is now offering Advising Zoomdays every week. Join us every Tuesday, Wednesday, and Thursday from 10-12pm and 2-4pm, and Friday from 10-4pm. *No appointment needed!*

Academic Calendar & Important Dates:

| | |
|-------------------|---|
| January 11 | Spring 2021 classes begin |
| January 19 | Last day to make schedule changes |
| March 8-12 | Spring Break |
| March 22 | Summer 2021 course schedule viewable through BannerWeb |
| March 29 | Fall 2021 course schedule viewable through BannerWeb |
| March 29-April 16 | !!!Advising Time!!! (Set an appointment with your advisor!) |
| April 16 | Priority Registration Begins (priority registration schedule link) Athletes: April 16 at 8:30 am Veterans: April 16 at 1:30 pm Honors: April 19 at 8:30 am Seniors: April 20 at 8:30 am Juniors: April 20 at 1:30 pm Sophomore: April 21 at 8:30 am Freshmen: April 21 at 1:30 pm Schedule Planner Link useful when planning your next semester |
| April 30 | Last day to drop a course or withdraw-- Drop form link |
| May 8 | Commencement |
| May 14 | Grades viewable after 2pm |

Preparing for Advising and Registration Time:

- Step 1: Review/Update your contact information ([Instructions](#))
- Step 2: Check for holds through BannerWeb-Self Service, just in case
- Step 3: Check your emails for more information and appointment link
- Step 4: Set an appointment with your Advisor

Finding your Advisors Contact Information:

- Log onto Cardinal Apps
- Click the Cardinal Apps - Banner tab
- Then click the Banner 8 Self Service icon
- Select Student Services tab
- Select Student Records.
- Select the current term (Spring 2021) and click Submit.
- Select Student Information.
- Your advisors name can be found next to the Primary Advisor field
- To find your advisors contact information, use the [UIW Directory link](#)

COVID-19 INFORMATION:

For information about UIW's response to COVID-19, please visit [UIW | COVID-19](#). This dedicated site includes health and safety information, important resources, and information regarding the [Cardinal Flight Plan](#).



ADVISING

IMPORTANT DATES

1

ADVISING PINS

Available Week of March 22

2

ADVISING PERIOD

March 29 - April 16, 2021

3

SCHEDULE VIEWABLE

Summer 2021—March 22

Fall 2021—March 29

4

ONLINE REGISTRATION

April 16 at 8:30am—Athletes

April 16 at 1:30pm—Veterans

April 19 at 8:30am—Honors

April 20 at 8:30am—Seniors

April 20 at 1:30pm—Juniors

April 21 at 8:30am—Sophomores

April 21 at 1:30pm--Freshmen

5

DROP/WITHDRAWAL

April 30: last day to drop a course or withdraw with a "W"

About Appointment Campaigns

Appointment Campaigns let staff reach out to specific student populations and encourage them to schedule appointments. Appointment Campaigns are best employed by staff members seeking to encourage students to meet with them for advising or other services.

Campaign Requirements

In order for Appointment Campaigns to work successfully, you must have both calendar sync *and* availability set up, as well as have the ability (permissions) to create appointment campaigns. You will also need to have access to **Advanced Search** to create a list of students for your campaign.

Calendar Sync

Make sure to set up Calendar Sync between Outlook and Calendar. Access our **Syncing an Outlook Calendar to Navigate (PDF)** available in the [Navigate Resource Site](#).

Set up Availability

To set up your availability, refer to the **Setting up Your Availability (PDF)** guide.

Specifically for Appointment Campaigns, ensure you have enabled the **Campaigns** option within your Availability. Select the correct Care Unit, Location, and Services that are available for the specific campaign.

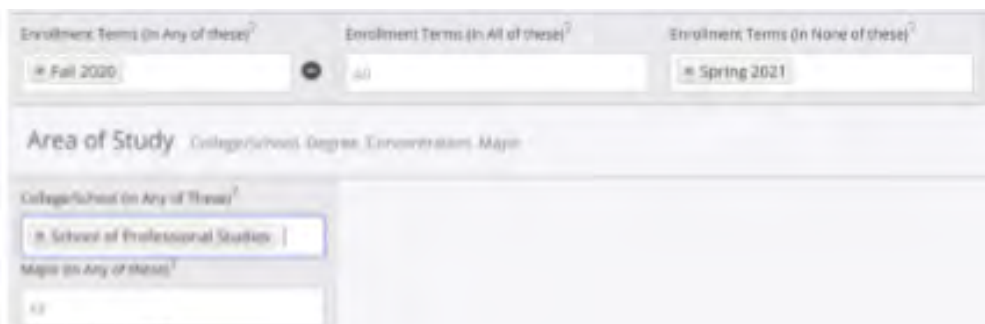


Create an Appointment Campaign

Search for Students

1. Use the **Advanced Search** feature to look for the student demographic to issue out a campaign.

Ex: students who are enrolled in Fall 2020, and those who have not yet enrolled in the Spring 2021 term. I want to focus on students that are in SPS, and a specific GPA between 2.0 – 3.0.



2. Select all students, go to **Actions**, then **Appointment Campaign**.



Appointment Campaign Setup

Define Campaign

Complete the following fields:

Define Campaign

The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.

| | | |
|----------------------|----------------------|----------------------|
| Campaign Name: | Begin Date: | End Date: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Department: | Appointment Limit: | |
| <input type="text"/> | <input type="text"/> | |
| Location: | Appointment Length: | |
| <input type="text"/> | <input type="text"/> | |
| Service: | Slots Per Time: | |
| <input type="text"/> | <input type="text"/> | |

Allow scheduling over summer

Review Students in Campaign

| | | |
|--------------------------|---------|--|
| <input type="checkbox"/> | Account | |
| <input type="checkbox"/> | Account | |
| <input type="checkbox"/> | Agreed | |
| <input type="checkbox"/> | Agreed | |

Add Staff

Add Organizers To Campaign

Include Appointment Availabilities?

| ID | NAME | AVAILABLE TIMES |
|--------------------------|------|---|
| <input type="checkbox"/> | Sara | For: Appointments/Campaigns Tue 8:00am - 5:00pm CT |

Compose your message

{student_first_name}, Schedule a Health Professions appointment

B I Paragraph Merge Tags

Please Schedule Your Health Professions Appointment.

Hello {student_first_name}:

Please schedule an appointment for Academic Support at Virtual. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{schedule_link}

Thank you!

Confirm & Send

Review the details before you send it. Determine if you want the students to receive a reminder before their scheduled appointment via email or text.

EXAMPLE EMAIL: EAB Appointment Campaign/Invitation

Hello, _____,

Please read this advising invitation carefully.

It's almost time to register for the Summer and Fall 2021 semesters. We have a lot to review. Please prepare for our meeting by ensuring your contact information is correct in Banner Web and by reviewing your Degree Works profile ahead of time. You should also have your student ID handy and access to Cardinal Apps. In addition, formulate your questions so I can address them and issue your alt PIN.

Please note: I am not on campus and will continue advising, virtually. I am happy to accommodate a phone, Zoom or email appointment, as preferred. (Zoom is the default method.)

For appointments by:

Phone—add best phone number in comment box

Zoom—I will send a meeting link to your Cardinal email address

Email—I will send you an email at the start of your appointment

To schedule an appointment, you will click the link at the end of this message. When selecting your time slot, add your session preference in the comment box (phone/Zoom/email) along with your best contact phone number.

Please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{[\\$schedule_link](#)}

Thank you!
Your Advisor

Available resources:

University Advising Center:

Student Engagement Center, Room 3120
Phone: (210) 805-5814
Email: Advising@uiwtx.edu

Writing & Learning Center:

Student Engagement Center, Room 3167
Phone: (210) 829-3870
Email: wlc@uiwtx.edu

Tutoring Services:

Student Engagement Center, Room 3167
Phone: (210) 829-3870
Email: TutoringServices@uiwtx.edu

J.E. & L.E. Mabee Library:

Circulation Phone: (210) 829-3836
Reference Phone: (210) 829-3835
Email: reference@uiwtx.edu

Student Disability Services:

Administration Building, Suite 51
Phone: (210) 829-3997

Counseling Services:

Administration Building, Room 438
Phone: (210) 832-5656

What's next?

✓ **Ready for your Master's Degree?**

Contact our Graduate Admissions Office for more information!

- Phone: (210) 829-6005; Email: gradadmissions@uiwtx.edu

✓ **Ready to start your career?**

Schedule an appointment with the Career Advisor

- Phone: (210) 829-3931; careers@uiwtx.edu
-

Graduation Information

Graduation Application Deadlin

Please check the academic calendar for dates.

Graduation Application Instructions

The process to apply for graduation is online on BannerWeb. There is a \$50 fee to apply for graduation. (Credit/debit card accepted.)

To apply, log on to Cardinal Apps and click on BannerWeb app. > Select the Student Services tab from the top menu > Select Student Records > Select Apply To Graduate > Select your current term of enrollment. (This is the term you are currently taking classes for as of now, not the term you are applying for.) > Select the degree you are completing. (If this information is not correct, you may make changes with the Registrar's Office after you have completed the online application.) > Select the term you are graduating > Carefully read the graduation ceremony information and select one of the options > Submit the name you wish to appear on your diploma (You may change the name now or with the Registrar's Office after you have completed the online application.) > Confirm name for diploma > Carefully read the graduation application information > Select the payment method, Click continue, Review Graduation Application Summary on the next page, Click Submit Request > You will be redirected to the CASHNet page to enter payment information > Click NEXT to continue to the REVIEW AND CONFIRM page > Review the information, Click Submit .

CONGRATULATIONS! You are one step closer to graduation!



UNDERGRADUATE ACADEMIC CHANGE FORM

University Advising Center

Student Engagement Center, Room 3120 • CPO # 286 • E-Mail: advising@uiwtx.edu

Requesting an academic change is an important decision which requires considerable thought. By completing this form, you acknowledge you are aware of your academic requirements and that your academic change may affect your intended graduation date. Keep in mind some degrees, majors and/or minors require certain criteria (i.e. minimum grade point average (GPA)). Speak with an academic advisor for more information.

PERSONAL INFORMATION

Name: _____ Student ID: _____

Phone: _____ Cardinal Mail: _____

Freshman (0-29 Hours) Sophomore (30-59 Hours) Junior (60-89 Hours) Senior (90+ Hours)

International Student SACM Student Sponsored Student

REASON FOR CHANGE: _____

Please Note: If you answer No to question 1, 2 OR 3 AND No to both questions 4 AND 5, you will need to meet with an advisor to discuss your academic change.

Comment Section

(i.e.: *Meeting with advisor tomorrow.*)

1. Are you aware of the requirements for your new degree, major, concentration, or minor? YES NO

2. Have you conducted a degree evaluation? YES NO

3. Have you created a graduation plan? YES NO

4. Have you consulted with an advisor regarding your change? YES NO

5. Did you meet with Career Services to discuss your change? YES NO

6. Are you receiving Veteran Affairs Educational Benefits? YES NO

7. Are you a student athlete? YES NO

8. Are you a SACM or sponsored student? YES NO

| |
|--|
| |
| |
| |
| |

Career Services Signature Required

Veteran Affairs Signature Required

Athletics Advisor Signature Required

Sponsored Student Coordinator Signature Required

Comments (For Office Use Only):

(Continue on reverse side)

CURRENT DEGREE/MAJOR/CONCENTRATION/MINOR

Current Degree/Major (*BAMATH, BSMATH, etc.*): _____

Current Concentration (*If applicable*): _____ Current Minor (*If applicable*): _____

CHANGE OF DEGREE/MAJOR/CONCENTRATION/MINOR

Indicate your request to add, change or remove a degree, major, concentration, and/or minor. Please refer to the list of degrees, majors, concentrations and minors.

ADD

CHANGE

REMOVE

Degree/Major (*BAMATH, BSMATH, etc.*): _____

Concentration (*If applicable*): _____ Minor (*If applicable*): _____

CHANGE OF ADVISOR

Indicate your request to change your advisor

Current Advisor: _____ New Advisor: _____

Comments (For Student Use):

| |
|--|
| |
|--|

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Request Processed By:

| |
|--|
| |
|--|

Date:

| |
|--|
| |
|--|

Forms are generally processed within seven business days.
You will be notified by Cardinal Mail once your request is processed.



University of the Incarnate Word Add/Registration/Drop Form

Students: By your signature, you agree to the following. *You are responsible for cancelling your registration if you do not plan to attend class or complete the course requirements. You are responsible for your financial obligations and grade regardless of whether you attend class or not. Fees are assessed for late registration and add/drop. Refer to deadlines at uiw.edu/registrar/deadlines.*

This process is not complete until the Registrar's Office receives the signed form

Semester/Year: Fall _____ Spring _____ Summer _____ Student ID: _____

Student's Name: _____

Phone Number: (_____) _____ E-Mail: _____

Student's Signature

Date

Advisor's Signature

Date

REGISTER OR ADD A CLASS

| CRN | DEPT | Number | Section | Grade Mode N=Normal; A= Audit; P/F=P/F | Approval Signatures (IF REQUIRED): Check box to indicate reason for signature. | Dean's signature is required for authorization. |
|-----|------|--------|---------|--|--|---|
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |

DROP A CLASS (Complete the WITHDRAWAL form to drop ALL of your courses.)

Contact the Financial Aid Office before you drop any course. This action may affect your graduation.

| CRN | DEPT | Number | Section | NOTE: Droppin2 courses may not remove charges from your account. |
|-----|------|--------|---------|--|
| | | | | |
| | | | | |

TOTAL HOURS ENROLLED _____



Drop & Withdrawal Process and Reminders

Deadline: April 30, 2021

Students wanting to drop a class need to have a signature from their Primary Advisor to do so. The Registrar's Office will not process drop forms missing advisor review.

Students seeking approval to drop a class (or classes) from Secondary Advisor will be referred to their Primary Advisor with consideration of graduation progression, mentorship development, coursework/prerequisite review and schedule adjustment--as needed.

If Primary Advisor is not available, student will email Primary Advisor and request review and approval via e-mail. Please copy Secondary Advisor on reply with approval if you allow Secondary Advisor to sign in your absence. (Email will be attached to drop form for processing.)

Signed Drop forms should be emailed by Advisor to the Registrar's Office for processing once complete. (Scan/picture accepted) Email correspondence will be accepted, if needed.

Reminders and Discussion for Drops:

- Check student's graduation date
- Review course schedule for prerequisite sequence availability
- Advise schedule adjustment, if necessary
- A grade of "W" will remain on the student's transcript.
- [Three-peat policy](#) is in effect for this academic year, as per university catalog. Excerpt below from the university catalog:

Repeat Policy

Courses may be repeated; thereby removing the first attempt from the grade point average calculation. Only University of the Incarnate Word courses can replace courses recorded at the University of the Incarnate Word. Transfer work, CLEP, or departmental examinations cannot be used to repeat a course recorded at the University of the Incarnate Word. The highest grade earned will be used in the calculation of the grade point average. Courses used to repeat recorded grades must be the exact course (i.e., same course number and title) of the original course for which the repeat is intended. While other courses may substitute for degree course requirements, they will not remove the original recorded grade from the grade point average calculation.

No undergraduate course may be attempted more than three times without prior permission of the department. A grade of W is considered an attempt.

Semester Withdrawals:

- Students wanting to withdrawal for semester should contact Associate Provost McMackin's Office: Administrative Assistant, Ms. Maltos: (210) 805-5813, rmaltos@uiwtx.edu



UIW Graduation Application Process

Congratulations on this BIG step!

Since you are so close to graduation, it's time to review the application process and get ready for graduation and commencement!

Degree Audit

This is what the Registrar's Office will be reviewing during your Bachelor's Degree audit, after you apply. Review these requirements with your assigned Advisor and discuss any concerns.

- Minimum GPA 2.00
- 120 Hours complete
- 45 Hours in residency complete
- 36 Advanced hours complete (community college courses will not satisfy this requirement)
- 12 Advanced hours in the major must be in residence from UIW
- Community Service complete (45 hours, must be submitted through cardinal sync)
- 36 of the last 45 hours from UIW
- Course substitutions, if applicable, on-file in Registrar's Office

Application and Processing Fee

The graduation application fee can be paid online at the end of the online application process. (Additional fees apply if deadlines are not met.)

How to Apply for Graduation

- Log on to Cardinal Apps
- Click on [Banner8-Self Service](#) (Banner Web)
 - Select the [Student Services](#) tab from the top menu
 - Select [Student Records](#)
 - Select [Apply to Graduate](#)
 - Select the *current term* of enrollment (not the term you are applying for)
 - Select the degree you are completing
 - Select the term you are graduating
 - Confirm graduation ceremony information (select one option)
 - Submit your name as it should appear on your diploma and confirm
 - Carefully read the graduation application information
 - Select payment method, click continue
 - Review Graduation Application Summary, click Submit Request
 - You will be directed to the CASHNet page to enter your payment information
 - Click Next to continue to the Review & Confirmation page.
 - Review the information, click Submit when done.
- Application questions/adjustments can be addressed with the Registrar's Office

Adding PINs & Notes in Degree Works

Sign on to Cardinal Apps,
then click on Degree Works



Enter Student ID number

| Back to BannerWeb | | Portal | |
|-------------------|--------------|--------|-------------------|
| Find | Student ID | Name | |
| | WDC | | |
| | | Degree | Major |
| | | BBA | Business Administ |
| Worksheets | Plans | Notes | GPA Calc |
| Worksheets | Format: | | View |
| What If | Student View | | Save as PDF |

Click Note Pad Icon

| Management | Print | Log Out |
|------------|-----------------------|---------|
| Audit | Last Refresh | |
| 3/2020 | 03/22/2020 at 9:16 pm | |
| | | |

Add note and click "save"

| Add New Note | |
|--|-------|
| Enter your note and click the Save Note button | |
| Choose a predefined note from the list below | |
| | |
| | |
| | |
| Save Note | Clear |

Click "refresh"

| Management | Print | Log Out |
|------------|-----------------------|---------|
| Audit | Last Refresh | |
| 3/2020 | 03/22/2020 at 9:16 pm | |
| | | |

Click "Process New"

| FAQ | Help | T |
|-------------------------|-------------|---------------------|
| Major | Level | Student Class Level |
| Business Administration | UG | Senior |
| | | |
| Save as PDF | Process New | |

Adding PINs/Notes in EAB

Sign-in to Cardinal Apps,
click EAB



Type in Student Name or
ID Number in search field

UNIVERSITY OF THE INCARNATE WORD



Quick Search

Select "Add a Note on
this Student" under Staff
Alerts

Staff Alerts 2

I want to...

[Message Student](#)

[Add a Note on this Student](#)

Type note

ADD A NOTE TO NEW STUDENT

Note (Required)

B *I* | | | | |

Course Recommendations

PIN

Note Subject

New Student - W00000000

Relations

Note Reason

Click student's name
under "Visibility"

Visibility



New Student?

Printed Student Report

Click "Save Note"

Save Note

Cancel

Reviewing Notes:
Go to History

Overview

Success Progress

History

Course Info

More ▾

Registration Holds

Holds are a part of new & transfer students processing.
 Registration holds may be placed on your record for academic, financial and/or informational reasons.
 In order to be eligible to register for classes, all holds must be cleared.

Be sure to check for holds **before** registering for classes, every semester.

Holds on your student account can affect registration.

You **MAY NOT** register with the following holds.

| Hold Code | Hold Description | Hold Reason |
|-----------|--------------------------|---------------------|
| BO | Contact Business Office | Balance owed |
| LO | Perkins Loan Office Hold | Loan exit paperwork |
| RH | Registrars Hold | Transcripts |

You **MAY** register with the following holds.

| Hold Code | Hold Description | Hold Reason |
|-----------|-----------------------|---------------------|
| TF | Electronic 1098T Form | Electronic 1098T |
| PA | Payment Plan | Payment plan active |

To check for holds through Banner 9:

Once you sign in, go to “prepare for registration”, then select the term, and finally review your registration status.

If you do see a hold, be sure to contact the respective office regarding the hold.

Degree Works Student

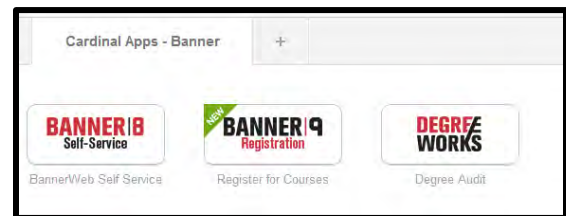
Degree Works is an easy-to-use, web-based, degree audit. Your Degree Works audit is a guide to help you create your educational plan and allows you to keep track of all the degree requirements for graduation. Students should use Degree Works every semester when selecting courses for the upcoming term(s), as well as when making a long-term, semester-by-semester graduation plan.

1. To get started, go to <https://apps.uiw.edu/app/UserHome> (UIW's Cardinal Apps Page).

2. Type in your **UIW Username** and **Password**. Then, click on **Sign In**.

Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

3. Click on the **Cardinal Apps-Banner** tab.



4. Then click on **Degree Works**.



5. This will lead you to your **Degree Audit**. This audit will show what course(s) you have completed, in progress, and are still required to complete. Also, this audit can be **Saved as a PDF**.

Format: Student View View **Save as PDF** Process New Class History

Academic Degree Audit

Student View A0001SUy as of 09/10/2016 at 03:35

| | | | | | |
|-------------------|------------|---------------|------------------------------|------------------------------|-------------|
| Student | XXXXXXXXXX | College | Sch/Interactive Media/Design | Graduation Application [Y/N] | N |
| ID | XXXXXXXXXX | Level | Undergraduate | Catalog Term | Spring 2016 |
| Classification | Junior | Degree | Bachelor of Arts | Sport | |
| Advisor | XXXXXXXXXX | Major | Communication Arts | | |
| Overall GPA | 2.00 | Concentration | Journalism | | |
| Academic Standing | XXXXXXXXXX | Minor | | | |
| Hold | XXXXXXXXXX | | | | |

Degree Progress

Requirements 55%

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a WhatIf Audit under one of the available catalogs.

Degree in Bachelor of Arts Credits Required: 120 Credits Applied: 77

| | |
|---|--|
| <input type="checkbox"/> Minimum 120 Total Credit Hours Required | Still Needed: 120 credit hours are required. You currently have 77, you still need a minimum of 43 more credit hours and successful completion of all graduation requirements. |
| <input type="checkbox"/> Minimum 36 upper-division credit hours required | Still Needed: 36 upper-division credit hours are required. You currently have 9, you still need a minimum of 27 more. |
| <input checked="" type="checkbox"/> Minimum 45 credit hours required at UIW | |
| <input type="checkbox"/> Last 36 of 45 credit hours must be taken at UIW. | Still Needed: 36 of the last 45 credit hours must be taken at UIW. You currently have 19, you still need a minimum of 17 more credit hours. |
| <input type="checkbox"/> Your cumulative GPA is below 2.0; please see an advisor. | |
| <input type="checkbox"/> Main Campus Core Curriculum Requirements | Still Needed: See Core Curriculum section |
| <input type="checkbox"/> Community Service Requirement | Still Needed: See Community Service Requirement section |
| <input type="checkbox"/> Major Requirements | Still Needed: See Major in Communication Arts, BA section |

For additional assistance, please visit with your advisor or contact the University Advising Center at (210) 805-5814.

Notes, course recommendations and PIN may be notated at the bottom of your Degree Works profile.

Looking Up Classes

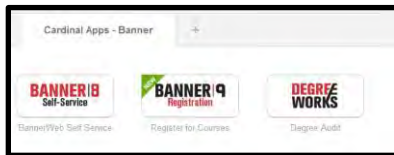
These instructions will help you look up classes using the downloadable class schedule in Bannerweb.

1. To get started, go to <https://apps.uiw.edu/app/UserHome> (UIW's Cardinal Apps Page).

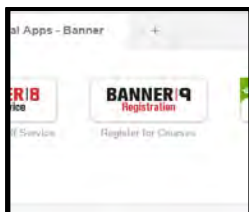
2. Type in your **UIW Username** and **Password**. Then, click on **Sign In**.

Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

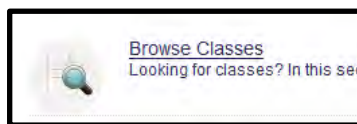
3. Click on **Cardinal Apps-Banner** tab.



4. Then click on **Banner 9 Registration**.



5. On the left side of the page, select **Browse Classes**.



6. Then, select the **Term** you would like to look up classes for and click continue.

7. Click in the subject box to choose a subject. Next, select **Main Campus** in the **Campus** box. Then, Click Search.

8. A listing of all classes available under the subject(s) you have selected will appear. Look for the specific class (es) that you need to register for.

Search Results — 6 Classes
Term: Fall 2019 Subject: Administration

| Title | Subject Description |
|--------------------------------------|---------------------|
| Management Concepts & Issues Lecture | Administration |
| Management Concepts & Issues Lecture | Administration |
| Management Concepts & Issues Lecture | Administration |

Note: Be sure to write down the CRN, Subject, Course Number and Section for each course you plan to register for.

9. To check for **Registration Restrictions**, Click on the title of the class you would like to check restrictions for.

| | | | | | | |
|-------------------------------|----------|------|----|---|----|-----|
| History of Psychology Lecture | Psychol. | 4331 | 01 | 3 | 70 | 8p. |
|-------------------------------|----------|------|----|---|----|-----|

10. The **Detailed Class Information** will appear where you will be able to confirm restrictions, pre-requisites ,co-requisites and other information about the course. Click close once finished.

11. Click the Search Again button at the top right to search for another course.

Online Registration

Before registering online, first meet with your advisor to discuss your upcoming semester(s) and obtain your **Alternate PIN Number**, which allows you to register for classes. Make sure to also clear any registration holds, otherwise you will not be able to register for classes. Read all instructions thoroughly and type your information carefully!

1. To get started, go to <https://apps.uiw.edu/app/UserHome> (UIW's Cardinal Apps Page).

2. Type in your **UIW Username** and **Password**. Then, click on **Sign In**.

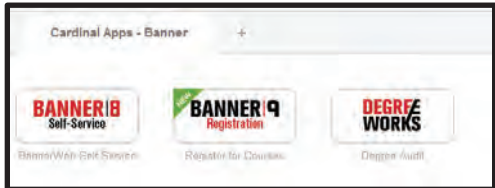
Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

5. Next, Select the Term you will be registering for & Enter your Alternate Pin that was given to you by your advisor.

6. When looking up classes, use the **Advanced Search** filter. Click in the subject box to choose a subject and select **Main Campus** in the **Campus** box. Then, Click Search

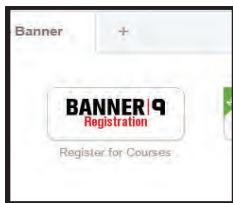
Or Enter the CRNs using the ENTER CRNs tab.

3. Click on the **Cardinal Apps-Banner** tab.



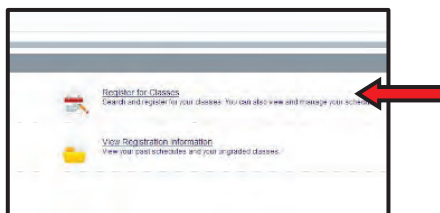
7. Click the Add button on the right hand column to add a class to your schedule.

4. Then click on **Banner 9 Registration**.



8. Click Submit on the bottom right once you have finished adding your classes. **Note: Your registration is not finalized until you click submit.**

5. You will be taken to the Landing Page. Select **Register for Classes**.



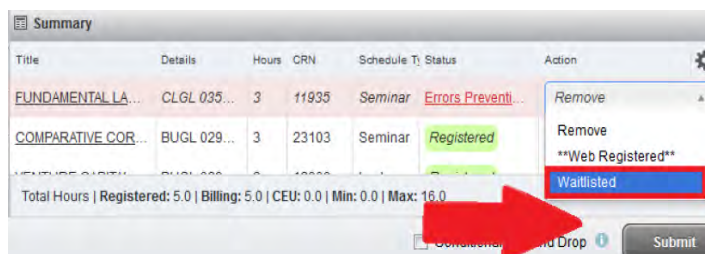
9. Once registration is complete, review your schedule to ensure it is correct.

For additional assistance, please visit with your advisor or contact the Advising Office at (210) 805-5814 or advising@uiwtx.edu

Waitlist

Waitlist is a feature in Bannerweb that allows you to get “in line” for closed classes, only sections with an option to waitlist will appear. This automated process notifies you, via Cardinal Email, that a seat has opened and you are able to register for the class.

1. When you attempt to register for a closed class, the “Status” will indicate **Closed - 0 Waitlisted**. To add yourself to the waitlist, select “Wait List” from the drop-down box under the “Action” field and click Submit Changes.



Note: The Status message **Closed – 0 Waitlisted** means that the class is closed and there is no one on the waitlist. If the message read **Closed – 3 Waitlisted** that would mean the class is closed and there are three people on the waitlist. If you added yourself to the list, you will become 4th in line.

If the waitlist is full, the “Status” will indicate **Closed- Waitlist full**. Please review the class schedule to select another class.

EMAIL NOTIFICATION EXAMPLE:

Dear <Student Name>

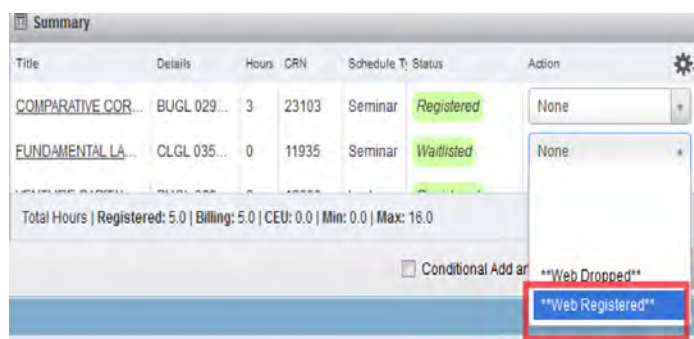
A seat has become available in CRN 81335 ENGL 1312 01 Composition II

As the next student on the waitlist, you have until 15-NOV-2016 11:44 AM to register for the course. After 15-NOV-2016 11:44 AM if no action is taken, you will automatically be dropped from the waitlist and the seat will be offered to the next student.

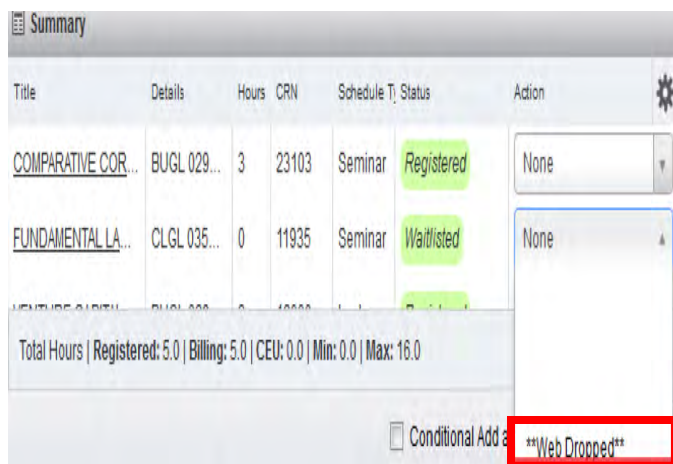
It is your responsibility to register for the class or remove yourself from the waitlist. You can do this by logging in to Cardinal Apps and choosing Bannerweb 8 >Student Services>Add or Drop Classes. Change your status in the class from Waitlisted to WEB REGISTERED to add the class or WEB DROPPED to remove your name from the waitlist. Click Submit Changes.

Please do not reply to this message as it was sent from an address that is not monitored.

2. When a seat becomes available, you will receive an email notification that you have 24 hours to register for the class. To register for the class, select “Web Registered” from the drop-down box under the “Action” field and click Submit Changes. If you do not register within that 24 hour time limit, the spot will no longer be available and will be offered to the next student in line for the wait list.



3. To remove yourself from the waitlist, select “Web Dropped” from the drop-down box under the “Action” field and click Submit Changes.



For additional assistance, please contact the University Advising Center at (210) 805-5814.

REGISTRATION ADD ERROR MESSAGES

Registration Add Errors occur for a variety of reasons. The following are messages you may receive when registering online.

Error Message

What does it mean?

What should you do?

| | | |
|-----------------------------|---|--|
| Class Restriction | Section restricted to specific student classifications (freshman, senior, etc.) | Refer to the restriction details by clicking CRN and then View Catalog Entry. 1. Choose an alternative section. 2. Contact your academic advisor to discuss alternative courses. 3. Contact the University Advising Center for additional assistance. |
| Closed Section | Section enrolled at capacity | 1. Choose an alternate section. 2. Add yourself to the wait list, if available. 3. Contact your academic advisor to discuss alternative courses. |
| Closed - Waitlist Available | Section enrolled at capacity but space is available on the waitlist | Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message. |
| Closed - Waitlist Full | Section enrolled at capacity and there is no more room on the waitlist | 1. Choose an alternate section. 2. Contact your academic advisor to discuss alternate courses. |
| CoreQ XXXX Required | Section has a corequisite that must be added at the same time | 1. Add both CRN's to the 'Add Classes' worksheet and click submit. 2. If you have already completed one of the coreq's, contact the University Advising Center for additional assistance. |

CONTINUED...

Error Message

What does it mean?

How can it be fixed?

| | | |
|---|---|---|
| Duplicate Course with Section XXXX | Section is a duplicate of a course already on your schedule | <ol style="list-style-type: none">1. Drop the section no longer wanted first, then add the new one.2. Contact the University Advising Center for additional assistance. |
| Major Restriction | Section restricted to students in a major (English, Psychology, Biology, etc.) | <ol style="list-style-type: none">1. Choose an alternate section.2. Contact the University Advising Center for additional assistance. |
| Prerequisite & Test Score Error | Section has a prerequisite course or minimum test score that is not indicated in your records | Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s). <ol style="list-style-type: none">1. Contact your academic advisor and discuss alternate courses.2. Contact the University Advising Center for additional assistance. |
| Time Conflict with XXXX | Section conflicts with another section already on your schedule | <ol style="list-style-type: none">1. Choose another section.2. Drop the conflicting section and resubmit the add.3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization. |
| Permission Required: Dean or Instructor's Signature | An additional restriction has been placed on the section | Contact the academic department offering the course to obtain authorization from the Dean or Instructor. |
| Student Attribute Restriction | Error message for International students trying to register for an online course | Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online. |



Schedule Planner

Note: When using this schedule planner be sure to write down the following as you are selecting classes: the course CRN, the course subject, the course number and the course section number.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|--------|---------|-----------|----------|--------|
| 7:30 – 8:45 AM | | | | | |
| 9:00 – 10:15 AM | | | | | |
| 10:30 – 11:45 AM | | | | | |
| 12:00 – 1:15 PM | | | | | |
| 1:30 – 2:45 PM | | | | | |
| 3:00 – 4:15 PM | | | | | |
| 4:30 – 5:45 PM | | | | | |
| 6:00 – 7:15 PM | | | | | |
| 7:30 – 8:45 PM | | | | | |
| <u>Evening/Night Classes</u> | | | | | |
| 6:30 – 9:15 PM | | | | | |
| 7:45 – 9:00 PM | | | | | |



**UNIVERSITY OF THE INCARNATE WORD
DEPARTMENT OF STUDENT SUCCESS
STUDENT ATHLETE REGISTRATION FORM**

Name: _____ ID #: _____ Sport: _____ Term: _____

Major: _____ Cell: _____ Alt PIN#: _____

| HOLDS (if applicable) | | | PRACTICE TIMES: LIFT TIMES: COMPETITION/TRAVEL DAYS: | | | | |
|---|------|--------|--|------|------|--|-----------------|
| * Athletics Flag hold will be released | | | | | | | |
| Registrar's Hold Dean's Hold Business Office Hold | | | | | | | |
| CRN | DEPT | NUMBER | SECTION | DAYS | TIME | Check box to indicate reason for Signature. | SIGNATURE/NOTES |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |
| | | | | | | <input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict | |

_____ Advisor Signature and Date

_____ Printed Name

I agree to register for the courses listed above. It is my responsibility to choose class times that will not interfere with practice, competitions, or travel. I have verified the information documented on this form. **I understand that I cannot register for classes that I do not meet the prerequisite requirements for or that conflict with another class time without the appropriate signatures.**

Student Signature and Date: _____

UIW ENGAGE Community Service

Split up your required
45 hours of community service
equally during your first three
years



 FIND SERVICE OPPORTUNITIES



15 Freshman
15 Sophomore
15 Junior

Relax Your Senior Year

Submitting Service Hours



1. Go to:

<https://uiw.campuslabs.com/engage>

and log in with your UIW credentials

*Be sure to use your @uiwtx.edu email

2. Scroll down to find the "Campus Links" area, then click the "Record Community Service" link

3. Then click on the "Add Impact" button

4. You can change the place of impact if you did not serve with UIW by clicking the "Change" button at the top of the form. It will give you a list to choose from or you can click the "Can't find it?" button which will allow you to type in a name and contact information.

5. Fill out the date, the amount of hours served, and answer the questions, as well as give any more feedback or upload any documents you would like.



6. Once you're satisfied, go ahead and click "Save Impact" and your submission will be verified by us!

*Don't forget to "share" with UIW



@UIWECCLS

Ettling Center for Civic Leadership and Sustainability

If you have any questions or concerns, please contact us at 210.283.6423, ccl@uiwtx.edu or visit us in AD 158.

STUDENT RESOURCES

- Resources & services available on campus to aid you in your academic success -

Advising Center
SEC 3120
(210) 805-5814
[www.uiw.edu/
advising](http://www.uiw.edu/advising)

Business Office
AD 190
(210) 829-6043
[www.uiw.edu/
busoff](http://www.uiw.edu/busoff)

**Campus
Engagement**
SEC 3150
(210) 829-6034
[www.uiw.edu/
campuslife](http://www.uiw.edu/campuslife)

Career Services
SEC 3030
(210) 829-3931
[www.uiw.edu/
career](http://www.uiw.edu/career)

**Center for
Veteran's Affairs**
SEC 3021
(210) 832-2154
[www.veterans.
uiw.edu](http://www.veterans.uiw.edu)

Counseling Services
AD 438
(210) 832-5656
[www.uiw.edu/campus
life/counseling](http://www.uiw.edu/campus
life/counseling)

Disability Services
AD Suite 51
(210) 829-3997
www.uiw.edu/sds

**Ettling Center for
Civic Leadership**
AD Room 158
(210) 283-6423
www.uiw.edu/ccl

Financial Aid
Chapel Building
Lower Level
(210) 829-6008
www.uiw.edu/finaid

**First Year
Engagement**
SEC 3120
(210) 805-3006
www.uiw.edu/firstyear

Health Services
Ground Level Agnese/
Sosa Parking Garage
(210) 829-6017
www.uiw.edu/health

**Help Desk/Media
Center Lab**
SEC Basement
(210) 829-2721
helpdesk@uiwtx.edu

**J.E. and L.E.
Mabee Library**
(210) 829-6010
[www.uiw.edu/
library](http://www.uiw.edu/library)

Math Tutoring Lab
Bonilla Science Hall
Room 336
(210) 841-7254

Mission & Ministry
AD Bldg.
Room 147
[www.uiw.edu/
ministry](http://www.uiw.edu/ministry)

Registrar's Office
AD Bldg. Room 129
(210) 829-6006
[www.uiw.edu/
registrar](http://www.uiw.edu/registrar)

Study Abroad
Grossman ICC
Room F111
(210) 805-5709
[www.uiw.edu/
studyabroad](http://www.uiw.edu/studyabroad)

Testing Services
AD 216
(210) 829-3876
[www.uiw.edu/
testingservices](http://www.uiw.edu/testingservices)

Tutoring Services
SEC 3167
(210) 829-3870
[www.uiw.edu/
tutoringservices](http://www.uiw.edu/tutoringservices)

**Writing &
Learning Center**
SEC 3167
(210) 829-3870
www.uiw.edu/wlc

Ring Central

- **Ring Central Texting**
 - For Phone: text message is sent from office phone number
 - Download Ring Central app to smart phone
 - Log in with UIW credentials
 - At top/bottom of screen is message icon (varied based on OS)—you may have to scroll to bottom of page
 - Click on message icon
 - Enter name or number of person, click next
 - Click on “Message” to type and send message
 - Click the paper airplane icon to send
 - Via your laptop (Mac or PC): text message is sent from office phone number
 - Go to Cardinal Apps
 - Click on Ring Central
 - Download app for computer
 - Log in (to app) with UIW Credentials
 - Click on Ring Central icon, bottom-right corner
 - (if it says enable can exit and click do not ask again)
 - Click on “text”
 - Click on “callout” (Compose SMS) icon above “search texts” bar
 - Enter name/number of person
 - Click on “Send text to” and begin typing your message
 - Press Enter to send message
- **See Ring Central Online Manual for Desktop Features**
 - https://netstorage.ringcentral.com/guides/rc_for_desktop_user_guide.pdf





Instructional Delivery Methods

As you check your schedule for updates, you might see the following terms to identify the instructional delivery method for your class(es): Asynchronous (Async), Synchronous (Sync), Face-to-Face, Hybrid/Blended Asynchronous or Hybrid/Blended Synchronous. Below is more information about each.

| | |
|--|---|
| | <h2><u>Synchronous (Sync)</u></h2> <ul style="list-style-type: none"> • Interactive online learning through course management systems and streaming services (i.e.: Blackboard, Zoom) • Class will be fully online & live streaming • Designated class meeting time, as listed on course schedule • <i>Schedule note:</i> “Fully Dist. Ed. Crse., Sync” |
| | <h2><u>Asynchronous (Async)</u></h2> <ul style="list-style-type: none"> • Interactive online learning through course management systems (i.e.: Blackboard) • Communicating with email, discussion boards and class forums, etc. • Class will be fully online • No designated class meeting time |
| | <h2><u>Hybrid/Blend</u></h2> <ul style="list-style-type: none"> • Partial in-person and partial online course delivery • Some Hybrid/Blended courses may meet online synchronously or asynchronously (See schedule for details.) • <i>Schedule Note:</i> “Hybrid/Blended Course; Async” or “Hybrid/Blended Crse.; Sync” |
| | <h2><u>Face-to-Face</u></h2> <ul style="list-style-type: none"> • Traditional in class learning • Attend class, in-person, during designated class meeting times • <i>Schedule Note:</i> “Face-to-Face Same Location” |

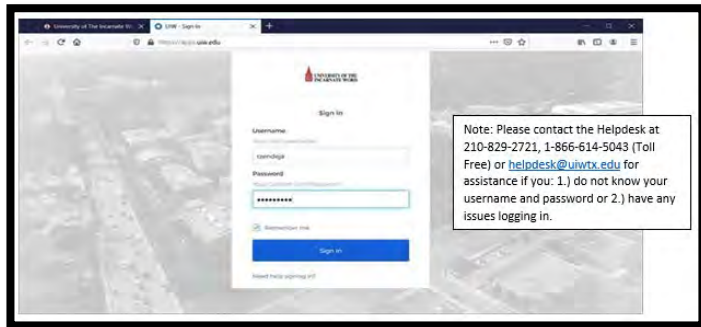
If you have additional questions please contact the [University Advising Center](#):

Phone: (210) 805-5814 • Email: advising@uiwtx.edu



Instructions to View Instructional Method via Class Schedule

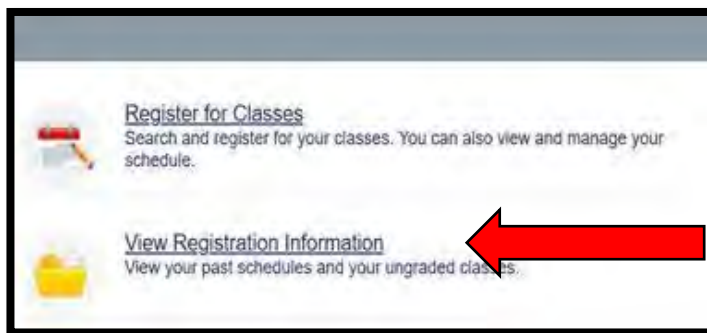
Step 1: Sign-in to [Cardinal Apps](#).



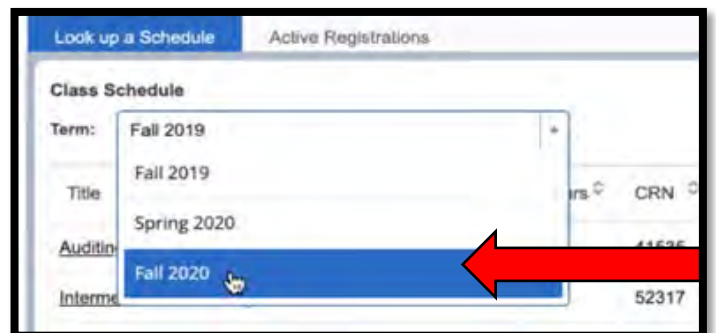
Step 2: Click on Banner 9-Register for Courses.



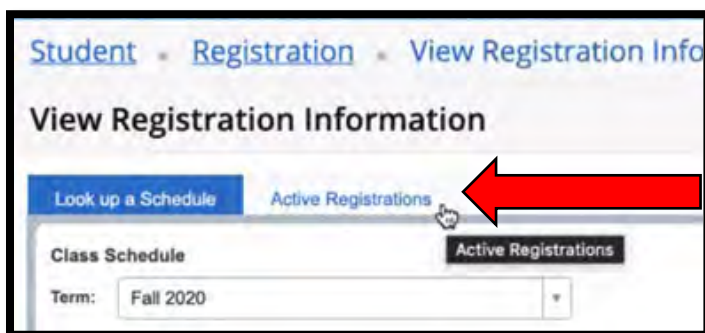
Step 3: Click **View Registration Information**.



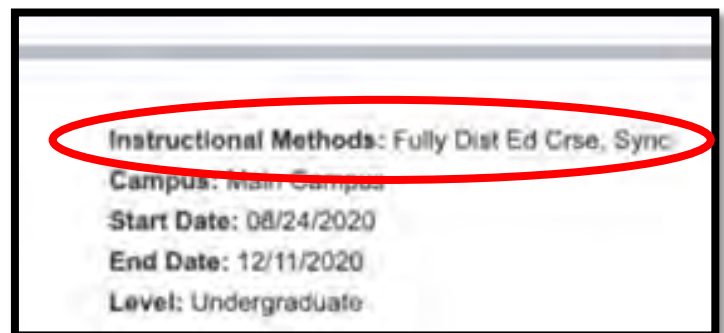
Step 4: Select the term you are registered for.



Step 5: Click on **Active Registrations**.



Step 6: Look for the "Instructional Method".



Designated instructional methods are defined as follows:

- **"Face-to-Face Same Location"** – In-person course delivery; Designated class meeting time [See schedule for meeting day(s)/time(s)]
- **"Fully Dist. Ed. Crse., Async"** – All online course delivery; No designated class meeting time [No meeting day(s)/time(s) on schedule]
- **"Fully Dist. Ed. Crse., Sync"** – All online course delivery; Designated class meeting time [See schedule for meeting day(s)/time(s)]
- **"Hybrid/Blended Crse., Async"** - Partial in-person + partial online course delivery; No online designated class meeting time [See schedule for in-person meeting day(s)/time(s)]
- **"Hybrid/Blended Crse., Synch"** – Partial in-person + partial online course delivery; Online designated class meeting time [See schedule for in-person/online meeting day(s)/time(s)]

How to Issue an Alert

About Alerts

Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, or intending to withdraw from the institution. The ability to create and view Alerts is permission-based by user role. Most faculty and some staff should be able to issue alerts. Alerts are configured to notify an assigned staff member and automatically open a case.

Where to Issue an Alert

There are several locations to issue ad hoc alerts in Navigate:

1. Professor Home → **Students in My Classes & My Assigned Students** → Check student(s) → **Actions** → **Issue Alert**
2. Professor Home → **Actions** → **Issue an Alert**
3. Visit a Student's Profile → Staff Alerts → **Issue an Alert**
4. Advanced Search → Search results → Select student(s) → **Actions** → **Issue Alert**.

Issue an Alert


When issuing an alert, you will be prompted with the following pop-up box:

The screenshot shows a pop-up window titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The form inside includes:

- A search field labeled "Student" with a magnifying glass icon on the right.
- A dropdown menu labeled "Please select the reason you believe this student needs assistance" with the option "Select at least one" selected.
- A dropdown menu labeled "Is this alert associated with a specific class?" with the option "Optional" selected.
- A text area labeled "Additional Comments" with the placeholder text "Please enter a comment."
- At the bottom right, there are two buttons: "Cancel" and "Submit".

Complete the following fields:

| | |
|---|--|
| Student | Depending on the method you used to submit an alert, the Student's Name may or may not be prefilled. |
| Please select the reason you believe this student needs assistance | <p>Select at least one reason for issuing this alert. Several areas across UIW use Navigate and as such you will find multiple alert reasons with an abbreviation at the front of the name. Please use the following as a guide to select the appropriate reason:</p> <ul style="list-style-type: none"> • FSOP: alert for Feik School of Pharmacy students • MC UG: alerts for Main Campus Undergraduate students • MC GR: alerts for Main Campus Graduate students • MC: alerts for Main Campus students • OPT: alerts for Optometry students • SoPT: alerts for School of Physical Therapy students • SPS: alerts for School of Professional Studies students |
| Is this alert associated with a specific class? | Select a course from the list if the alert is associated with a specific course the student is currently enrolled in. |
| Additional Comments: | Enter comments in this box. Staff and faculty with permission can view the alert and its comments. There is no character limit to this field. |

 Any information you enter into Navigate pertaining to a student becomes part of their official student record. It may be subpoenaed by the student as outlined in the Family Education Rights and Privacy Act (FERPA).

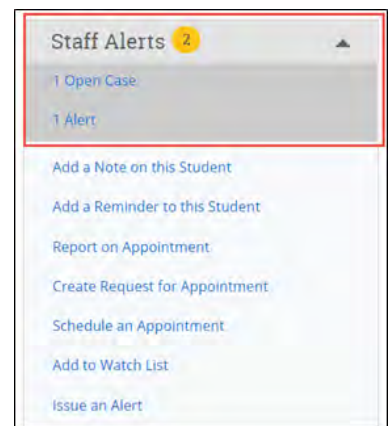
All alert reasons open a case and are assigned to a specific staff member. More information on alert configurations can be found in the Navigate Resource Site: <https://my.uiw.edu/navigate/navigate-configurations.html>.

Viewing Alerts

Once alerts are issued, Faculty and/or Staff may find a history of issued alerts in several locations:

Student Profile

- When visiting a student profile, the **Staff Alerts** section will display the total number of alerts and cases for the student.
- You can also navigate to the **History** or the **Reports/Notes** tabs within the student profile to view alert information:



| Alerts For Joie ▾ | | | | | |
|----------------------|------------|---------------|---|-----------------------------|--------------------|
| ALERT REASONS | ISSUED ON | ISSUED BY | COMMENTS | ASSOCIATED CASE | ISSUING EVALUATION |
| Needs Peer Mentoring | 11/14/2018 | Erin McDougal | Joie is not feeling connected to campus. I recommend she seek out Peer Mentoring. | Manage Case | Not Applicable |