

CNMS Electronic Group Advising Sign-up project

Student Inputs (selecting appointments)		Advisor Inputs (building sessions)
Text that is <u><i>italicized and underlined</i></u> is text to be used for the page		
1 <ul style="list-style-type: none">• <u><i>First Name</i></u> [required entry]• <u><i>Last Name</i></u> [required entry]• <u><i>Preferred Name</i></u> (if you commonly use a first name that is different from the one that appears in your UMBC records). [optional entry]• <u><i>Campus ID</i></u> [required entry]• <u><i>UMBC email address</i></u> [required entry]• <u><i>Select the major that you intend to pursue NEXT SEMESTER (this may be different from your current officially declared major). The major selected can be either your primary or secondary major. If you are only planning to pursue ONE major, and your major of choice is not listed, please choose “Other”:</i></u> [drop-down list, with the following choices:]<ul style="list-style-type: none">○ Biological Sciences B.A.○ Biological Sciences B.S.○ Biochemistry & Molecular Biology B.S.○ Bioinformatics & Computational Biology B.S.○ Biology Education B.A.○ Chemistry B.A.○ Chemistry B.S.○ Chemistry Education B.A.○ Other [button to submit]		A Log on with UMBC email address as username, (with a password?) B <ul style="list-style-type: none">• Session Date [MM/DD/YYYY, required entry]• Start time [hh/mm am/pm, required entry]• End time [hh/mm am/pm, required entry]• Maximum number of attendees [needs to be variable up to 40, required entry]• Location [optional entry]• Session type: Group Advising or Individual Advising [Group session set as default, required entry]• Session Leader: [Select from drop-down list, button to submit]<ul style="list-style-type: none">○ Ms. Michelle Bulger○ Mrs. Julie Crosby○ Ms. Christine Powers○ CNMS Advisors
Student chooses “Other” from the list	Student chooses any major from the list EXCEPT “Other”	
2b <u><i>You have indicated that you plan to pursue a major other than one of the following, beginning next semester:</i></u> <ul style="list-style-type: none">• <u><i>Biological Sciences B.A.</i></u>• <u><i>Biological Sciences B.S.</i></u>• <u><i>Biochemistry & Molecular Biology B.S.</i></u>• <u><i>Bioinformatics & Computational Biology B.S.</i></u>• <u><i>Biology Education B.A.</i></u>	2a <u><i>What are your current post-UMBC plans? For example: Medical School, Teach middle school science, Research career, Master’s/PhD, etc.</i></u> [free response text box, required entry] <u><i>Do you have any questions or concerns that you would like to discuss during your advising session? For example: Withdrawing from a course, adding a second major, etc.</i></u> [free response text box, optional entry] <u><i>Note: Certain questions and concerns may require more time for discussion than</i></u>	

<ul style="list-style-type: none">• <u>Chemistry B.A.</u>• <u>Chemistry B.S.</u>• <u>Chemistry Education B.A.</u> <p><u>In order to obtain the BEST advice about course selection, degree progress, and academic policy, please meet with a representative of the department that administers your NEW major.</u></p> <p><u>You can find advising contact information for your new major on the Office for Academic and Pre-Professional Advising Office's Departmental Advising page. That contact person/office will be able to give you instructions on how to schedule an advising appointment with someone in that area.</u></p> <p><u>Good luck with your new major!</u></p> <p><u>If you selected "Other" in error, click the button to return to the previous screen</u> [end; include a button to return to the previous screen to edit selection]</p>	<p><u>a student's Registration Advising appointment will allow. If your question or concern is complex, or is sensitive in nature, you may be asked to schedule a follow-up appointment with an advisor to address it fully.</u></p> <p>[button to submit and continue]</p>		
	<p>3</p> <p>Select Advising Appointment type</p> <p>[button for Group; button for Individual; button to return to previous screen]</p>		
	<p>Student chooses Group</p>	<p>Student chooses Individual</p>	<p>C</p> <p>Entry verification screen</p> <p>[button to confirm entries, button to return to previous screen to edit entries]</p>
	<p>4a</p> <p>Available Group Sessions</p> <p>[sessions with available spaces shown to students in MM/DD/YYYY/hh/mm order, click only one from list]</p>	<p>4b</p> <p>Student chooses Session Leader</p>	<p>D</p> <p>List of Sessions available for student selection</p>

	<p><u>Note: Group Advising Sessions are added two weeks in advance of the session date. Additional times may be added more quickly if the CNMS Advising Staff observes an unusual demand (maximum of one set of sessions per day). If no Group Sessions appear in your search, do the following:</u></p> <ul style="list-style-type: none">1) <u>Check the message you received from CNMS Advising, to verify that you are eligible for Group Advising</u><ul style="list-style-type: none">a) <u>If you confirm that you are eligible for Group Advising, please check back routinely for additional session dates.</u>b) <u>If you are NOT eligible, follow the instructions in that message for Individual Advising</u> <p>[button to submit and continue, button to return to the previous screen]</p>		
	<p>Student chooses an appointment time</p>	<p>5b Available Individual Sessions [sessions for selected session leader with available spaces shown to students in MM/DD/YYYY/hh/mm order, click only one from list]</p> <p><u>Note: Individual Advising Sessions are added two weeks in advance of the session date. Additional times may be added more quickly if the CNMS Advising Staff observes an unusual demand (maximum of one set of sessions added per day). If no</u></p>	

		<p><u>Individual Sessions appear in your search, do the following:</u></p> <ol style="list-style-type: none"><u>1. Check the message you received from CNMS Advising. to verify that you are eligible for Individual Advising</u><ol style="list-style-type: none"><u>a. If you confirm that you are eligible for Individual Advising, please check back routinely for additional session dates.</u><u>b. If you are NOT eligible, follow the instructions in that message for Group Advising</u> <p>[button to submit and continue, button to return to the previous screen]</p>	
		Student chooses an appointment time	
	<p>6 Verify selected selected session</p> <p>[button to submit and continue to Student Output screen, button to return to the previous screen]</p>	<p>6 Verify selected selected session</p> <p>[button to submit and continue to Student Output screen, button to return to the previous screen]</p>	

<u>Student Outputs</u>	<u>Advisor Outputs</u>
<p>Confirm session selected, displaying: date, start time, location, session leader.</p> <p><u>Now that you have selected and scheduled your advising session, please fill out our Pre-Registration Sheet. Bring a completed copy of the sheet with you to your session.</u></p> <p><u>Thank you for scheduling your advising session. If you find that you need to cancel your</u></p>	<p>View and print (and/or download and print) the following:</p> <ul style="list-style-type: none">• Session enrollment list in table/spreadsheet format showing student first & last name, Campus ID, with session date and time noted (for posting in the department, in case students forget their chosen time)• Session information list in table/spreadsheet, showing all student-entered information (for advisor use in prep for sessions)

<i>appointment, please contact cnmsadvising@umbc.edu</i>	
	View a summary of student entries to date, so that follow-up reminders can be sent to students who <i>haven't</i> signed up. (output that is in - or can easily be put into - a spreadsheet)

Other features (not sure where to put these in the flow):

- Ability for advisors to delete a student out of a session, either at student's request (cancellation), or because the student isn't eligible for/assigned to group advising. With this should come the ability for a previously full session to become available for students to select for efficient use of advisor time.
- Ability for advisors to edit session information - primarily, location changes or max number of participants - after that session has already been published for sign-up
- Ability to remove a session from active sign-up options without deleting the session data. Manual "switch" definitely, but the ability to have an automatic "switch" that removes a session from availability a certain number of hours (e.g., 24) in advance of the session's start time would be a nice.
- Ability to shut down the form at the end of registration advising "season" and put an "away message" in its place

Design/text:

Include expectations of student/advisor

Other ideas - Allow import of group advising session data into an advisor's Google Calendar; Allow designation of group advising sessions to make them available only for specific populations (Honors College, Meyerhoff, Athletes, etc. based on a an identifier that students self-select during their sign-up); Batch session set-up (e.g., set up 5 Monday 10-11 sessions with max of 4 attendees); Automatic email to student that duplicates the information on the confirmation screen and/or an "Add to Calendar" button/link that generates a calendar entry (primary compatibility with Google Calendar) populated with the same selection confirmation information