

Salisbury University

Academic Advising Faculty Mentor Resource Guide



Academic Advising Resource Guide

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Academic Advising at Salisbury University

Academic Advising at SU is Shared/Split

- First-year (freshmen) students are pre-loaded into their first semester of courses and advised by an [Academic Advisor](#) within the [Academic Advising Center](#) during their first year at Salisbury University.
- Some departments also assign Faculty Mentors to first-year students, so the advising responsibility is shared between the Academic Advisor and Faculty Mentor.
- Students transition to a Faculty Mentor within their major during their Sophomore or second year.
- All transfer students are assigned directly to a Faculty Mentor within their program upon admission.
- The [Advising Services Coordinator](#) pre-loads transfer students into their first semester of courses; however, students will meet with their Faculty Mentor during Program Planning and throughout their undergraduate career.

Registration Timeline

Registration Timeline

- **Program Planning** – The period of the enrollment cycle when students meet with their Faculty Mentor or Academic Advisor before registering for classes during Pre-Registration. **All students must meet with their advisor to be activated for Pre-Registration.**
- **Pre-Registration** – The period of the enrollment cycle that immediately follows Program Planning. All current students **who have met with their advisor** and been activated can register during their enrollment period.
- **Open Enrollment** – The period of the enrollment cycle when all current students can enroll in courses, regardless of having met with their advisor. Students must not have any [holds](#) on their accounts to register for classes.



Faculty Mentor's Role

Faculty Mentor's Role

- Develop an advising relationship that is collaborative, where each advisee feels a sense of connection, support, and guidance.
- Understand University requirements and guide students in developing a program outline (to include internships, co-ops, study abroad, practice, and other options that are specific to the major)
- Assist advisees in reading degree audit - [Academic Requirements Report](#) in GullNet.
- Meet with students during **Program Planning** and discuss course selections, requirements, and other academic matters before registration each semester.
- Connect students to support resources on campus, if needed ([Center for Student Achievement](#), [Chemistry Support Center](#), [Math Emporium](#), [University Writing Center](#), [SU Cares](#), [Academic Advising Center](#), etc.).
- Learn and use the associated technology supporting advising and registration (ex. GullNet, Navigate, etc.).

Program Planning Information & Materials

Program Planning

- **Program Planning** is the time of the enrollment cycle when students meet with their Faculty Mentors or Academic Advisors before enrolling in the next semester's classes during pre-registration.
- All students **must** meet with their Faculty Mentors or Academic Advisors to be term activated for enrollment/registration; otherwise, students will need to wait until **Open Enrollment**, which is later in the semester and open to all students regardless of having met with their advisors.
- **Holds** may block registration, so students need to resolve any on their account prior to enrolling.
- More information about Program Planning is on the Academic Advising Center Faculty Mentor Resources [website](#).

Program Planning Advising Meeting

Academic Advising Steps for Faculty Mentors

Before Advising Appointment:

- Invite advisees to schedule a Program Planning advising appointment with you using the [Navigate](#) “Campaign” function
- Remind them to bring a filled-in [Program Planning Worksheet](#)

During Advising Appointment:

- Review student’s selected outstanding requirements
 - [Academic Requirements Report](#) in GullNet
- Review student’s selected courses for the upcoming semester
- Review [transfer, AP](#), or [CLEP](#) credit, if applicable
- Discuss [holds](#) that may impede upon registering, if applicable
- Answer any questions the student may have about internships, research, study abroad, etc.
- Review and sign the Program Planning Worksheet (save an electronic or physical copy that can be scanned for the advising file in [Navigate](#))

After Advising Appointment:

- Record your interaction with the advisee and upload any pertinent information, such as the Program Planning Worksheet, in [Navigate](#) (“Report on Appointment” or “Add a Note”)
- Follow up with student via email, if needed

Program Planning Worksheet

- A **Program Planning worksheet** is a helpful tool for making successful progress toward graduation and capturing what is discussed during the advising meeting.
- Students are encouraged to come to their Program Planning appointment with a worksheet in hand and ready to discuss course options with their Academic Advisor or Faculty Mentor.
- Once acceptable courses, and alternative courses are identified, both the student and advisor can sign.
- The student should keep a copy and an electronic copy should be uploaded in Navigate.
- An electronic version of the Program Planning Worksheet can be found [HERE](#).



Program Planning Worksheet

Name: Robert Example ID Number: XXXXXX
 Phone Number: _____ Registering For: Fall X Spring Year: 2018
 Major(s): HISTORY Minor(s): ART
 Current Student Classification: FRESHMAN

Subject	Course Number	Course Title	Credit Hours	Gen Ed Group Major/Minor Elective
HIST	101	WORLD CIVILIZATIONS	4	GEN ED IIA OR IIB
GEOG	104	EARTH & SPACE SCIENCE	4	GEN ED IVA OR IVB
ENGL	221	LITERATURE & FILM	4	GEN ED IB
FINA	104	PERSONAL FINANCE	3	GEN ED IIIB OR IIIC
HIST	102	WORLD CIVILIZATIONS	4	GEN ED IIA OR IIB
CHEM	101	PHYSICAL SCIENCE	4	GEN ED IVA OR IVB
SOCI	201	SOCIAL PROBLEMS	4	GEN ED IIIB OR IIIC
ALTERNATIVES				

Notes: _____

Student was advised to register for a total of 15 Credit Hours
 ***Advisement was based on Degree Progress Report/Academic Requirement Report

Student Signature _____ Date: Thursday, October 05, 2017
 Advisor Signature _____ Date: Thursday, October 05, 2017

Student may register starting _____ @ _____

Guidance for Students – Course Enrollment Process

Students have been given the following instructions for Program Planning:

1. View **Academic Requirements Report** (in [GullNet](#)) to identify appropriate courses for next semester
2. Use a [Program Planning Worksheet](#) to plan courses for next semester
3. Find your **enrollment date** in [GullNet](#)
4. Identify and **meet** with your Faculty Mentor or Academic Advisor (listed in [GullNet](#))
5. Enroll in courses for the upcoming semester (refer to How-To Video to [add a course](#) and use [Sea Gull Scheduler](#))
6. Check your Academic Requirements Report again
7. Follow up with [campus resources](#), as needed

Term Activation

After students meet with you for Program Planning, follow the below steps to term activate their account in GullNet. Doing so allows students to view their specific enrollment date and time in GullNet, and may prevent issues when they begin registering for classes on their assigned date.

- In the Advisee's Student Center, click on Activate Registration (Main Menu – Self Service – Advisor Center – My Advisees – Advisee Student Center).
- Click the “Activate Registration” on GullNet Advisee Student Center.

Faculty Center | Advisor Center | Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center [FERPA Info Status](#)

555555 Sammy Seagull

▼ Academics

My Class Schedule
Shopping Cart
My Planner
[Sea Gull Scheduler](#)

other academic... ▾ ➤

Academic Requirements

Navigate

Activate Registration

This Week's Schedule	
Class	Schedule
COSC 117-605 LLB (1746)	TuTh 11:00AM - 12:15PM 211 Henson Hall Fr 11:00AM - 12:40PM 150 Henson Hall
GEOG 219-610 LEC (1394)	MoWe 9:00AM - 10:15AM 153 Henson Hall
GEOG 219-611 LAB (1395)	Fr 9:00AM - 10:40AM 153 Henson Hall
HIST 102-610 LEC (1919)	MoWe 5:30PM - 6:45PM 127 Devilbiss Hall
URPL 308-001 LEC (2522)	MoWe 3:00PM - 4:15PM 109 Henson Hall

Term Activation

Make sure you are looking at the correct career and semester.

- The career is listed on the top left. Click the arrow on the top right to change the career.
- The semester is listed in the middle of the screen. You can change it by clicking on the second set of arrows on the top right until you see the correct semester.
- Check the box next to “Eligible to Enroll” for the upcoming semester.
- Click the “OK” button to save.

The screenshot displays the GullNet interface for Term Activation. At the top, there are navigation tabs: Favorites, Main Menu, Self Service, Advisor Center, and Advisee Student Center. The GullNet logo and a greeting "Hey Lacie! It is a good day!" are visible. A search bar is present. The main content area shows the student's name "Sammie Seagull" and ID "555555". The academic career is "Undergraduate". The semester is "FA 2021". The "Eligible To Enroll" checkbox is checked. A warning message states: "Warning: Student cannot enroll for courses until this page is saved." The OK button is highlighted at the bottom left.

Academic Career:	Undergraduate
Academic Institution:	SALIS Salisbury University
Term:	2218 FA 2021 Semester

Eligible to Enroll Instructions:

- Verify that the student name, identification number (ID), career and term are correct.
- Mark the eligible to enroll checkbox.
- Save this page using the yellow "OK" button found at the bottom left corner.

Warning: Student cannot enroll for courses until this page is saved.

Buttons: OK, Cancel, Apply

Checklists and Undergraduate Curriculum Guides

- The [Academic Catalog](#) is archived at the end of the academic year, and replaced by the most updated edition. To find the published 2020-21 catalog, look for it under the Archived Catalogs (2020-Present) link to the left of the Academic Catalog [webpage](#).
- The Academic Catalog contains all current curriculum and policies and those going into effect the following semester.
- **Checklists:** Each [program page](#) (both undergraduate and graduate) in the Academic Catalog includes a tool to generate a printable checklist with all the information on that page by clicking the “Print Degree Planner” icon  on the top right of the page.
- **Undergraduate Curriculum Guides:** At the bottom of every undergraduate major program page, there is a link to the four-year curriculum guide for that major. To generate a printable guide, click on the “Print Degree Planner” icon  on the top right of the page.

Academic Checklist

- **Checklist:** Includes important information about University and Program requirements – Mirrors the Academic Requirements Report in GullNet.

Here is an example of what the online academic checklist will look like when the “Print Degree Planner” icon is used:

Student ID: _____ Catalog: 2021-2022 Undergraduate & Graduate Catalog
 Student Name: _____ Program: Biology, B.S.
 Advisor Name: _____

Biology, B.S. 

Dr. Les Erickson, Chair
 LErickson@salisbury.edu

Advisement for the major is available from the Biological Sciences Department.

To graduate with a degree in biology, students must:

- Complete the 27 credits in the biology core and at least 17 additional credits in BIOL or ENV5 (UMES) (44 credits total), with an overall GPA of 2.0 or higher.
- At least 24 of these 44 credits must be at the 300-400 level.

Health Professions Students

Pre-professional students select their courses according to the admission requirements of the professional schools in their area of interest with the advice of the health professions advisors of the Health Professions Advising Program (HPAP). See the Pre-Professional Programs section of this catalog for more information.

Transfer Students

Transfer students seeking the degree in biology must complete a minimum of 15 credit hours of courses in biology at Salisbury University.

Checklist

This checklist is an unofficial tool for planning. Matriculated students and advisors should consult the Academic Requirements Report in GullNet before and after registering for classes each semester to track academic progress.

University Policies

- Refer to the program page for this major and the Courses section of this catalog for approved prerequisites and General Education courses.
- Requirements may not equal 120 credit hours. Students must register for additional electives to complete 120 credits required for graduation.
- All graduates must have a minimum of 30 credits of 300/400-level courses with C grade or above; at least 15 of those credits must be taken at SU.
- Students must have a minimum cumulative GPA of 2.0 for graduation.
- Students must complete at least 30 credit hours by direct classroom instruction and/or laboratory experience.
- Students must take 30 of the last 37 credit hours at SU.
- It is the student's responsibility to satisfy graduation requirements. Please refer to the program page of this catalog for major requirements.
- Students must apply online for graduation by November 15 for May and by May 15 for December.

General Education Requirements

Please Note: Check Major Requirements section below for a list of General Education requirements that are fulfilled by the

Biology Core 

* A grade of C or better is required in BIOL 210, BIOL 211, BIOL 212, BIOL 213 or BIOL 310 before taking any courses for which they are a prerequisite. In order to earn a degree in biology, the student must have a C or better in at least three of the following: BIOL 211, BIOL 212, BIOL 213 or BIOL 310.

Complete the Following:

Course Name	Hour(s) Credit	Term Taken	Grade
BIOL 210 - Biology: Concepts and Methods *	4 Hour(s) Credit		

Complete at Least 3 of the Following:

Course Name	Hour(s) Credit	Term Taken	Grade
BIOL 211 - Microbiology *	4 Hour(s) Credit		
BIOL 212 - Introduction to Plant Biology *	4 Hour(s) Credit		
BIOL 213 - Zoology *	4 Hour(s) Credit		
BIOL 310 - Ecology *	4 Hour(s) Credit		

Complete 1 of the Following:

Course Name	Hour(s) Credit	Term Taken	Grade
BIOL 360 - Genetic Analysis	4 Hour(s) Credit		
BIOL 370 - Molecular Genetics	4 Hour(s) Credit		

Complete the Following:

Course Name	Hour(s) Credit	Term Taken	Grade
BIOL 350 - Cell Biology	4 Hour(s) Credit		
BIOL 375 - Introduction to Evolution	3 Hour(s) Credit		

Other BIOL, ENV5 (UMES) or ENVH Courses (17 Credits) 

Approved courses include BIOL 115 and BIOL courses at the 200, 300 and 400 levels, **except** BIOL 205, BIOL 214, BIOL 217, BIOL 419 and BIOL 450. APPROVED courses also include ENVH 210, 301 and 302, and ENV5 201/203, 403/405, 498 and 499 (UMES). May receive credit within the major for up to 6 credits combined of BIOL 415, BIOL 416, BIOL 417 and BIOL 420. A maximum of 3 credits of BIOL 420 may be used toward the major.

- Course:
- Course:
- Course:
- Course:
- Course:

• **Curriculum guides** are advising tools that illustrate to incoming students how courses are typically grouped for any given semester based on University and program requirements.

• University requirements are included at the top of the page. Program requirements are listed below.

• Transfer students will likely deviate from these guides due to incoming credit.

Student ID: _____		Catalog: 2021-2022 Undergraduate & Graduate Catalog	
Student Name: _____		Program: Biology, B.S. Curriculum Guide	
Advisor Name: _____			
Biology, B.S. Curriculum Guide ^			
This curriculum guide is an unofficial tool for planning. Matriculated students and advisors should consult the Academic Requirements Report in GullNet before and after registering for classes each semester to track academic progress.			
University Policies ^			
<ul style="list-style-type: none"> Refer to the program page for this major and the Courses section of this catalog for approved prerequisites and General Education courses. Requirements may not equal 120 credit hours. Students must register for additional electives to complete 120 credits required for graduation. All graduates must have a minimum of 30 credits of 300/400-level courses with C grade or above; at least 15 of those credits must be taken at SU. Students must have a minimum cumulative GPA of 2.0 for graduation. Students must complete at least 30 credit hours by direct classroom instruction and/or laboratory experience. Students must take 30 of the last 37 credit hours at SU. It is the student's responsibility to satisfy graduation requirements. Please refer to the program page of this catalog for detailed major requirements. Students must apply online for graduation by November 15 for May and by May 15 for December. 			
First Year			
Semester 1			
Course Name	Hour(s) Credit	Term Taken	Grade
BIOL 210 - Biology: Concepts and Methods	4 Hour(s) Credit		
CHEM 121 - General Chemistry I	4 Hour(s) Credit		
HIST 10X - Gen. Ed. IIA (HIST 101, HIST 102 or HIST 103) 4 Hour(s) Credit			
FTWL 106 - Lifelong Fitness and Wellness	3 Hour(s) Credit		
Total Credits: 15			
Semester 2			
Course Name	Hour(s) Credit	Term Taken	Grade
BIOL XXX - BIOL 211, BIOL 212 or BIOL 213 (1st of 3) 4 Hour(s) Credit			
CHEM 122 - General Chemistry II	4 Hour(s) Credit		
ENGL 103 - Composition and Research	4 Hour(s) Credit		
IIIA - Gen. Ed. Humanities course 4 Hour(s) Credit			
Total Credits: 16/31			
Winter/Summer Term ^			
List courses that were taken during winter/summer terms:			
Second Year			
Semester 1			
Course Name	Hour(s) Credit	Term Taken	Grade

Academic Requirements Report

- **Academic Requirements Report** is the Academic Checklist in electronic form.
- Found in GullNet.
- Both students and their advisors can view details about the student's progress toward degree completion.
- The Advising Services Coordinator uses them to audit eligibility for graduation.

► 2020-2021 Undergraduate Catalog [G10291]

► Active Courses [G10589]

▼ Undergraduate Overall [G10099]

Not Satisfied: WARNING: In-progress courses (not yet graded) being taken as repeats for previously completed courses will artificially inflate the credit totals and may artificially inflate the GPA presented on this report and may incorrectly show some requirement areas as satisfied.

Minimum GPA, Total Hours and Upper-Level Courses [R10051 L10-30]

Not Satisfied: Maintain a minimum 2.0 Grade Point Average (GPA) and complete at least 120 hours (units) of course work including 30 hours at the 300/400-level with grades of C or better.

► Minimum 2.0 GPA [L10]

▼ 120 Hours [L20]

Not Satisfied: Complete a minimum of 120 hours of course work (reported total includes completed and in progress courses).

- Units: 120.00 required, 81.00 taken, 39.00 needed

The following courses were used to satisfy this requirement:

Personalize View All [21]						First	1-10 of 25	Last
Course	Description	Units	When	Grade	Status			
ACCT ELE	ACCOUNTING ELECTIVE	3.00	Fall 2020	T	✓			
ACCT 201	INTRO TO FINANCIAL ACCT	3.00	Fall 2020	T	✓			
ACCT 202	INTRO TO MANAGERIAL ACCT	3.00	Fall 2020	T	✓			
ACCT 248	LEGAL ENVIRONMENT	3.00	Fall 2020	T	✓			
ART 104	ART APPRECIATION	3.00	Fall 2020	T	✓			
BIOL SCL	BIOLOGY (GED SCL) ELECTIVE	4.00	Fall 2020	T	✓			
BUAD 103	INTRODUCTION TO BUSINESS	3.00	Fall 2020	T	✓			
COSC 117	PROGRAMMING FUNDAMENTALS	4.00	Fall 2020		◆			
ECON 211	PRINCIPLES OF MICROECONOMICS	3.00	Fall 2020	T	✓			
ECON 212	PRINCIPLES OF MACROECONOMICS	3.00	Fall 2020	T	✓			

▼ Upper-Level Courses [L30]

Not Satisfied: Complete 30 hours of courses at the 300/400-level with grades of C or better (reported total includes completed and in progress courses).

- Units: 30.00 required, 3.00 taken, 27.00 needed

The following courses were used to satisfy this requirement:

Personalize View All [21]						First	1 of 1	Last
Course	Description	Units	When	Grade	Status			
URPL 308	PRINCIPLES OF PLANNING	3.00	Fall 2020		◆			

Academic Requirements

The **Academic Checklist** and **Academic Requirements Report** are two versions of the same information. However, students are encouraged to check their Academic Requirements Report often, as that is what we use to establish eligibility for graduation.

General Education Requirements			
Please Note: Check Major Requirements section below for a list of General Education requirements that are fulfilled by the major.			
Group I: English Composition and Literature (2 Courses)			
A. C or Better in One of the Following			
Course Name	Hour(s) Credit	Term Taken	Grade
ENGL 103 - Composition and Research	4 Hour(s) Credit		
OR			
HONR 111 - Critical Thinking and Writing	4 Hour(s) Credit		
B. Select One Course From:			
Literature course (from either ENGL or MDPL Depts.) 4 Hour(s) Credit:			
• Course:			
Group II: History (2 Courses)			
A. Select One Course From:			
Course Name	Hour(s) Credit	Term Taken	Grade
HIST 101 - World Civilizations	4 Hour(s) Credit		
OR			
HIST 102 - World Civilizations	4 Hour(s) Credit		
OR			
HIST 103 - First-Year Seminar in World History	4 Hour(s) Credit		
B. Select One Course From:			
Course Name	Hour(s) Credit	Term Taken	Grade
HIST 101 - World Civilizations	4 Hour(s) Credit		
OR			
HIST 102 - World Civilizations	4 Hour(s) Credit		
OR			
HIST 103 - First-Year Seminar in World History	4 Hour(s) Credit		
OR			
A HIST course above 103 4 Hour(s) Credit			
Course:			
Group III: Humanities and Social Sciences (3 Courses)			
A. Select One Course from One of the Following Seven Areas:			

▼ General Education Group 1 English and Literature [G2]

Not Satisfied: 2 courses required. Complete (A) ENGL 103 (HONR 111 for Honors Program participants) with a grade of C or better, and (B) 1 GED approved english or modern languages literature course.

- Courses: 2 required, 1 taken, 1 needed

▼ 1A English [R10305 L10]

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ENGL 103	COMPOSITION AND RESEARCH	4.00	Fall 2017		◆

[View All](#) | [L2](#) | First | 1 of 1 | Last

▼ General Education Group 2 History [G3]

Not Satisfied: 2 courses required. Complete (A) 1 course from HIST 101, HIST 102 and HIST 103; and (B) 1 additional course from HIST 101, HIST 102, HIST 103 and other GED approved history courses.

- Courses: 2 required, 0 taken, 2 needed

▼ General Education Group 3 Humanities and Social Science [G4]

Not Satisfied: 3 courses required. Complete (A) 1 GED approved humanities course; (B) 1 GED approved social science course; and (C) 1 GED approved humanities or social science course from a third discipline.

- Courses: 3 required, 1 taken, 2 needed

General Education 3A Humanities [R10309 L10-90]

Satisfied: Complete 1 GED approved humanities course.

▼ [L10]

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ART 104	ART APPRECIATION	4.00	Fall 2017		◆

[View All](#) | [L2](#) | First | 1 of 1 | Last

General Education 3B & 3C Social Science [R10311 L10-80]

Academic Requirements

- When students enroll in their last semester of courses, the Academic Requirements Report will collapse – giving us the indication that they are preparing to graduate at the end of the semester.
- If the student is not successful in any of their courses, the corresponding requirement will pop back open, letting us know it needs to be satisfied. In addition, the Advising Services Coordinator will adjust the student's graduation term to allow time to satisfy the requirement.

▶ 2018-2019 Undergraduate Catalog [G10291]
▶ Active Courses [G10589]
▶ Undergraduate Overall [G10099]
▶ General Education Group 1 English and Literature [G2]
▶ General Education Group 2 History [G3]
▶ General Education Group 3 Humanities and Social Science [G4]
▶ General Education Group 4 Natural Science, Math and Computer Science [G10106]
▶ General Education Group 5 Health Fitness [G10473]
▶ Biology Major (BS) [G14]
▶ Art Minor [G157]
▶ Chemistry Minor [G55]

General Education Requirements

Group I – 2 Courses

- a. Composition and Research (ENGL 103 or HONR 111 – “C” or better required)
- b. Literature

Group II – 2 Courses

- a. World Civilizations (HIST 101, 102, or 103)
- b. History Elective

Group III – 3 Courses

- a. Humanities
- b. Social Science
- c. Humanities or Social Science

Group IV – 4 Courses

- a. Lab Science (2) (MUST be from two different disciplines)
- b. Science, Math or Computer Science (1)
- c. Math (1)

Group V – 1 Course

- a. Fitness and Wellness 106

Click [HERE](#) for more information about General Education requirements.

Click [HERE](#) for General Education Requirement information for Transfer Students.

Click [HERE](#) for 2024-2025 General Education courses.

Search for General Education Courses

To search for General Education courses in GullNet:

– Click on the following link (may require SU login):
[Search for Classes by Semester](#)

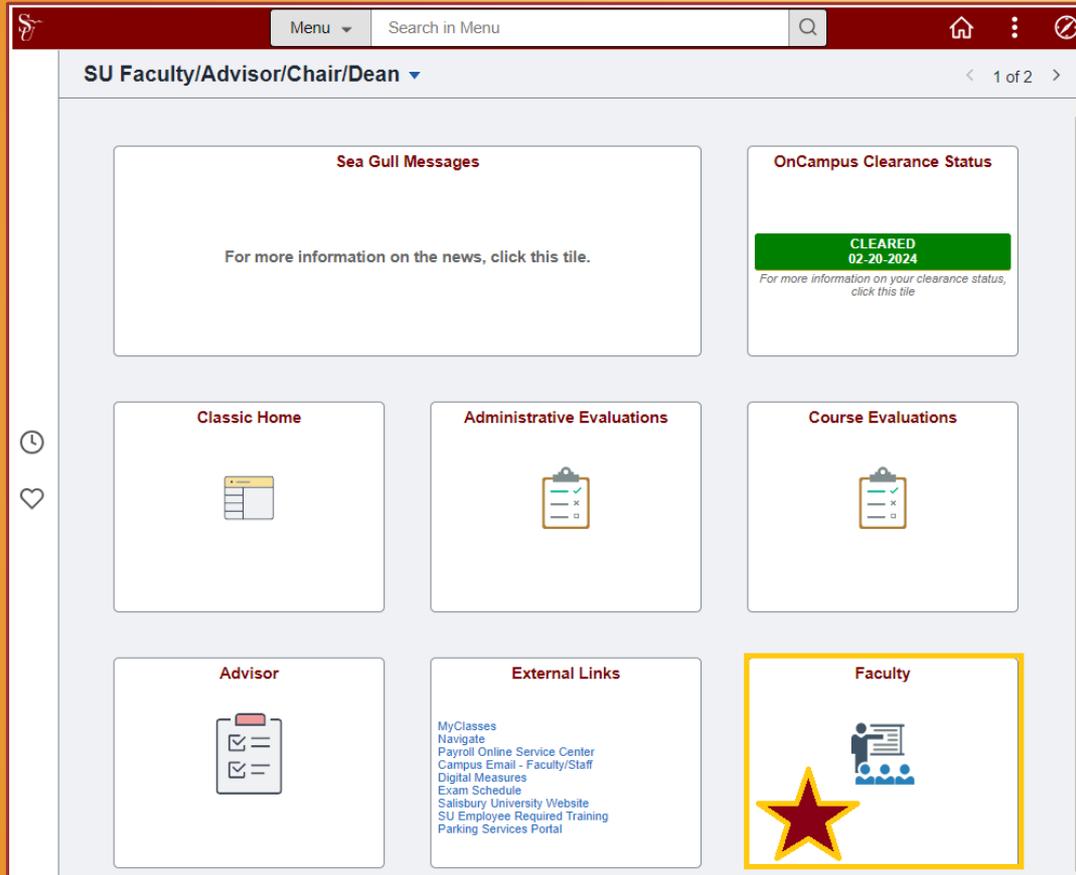
– OR –

– Click on the “Faculty” tile on the homepage (see screenshot)

– OR –

– Click on the navigation button in the upper-right hand corner and follow the below breadcrumbs: 

Self Service > Search > Class Search



Search for General Education Courses

SU Faculty

Faculty Center | Advisor Center | **Search**

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution: Salisbury University

Term: 2024 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: []

Course Number: is exactly []

Course Career: Undergraduate

Show Open Classes Only

Course Attribute: General Education

Course Attribute Value: []

Additional Search Criteria

Go to top

Search

CCE (Civic & Comm Engagement)
CTW (Comm Through Writing)
DI (Diversity & Inclusion)
EL (Experiential Learning)
ES (Enviro Sustainability)
FYS (First Year Seminar)
Gen Ed 1A (Composition)
Gen Ed 1B (Literature)
Gen Ed 2A (World History)
Gen Ed 2B (Non-World History)
Gen Ed 3AC (Humanities)
Gen Ed 3BC (Social Science)
Gen Ed 4A (Lab Science)
Gen Ed 4B (Non-Lab Science)
Gen Ed 4C (Math)
Gen Ed 5(Fitness and Wellness)
HE (Human Expression)
HIC (Humanity in Context)
HOS (Hands-on-Science)

Once in the Search area:

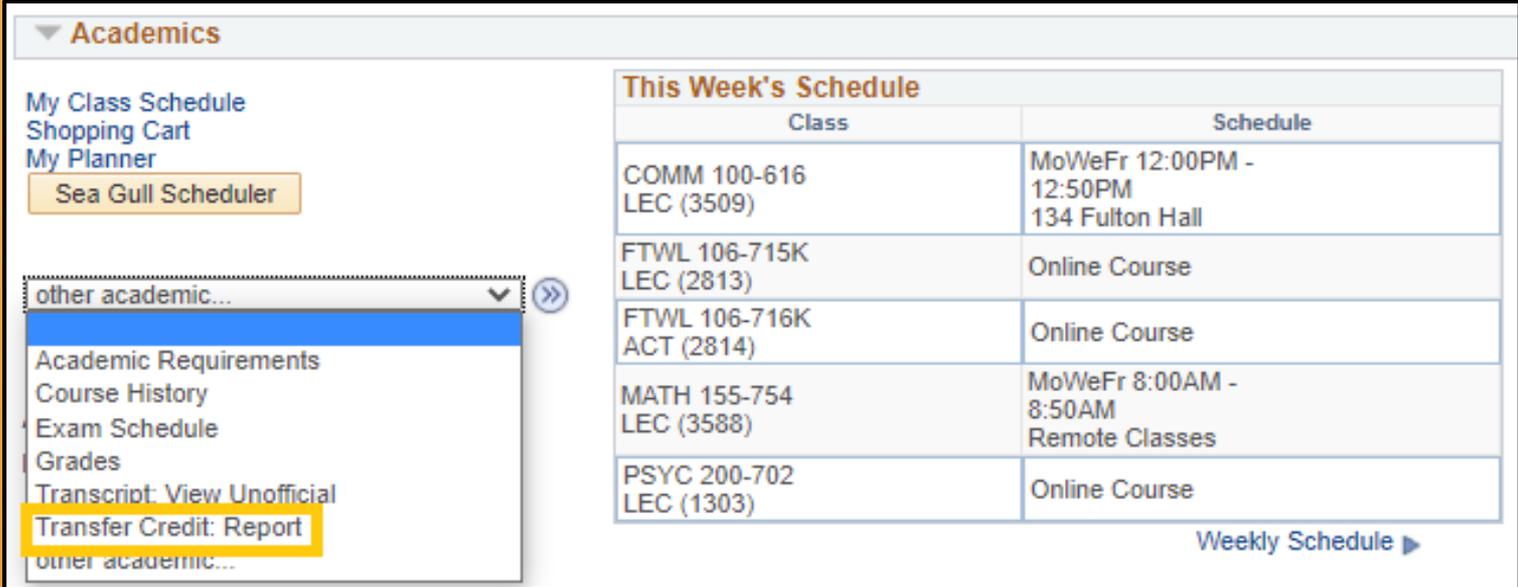
- Select the appropriate term
- Select “General Education” from the Course Attribute dropdown menu
- Click on the dropdown menu by Course Attribute Value to view a complete list of general education courses

*This list includes courses for old and new catalog years

Transfer Credit Report

Transferred coursework can be viewed in the Transfer Credit Report, found in GullNet, by clicking on the dropdown list beside the student's schedule.

Additional information about general transfer policies can be found [HERE](#).



The screenshot shows the 'Academics' section of a web application. On the left, there is a navigation menu with links for 'My Class Schedule', 'Shopping Cart', and 'My Planner', along with a 'Sea Gull Scheduler' button. Below these is a dropdown menu currently showing 'other academic...'. The dropdown list is open, showing several options: 'Academic Requirements', 'Course History', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report' (which is highlighted with a yellow box), and 'other academic...'. To the right of the dropdown is a right-pointing arrow. The main content area is titled 'This Week's Schedule' and contains a table with two columns: 'Class' and 'Schedule'. The table lists five courses with their respective schedules and locations. At the bottom right of the table area, there is a link for 'Weekly Schedule' with a right-pointing arrow.

This Week's Schedule	
Class	Schedule
COMM 100-616 LEC (3509)	MoWeFr 12:00PM - 12:50PM 134 Fulton Hall
FTWL 106-715K LEC (2813)	Online Course
FTWL 106-716K ACT (2814)	Online Course
MATH 155-754 LEC (3588)	MoWeFr 8:00AM - 8:50AM Remote Classes
PSYC 200-702 LEC (1303)	Online Course

Transfer Credit Report

How to interpret the Transfer Credit Report:

- **Course Credits** - Shows credit awarded from other institutions
- **Test Credits** - Shows AP and IB exam credit
- **Other credits** – Shows military credit

Grading Scale:

- T = grade of “C-” or above
- T1 = grade of “D-“, “D”, “D-”
- GENE = fulfills a Gen Ed requirement
 - ENG = English Composition
 - LIT = Literature
 - HST = History (2B only)
 - SSC = Social Science
 - HUM = Humanities
 - SCL = Science with a Lab
 - SCN = Non-Lab Science
 - MTH = Math
 - PHE = Fitness and Wellness
- ELE = Elective only – Does not fulfill Gen Ed, but goes toward the 120 credit requirement

Advisee Transfer Credit

1234567 Sammie Seagull

▼ Course Credits

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Fall 2019	SOC 1010	3.00	A	Posted	SOCI 101	3.000	T	
Fall 2019	MTH 2300	3.00	A	Posted	MATH 155	3.000	T	
Fall 2019	MTH 1120	3.00	C	Posted	MATH 135	3.000	T	
Fall 2019	ENG 1020	3.00	B	Posted	GENE LIT	3.000	T	
Fall 2019	ENG 1010	3.00	A	Posted	ENGL 103	3.000	T	
Fall 2019	ECN 1015	3.00	D	Posted	ECON SSC	3.000	T1	
Fall 2019	COM 1010	3.00	A	Posted	CMAT 100	3.000	T	
Fall 2019	ART 1210	3.00	B	Posted	ART HUM	3.000	T	
Fall 2019	MTH 1560	3.00	C	Posted	MATH 160	3.000	T	
Fall 2019	FYS 1010	3.00	A	Rejected		0.000		Reject rule found
Fall 2019	BAD 2070	3.00	D	Posted	ACCT 248	3.000	T1	
Fall 2019	ENV 1300	3.00	F	Rejected		0.000		Grade points out of range

▼ Test Credits

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade	
Fall 2019	AP	BIOL	3.00	Posted	BIOL 101	4.000	CR	
Fall 2019	AP	HIST	3.00	Posted	HIST WRLD	4.000	CR	
Fall 2019	AP	MATAB	2.00	Rejected		0.000		Score out of range
Fall 2019	AP	POSCU	2.00	Rejected		0.000		Score out of range

Graduation Requirements

To be eligible to graduate, students must meet the following requirements:

- Successfully complete at least **120 credit hours of coursework with a cumulative grade point average of 2.0 or higher**. Courses repeated because of unsatisfactory grades only count once toward the 120-credit minimum.
- Take **30 of the last 37 credit hours at Salisbury University** (special cooperative programs are exempt).
- Complete at least 30 credit hours at the University by direct classroom instruction and/or laboratory experience and not through credit by examination.
- Complete at least **30 credit hours at the 300/400 level with grades of C or better**. Transfer students must complete at least 15 of their 30 upper-level credits at Salisbury University (Note: other than field-based courses in the Professional Teacher Education Program, courses taken on a PS/F basis do not satisfy this requirement).
- Satisfy [General Education requirements](#).
- Satisfy the requirements in at least one major program of study, including the major's required grade point average. Satisfy minor requirements, if applicable.
- Earn grades of **C or better in ENGL 103**.
- Submit an *Application for Graduation* to the Registrar by the appropriate date (available in Gull Net - Self Service - Application for Graduation).
- Make arrangements to repay any outstanding fines and debt to the institution.



NAVIGATE

User Guide

Navigate Training Manual can be found [HERE](#).

Navigate User Guide

- [Navigate Overview](#)
- [Logging into Navigate](#)
- [Setting Your Availability](#)
- [Scheduling Appointment Campaigns](#)
- [Managing Appointment Campaigns](#)
- [Scheduling Appointments using the Personal Availability Link \(PAL\)](#)
- [Appointment Summary Reports/Notes](#)
- [Searching for Students](#)
- [Navigate Terminology Cheat Sheet](#)

Navigate Overview

- Navigate is both an advising and communication tool.
- Faculty and staff can easily access information about individual students and groups of students. In addition, they can communicate with students directly through the platform, and each interaction is recorded for other faculty and staff to see.
- Tracking notes on student interactions creates a complete picture of where the student stands and who else is working with them. The ultimate goal of Navigate is to support students on their path to timely degree completion.
- Students do not have access to the information found/recorded in the Navigate platform. However, all information is part of a student's record and will be shared if requested or served in a subpoena. Therefore, be thoughtful about what you include and the language you use.
- If you want to show a student something in the Navigate platform, you should scroll to the bottom of their Overview page and click "Student View." You will know that Student View is activated when you see the button turn green, because the Student View strips away the Predicted Risk Level.

Navigate Overview

- Program Planning appointments will no longer be scheduled in GullNet, so we ask that you use [Navigate](#) to set up a Program Planning appointments.
- Navigate is synced with your teaching schedule in GullNet and with your Outlook calendar, making it easier for you to set your availability in Navigate.
- The next pages will illustrate how you how to:
 - 1) Log into Navigate
 - 2) Set up your availability in Navigate
 - 3) Create/manage your Campaign (invite students to meet with you for Program Planning)
- Please encourage your undergraduate students to download the Navigate mobile app (if they have not done so already).
- Additional resources can be found on the Navigate at SU [website](#), or the Faculty Mentor Resources page of the Academic Advising Center [website](#).



NAVIGATE

Logging Into Navigate

Logging into Navigate

Log into Navigate

- Salisbury University Navigate Platform address: <https://salisbury.campus.eab.com/>
- A link is also provided on the [SU Faculty & Staff page](#)
- You will use your SU username and password

Quick Links For Everyone

- [Academic Calendar](#)
- [Academic Catalog](#)
- [Campus Calendars](#)
- [Cultural Affairs Office](#)
- [Curriculog](#)
- [Dining](#)
- [Directory \(Faculty & Staff\)](#)
- [Diversity and Inclusion](#)
- [Email / Microsoft 365](#)
- [Events](#)
- [Faculty/Staff Giving Campaign](#)
- [Gull Card](#)
- [GullNet \(Employees\)](#)
- [Tech Support/Helpdesk](#)
- [Human Resources](#)
- [Institutional Equity](#)
- [Libraries](#)
- [LinkedIn Learning](#)
- [MyClasses](#)
- [Navigate Platform \(Navigate Documentation\)](#)
- [News](#)
- [Offices & Departments](#)
- [Registrar's Office Faculty/Staff Quick Links](#)
- [Support Services/Physical Inventory Control \(PIC\)](#)
- [This Week in Athletics](#)
- [Travel Office](#)
- [University Shared Governance](#)
- [University Tickets](#)
- **Zoom**
 - [Salisbury University Zoom](#)
 - [Getting Starting with Zoom](#)
 - [Scheduling a Zoom Meeting](#)
 - [Preventing Zoombombing](#)
- **Department Work Requests:**
 - [Physical Plant Workorder](#)
 - [Procurement Support Center](#)
 - [Publications & Copy Center Workorder](#)
 - [Technology Support Center](#)
 - [Website Updates, Newsletters, Event/Marketing Email Requests](#)



Logging into Navigate

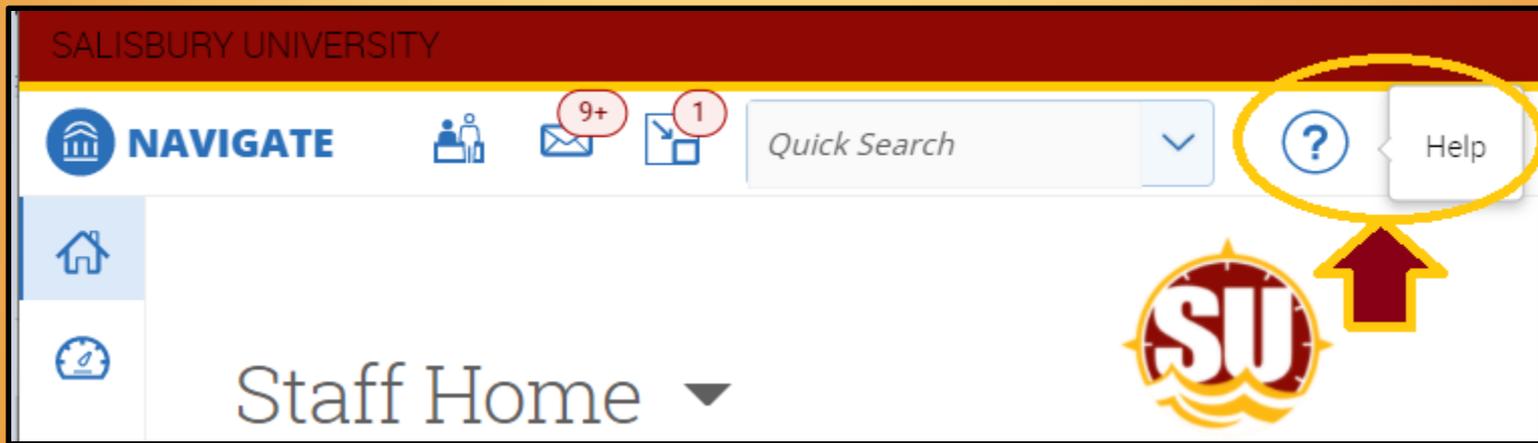
- You can also log into Navigate through GullNet:
 - Under “External Links” on the landing page

The screenshot displays the GullNet dashboard interface. At the top, the header includes the GullNet logo, the user's role 'SU Faculty / Advisor', and navigation icons for home, search, and settings. The main content area is divided into several sections:

- Sea Gull Messages:** Contains a yellow banner for the 'COVID-19 Information Consent Form' and a link for more information.
- OnCampus Clearance Status:** Shows a green banner indicating 'CLEARED 02-15-2022' and provides the last testing date (01-05-2022) with a link for more information.
- Classic Home:** Represented by a computer monitor icon.
- Administrative Evaluations:** Represented by a clipboard icon with a checklist.
- Course Evaluations:** Represented by a clipboard icon with a checklist.
- Advisor:** Represented by a document icon with a graduation cap and a pencil.
- External Links:** A list of links including 'MyClasses', 'Navigate', 'Payroll Online Service Center', 'Campus Email - Faculty/Staff', 'Digital Measures', 'Exam Schedule', 'Salisbury University Website', 'Diversity Training', and 'Parking Services Portal'. The 'Navigate' link is highlighted with a yellow box, and a yellow arrow points to it from the 'Advisor' section.
- Faculty:** Represented by an icon of a person at a presentation board.

Navigate Help Center

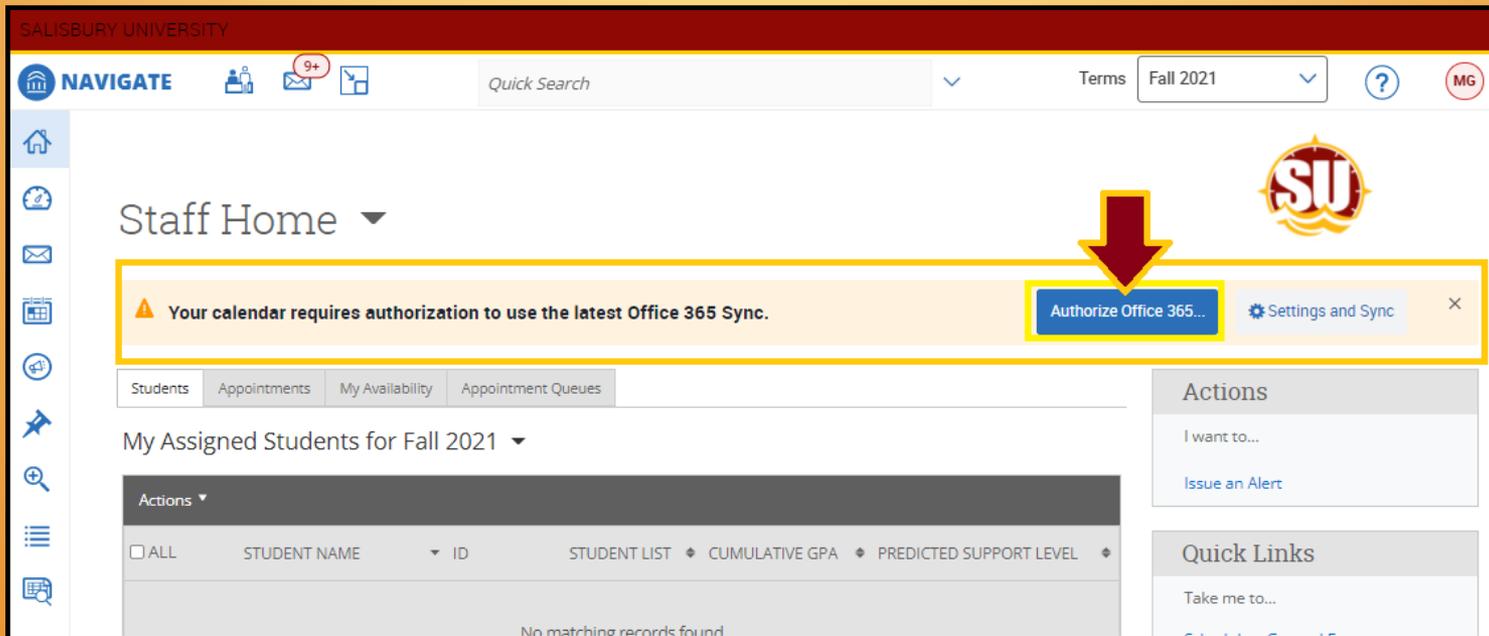
This guide introduces you to Navigate basics; however, a robust Help Center is built right into the Navigate platform. Access it by clicking on the "?" in the upper right-hand corner.



Campus Calendar

Be Sure to Authorize Office 365

- Doing so allows Navigate to sync with your Outlook calendar (any appointments set in Outlook will not be displayed in Navigate and others will not have access to that information)
- More information can be found on the IT Help website (click [HERE](#) or [HERE](#))
- A majority of you have completed this step, so if you do not see the banner across the top, you're all set

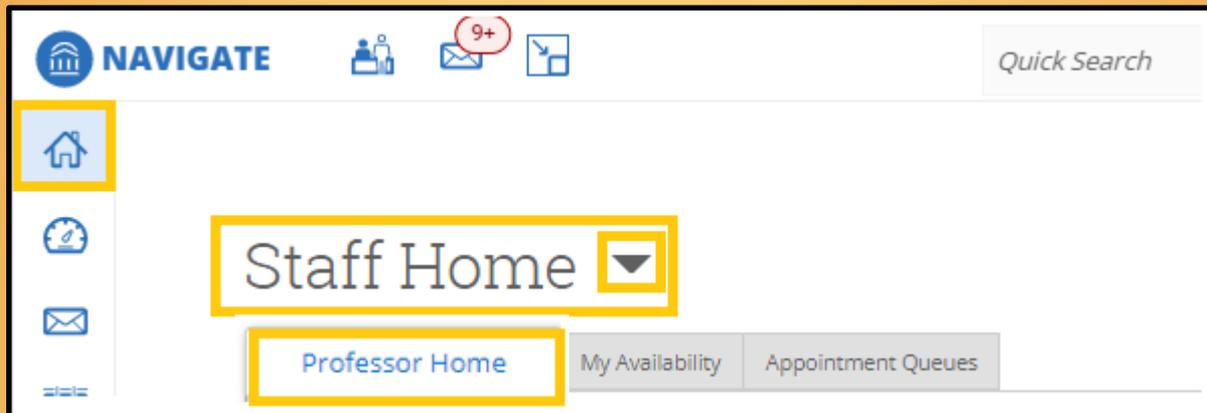


The screenshot shows the Salisbury University Navigate staff home page. At the top, there is a navigation bar with the "NAVIGATE" logo, a search bar, and a "Terms" dropdown set to "Fall 2021". Below the navigation bar, the page title is "Staff Home". A prominent yellow banner with a warning icon states: "Your calendar requires authorization to use the latest Office 365 Sync." To the right of this banner is a blue button labeled "Authorize Office 365..." and a link for "Settings and Sync". A large red arrow points down to the "Authorize Office 365..." button. Below the banner, there are tabs for "Students", "Appointments", "My Availability", and "Appointment Queues". The "Students" tab is active, showing "My Assigned Students for Fall 2021". Below this, there is a table with columns for "STUDENT NAME", "ID", "STUDENT LIST", "CUMULATIVE GPA", and "PREDICTED SUPPORT LEVEL". The table currently shows "No matching records found". On the right side of the page, there are sections for "Actions" (with a "Issue an Alert" button) and "Quick Links".

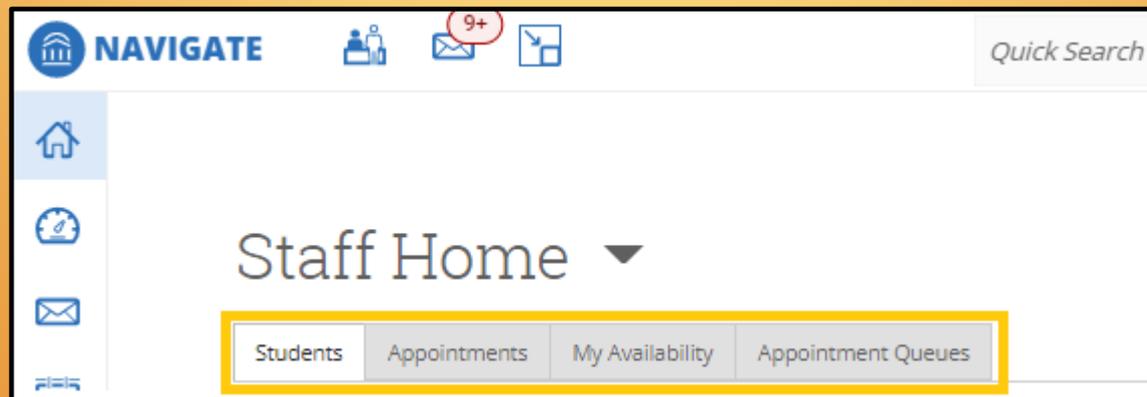
Home Page

After signing in to Navigate, you will see the Home Page

- The **Staff Home** shows advisees who are assigned to you
- The **Professor Home** shows the students in your classes

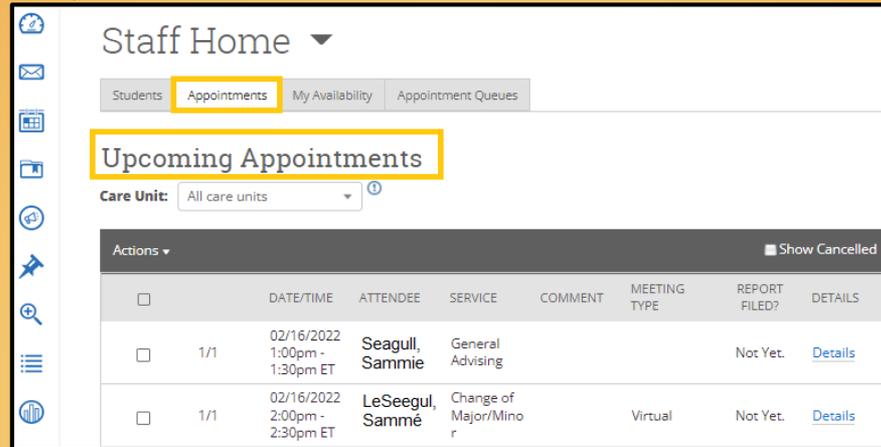


Access the tabs under Staff Home or Professor Home to see more information



Home Page - Appointments Tab

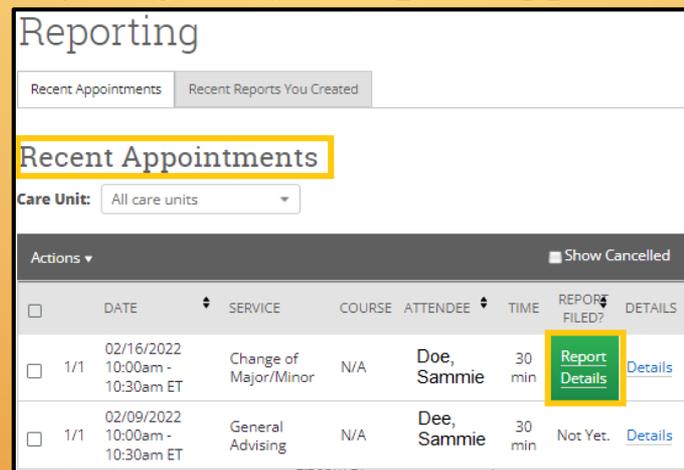
Upcoming Appointments – Lists anyone who has set up an appointment through Navigate to meet with you



The screenshot shows the 'Staff Home' interface with the 'Appointments' tab selected. The 'Upcoming Appointments' section is highlighted. Below it, a table lists appointments with columns for Actions, Date/Time, Attendee, Service, Comment, Meeting Type, Report Filed?, and Details. Two appointments are listed for 02/16/2022.

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1 02/16/2022 1:00pm - 1:30pm ET	Seagull, Sammie	General Advising			Not Yet.	Details
<input type="checkbox"/>	1/1 02/16/2022 2:00pm - 2:30pm ET	LeSeegul, Sammie	Change of Major/Minor		Virtual	Not Yet.	Details

Recent Appointments - Tracks anyone who has an Appointment Report filled out from you – whether they originally set up an appointment with you or not



The screenshot shows the 'Reporting' interface with the 'Recent Appointments' tab selected. The 'Recent Appointments' section is highlighted. Below it, a table lists appointment reports with columns for Actions, Date, Service, Course, Attendee, Time, Report Filed?, and Details. Two reports are listed for 02/16/2022 and 02/09/2022.

Actions	DATE	SERVICE	COURSE	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1 02/16/2022 10:00am - 10:30am ET	Change of Major/Minor	N/A	Doe, Sammie	30 min	Report Details	Details
<input type="checkbox"/>	1/1 02/09/2022 10:00am - 10:30am ET	General Advising	N/A	Dee, Sammie	30 min	Not Yet.	Details

Navigating Navigate

Navigating Navigate:

The tabs across the top of the screen provide more information about the individual student.

The screenshot shows the 'Navigate' student profile page for Sammie Seagull. The page features a top navigation bar with the 'NAVIGATE' logo, user icons, and a 'Quick Search' field. A left sidebar contains various navigation icons. The main content area displays the student's name, a set of tabs, and a summary of academic performance. The 'Overview' tab is selected and highlighted with a yellow box. Below the tabs, a summary row shows 'Course Grade D/F' (0), 'Repeated Courses' (2), 'Withdrawn Courses' (2), and 'Cumulative GPA' (3.848). Below this, three key metrics are displayed: 'Total Credits Earned' (129.00), 'Credit Completion % at this Institution' (95%), and 'Predicted Risk Level' (Low). The student's major is 'Biology-BS' (Bachelor of Science, Henson), and their classification is 'Senior'. Other details include 'STUDENT ID 1234567', 'MOST RECENT ENROLLMENT Spring 2021', and 'ADDITIONAL ROLES Tutor'.

NAVIGATE Quick Search

Sammie Seagull

Overview | Success Progress | History | Class Info | Major Explorer | Path | More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Cumulative GPA
0	2	2	3.848

Total Credits Earned: 129.00
Credit Completion % at this Institution: 95%
Predicted Risk Level: Low

Biology-BS
Bachelor of Science
Henson

STUDENT ID: 1234567
CLASSIFICATION: Senior
MOST RECENT ENROLLMENT: Spring 2021
ADDITIONAL ROLES: Tutor

Navigating Navigate

Navigating Navigate:

Success Progress - View completed, missing, or upcoming Success Markers. You can also view a graph of GPA Trends by term and Credit Trends by term.

Success Markers are courses critical to progress in the student's major. It may be the course itself, the grade, or the timing that is especially important.

History - Show any notes or reports added by faculty and staff.

Class Info - Includes classes this term as well as a full transcript, including courses, grades, term, and cumulative GPAs, academic standing and transfer courses/grades, high school name, and standardized test scores.

More - You will find Calendar, Study Hall, Appointments, and Conversations.

- *Calendar* - Shows the student's class schedule in a monthly calendar format, including the class location.
- *Appointments* - Shows any recent or upcoming appointments that the student has scheduled.
- *Conversations* - Tracks emails and texts sent out through the Navigate platform as well as the student's response(s).



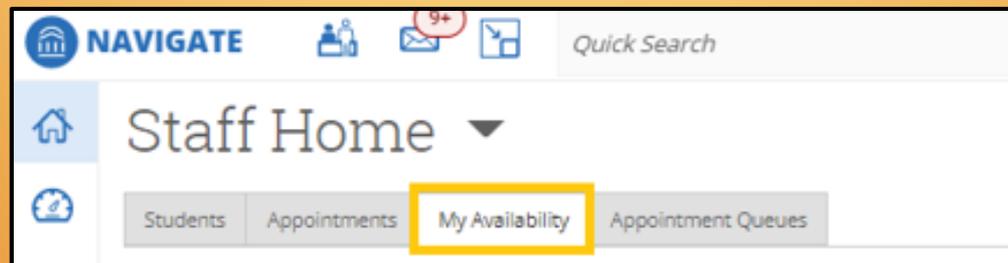
NAVIGATE

Setting Your Availability

Home Page - My Availability Tab

Setting up your availability in Navigate

- You can set up availability for multiple types of appointments: Program Planning, office hours, research mentorship, etc.
- Setting up availability in Navigate allows students to schedule appointments with you or know when you are available for walk-ins.
- You can set separate (but overlapping) times for Program Planning, office hours, research mentorship, etc. Note that we can update locations and services upon request (contact Sarah Timko-Jodlbauer).
- When students sign up for an appointment through Navigate, they are sent an email reminder the day before and a text message reminder 30 minutes before.



My Availability Tab

Setting up your availability in Navigate

- You can set different times for different meeting services (i.e., Advising/Program Planning, Office Hours, etc.)
- You can set the appointments for a range of dates (Program Planning), a specific term (Office Hours), or make it never-ending (for-eh-ver)

The screenshot shows the 'NAVIGATE' interface for 'Staff Home'. The 'My Availability' tab is selected and highlighted. Below the navigation tabs, the 'Available Times' section is displayed. An 'Actions' dropdown menu is open, showing options: 'Add Time', 'Copy Time', 'Delete Time', 'Add to Personal Link', and 'Remove from Personal Link'. The 'Add Time' option is highlighted. Below the menu, a table lists available times with columns for LOCATION, PURPOSE, CARE UNIT, PERSONAL LINK, and MEETING TYPE. Two rows are visible, both for 'Academic Advising Center (Blackwell Hall)'. The first row is for 'In Person' meetings, and the second row is for 'Virtual Meeting via ZOOM' meetings. A note at the bottom states: '* All times listed are in Eastern Time (US & Canada)'. At the bottom, there is a 'Personal Availability Link' section with a link to <https://salisbury.campus.eab.com/pal/DltowOgJq> and a 'Copy' button.

LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
Academic Advising Center (Blackwell Hall)	Academic Probation, Change of Major/Minor, Forms to be signed, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns	Advising	Yes	In Person Edit
Virtual Meeting via ZOOM	Academic Probation, Change of Major/Minor, General Advising, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns	Advising	Yes	Virtual Edit

* All times listed are in Eastern Time (US & Canada)

Personal Availability Link

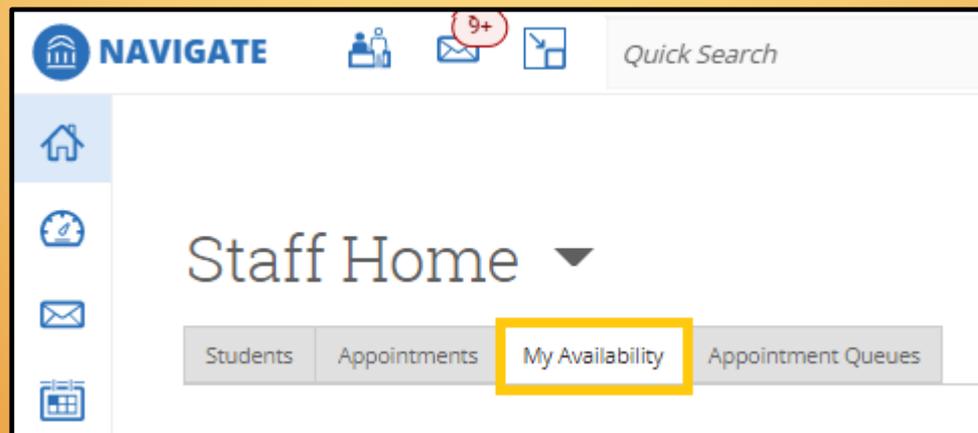
Link: <https://salisbury.campus.eab.com/pal/DltowOgJq> [Copy](#)

Setting Up Your Availability

Setting up your availability in Navigate

Each semester, you need to set up availability in Navigate so that students can schedule appointments with you. You can set separate (but overlapping) times for Program Planning, office hours, research mentorship, etc.

- Select “Staff Home”, as noted below.
 - **Professor Home** - lets you view all students who are currently in any of your courses.
 - **Staff Home** - allows you to view all of your advisees.
- Click on “My Availability” tab.



Setting Your Availability

Setting up your availability in Navigate

- Click on the “My Availability” tab (third tab from the left)
- Click on the “Actions” dropdown menu under “Available Times”
- Choose the “Add Time” option

The screenshot shows the Navigate Staff Home interface. The top navigation bar includes the NAVIGATE logo, a user profile icon, a notification icon with a '9+' badge, and a 'Quick Search' field. Below this is the 'Staff Home' header with a dropdown arrow. A secondary navigation bar contains tabs for 'Students', 'Appointments', 'My Availability' (highlighted with a yellow box), and 'Appointment Queues'. The main content area is titled 'Available Times'. A table lists available times with columns for LOCATION, PURPOSE, CARE UNIT, PERSONAL LINK, and MEETING TYPE. The first row shows 'Academic Advising Center (Blackwell Hall)' for 'Academic Probation, Change of Major/Minor, Forms to be signed, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns' in the 'Advising' care unit, with a 'Yes' personal link and 'In Person' meeting type. An 'Edit' link is visible. An 'Actions' dropdown menu is open over the first row, with 'Add Time' highlighted by a yellow box. Other options in the menu include 'Copy Time', 'Delete Time', 'Add to Personal Link', and 'Remove from Personal Link'.

LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
Academic Advising Center (Blackwell Hall)	Academic Probation, Change of Major/Minor, Forms to be signed, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns	Advising	Yes	In Person Edit

Setting Up Your Availability

- Select the days when you are available
- Select times you are available
Reminder: Navigate syncs with GullNet and Outlook, so any times that are blocked for class or personal appointments will also be blocked to students in Navigate
- Select a range of dates (i.e., “3/14/2024 to 3/18/2024”, “2024”, “Forever”, etc.)
Reminder: Faculty Advising Weeks are split by Spring Break (no appts from 3/21-25/2024, unless you want to meet with students then)
- Click on the “Appointments” and “Campaigns” buttons
 - Activate “Appointments” if you plan to provide students with your Personal Availability Link (PAL)
 - More information about PAL and building/launching campaigns to follow

ADD AVAILABILITY

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From 10:00am To 12:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

A Range of Dates

Starting on 03/14/2022 Ending on 03/18/2022

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins **Campaigns**

Meeting Type

In Person

Setting Up Your Availability

- Care Unit = “**Advising**”
- Location = “**Academic Advisor’s Office**” or “**Virtual Meeting via Zoom**”
- Services = “**Program Planning**” or “15-, 20-, 30-Minute Program Planning”
- Provide a URL, phone number, or Zoom address
- Enter any special instructions you may want to share with your advisees (e.g., office location; Please come prepared with a list of courses you plan to take in the fall; Please wear a mask, etc.)
- Leave “Max Number of Students per Appointment” set to 1
- Click the “Save” button

Appointments Drop-ins Campaigns

Meeting Type
In Person

Care Unit
Advising

Location
Academic Advisor's Office

Services
Program Planning

URL / Phone Number
https://salisbury.zoom.us/j/555555555555

Special Instructions for Student

B I | **≡ ≡** | **↶ ↷**

We can meet in person in my office (Blackwell Hall), but please wear your mask.

If for any reason you are not feeling well or have any Covid-19 symptoms on the day of your appointment, please don't come into the Academic Advising Center (AAC).

Instead, click on the zoom link, and we will meet virtually:
<https://salisbury.zoom.us/j/555555555555>.

I'll have my Zoom room open, so if you aren't in the AAC lobby at your appointment time, I will be expecting you on Zoom.

Let me know if you have any questions.

Will you be meeting with multiple students?

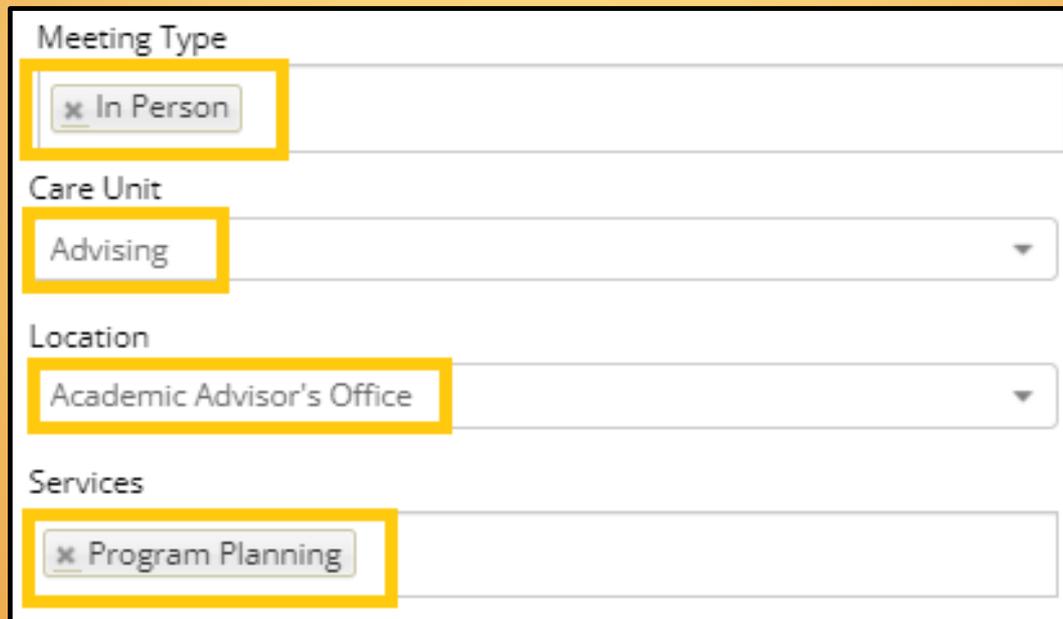
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment
1

Cancel Save

Setting Up Your Availability

- **NOTE:** It is essential that you remember or make note of what you coded for the following because these are the parameters you will use to set up your Appointment Campaign:
 - **Care Unit**
 - **Location**
 - **Services**



The image shows a screenshot of a web form with four sections, each with a highlighted input field:

- Meeting Type:** A dropdown menu with "In Person" selected.
- Care Unit:** A dropdown menu with "Advising" selected.
- Location:** A dropdown menu with "Academic Advisor's Office" selected.
- Services:** A dropdown menu with "Program Planning" selected.



NAVIGATE

Scheduling

Appointment Campaigns

Appointment Campaign

Create your Appointment Campaign

- Click on the “Appointment Campaigns” icon in the Actions menu (left-hand side, bullhorn icon), or Quick Links menu (right-hand side)

The screenshot displays the Staff Home interface. On the left-hand side, the Actions menu contains a bullhorn icon, which is highlighted with a yellow box. On the right-hand side, the Quick Links menu contains a link for Appointment Campaigns, also highlighted with a yellow box. The main content area shows the Staff Home dashboard with tabs for Students, Appointments, My Availability, and Appointment Queues. Below these tabs, there are filters for List Type (Assigned Students), Term (Spring 2022 (Current ...)), and Relationship Type (All Relationship Types). A table titled 'Assigned Students' is visible, with columns for ALL, STUDENT NAME, ID, STUDENT LIST, CUMULATIVE GPA, and PREDICTED SUPPORT LEVEL. The table contains four rows of data.

ALL	STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL
<input type="checkbox"/>	1		👁		Moderate
<input type="checkbox"/>	2		👁		Moderate
<input type="checkbox"/>	3		👁		Low
<input type="checkbox"/>	4		👁		Moderate

Appointment Campaign

Create your Appointment Campaign

- Click on “Appointment Campaign” under “Actions” (right-hand side)
- This will lead you to a page that will allow you to build your Program Planning appointment campaign
- Remember, it is Fall 2024 Program Planning because that is the semester of which we are preparing

Campaigns

Student Campaigns

Student Campaigns are campaigns that can be sent directly to the students to complete a specific action or to be notified at different times.

[Appointment Campaigns](#)

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

[+ Add New](#)

Appointment Campaigns

[View All Campaign Types](#)

[+ Add New](#)

Filter by care unit:

View only my campaigns

NAME	STATUS	RECIPIENTS	APPTS SCHEDULED	APPTS ATTENDED	SUMMARIES CREATED
No appointment campaigns have been created for this term.					

Appointment Campaign

Create your Appointment Campaign

- In this step, you will set the criteria for your Appointment Campaign
- Be sure that the information you use for “Care Unit”, “Location”, and “Service” match what was used when setting up your Availability, or the student will not be able to set an appointment with you
- Click the “Continue” button to move to the next step

Campaign Configurations

* Campaign Name Instructions or Notes for Landing Page:

* Care Unit: * Location:

* Service:

Appointment Configurations

* Appointment Limit: * Appointment Length:

* Slots Per Time:

Allow Scheduling Over Courses

Staff Reminders: Email Text Recipient Reminders: Email Text

Scheduling Window

Campaign appointments can be scheduled on any date within the scheduling window. Your campaign will begin automatically on the date of your first nudge.

* Start Date * End Date

Appointment Campaign

Create your Appointment Campaign – Definitions of the Criteria

*****Appointment Campaign criteria must match the information used for “My Availability” for the student to be able to make an appointment with you.*****

- **Campaign Name:** The Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns; it is not visible to the student. Adhere to SU’s naming convention to make it easier to track the impact of your campaigns. Be sure to include the following in your name:
 - Term, Purpose, SU Username (Example: Program_Planning_Sp24_MRP)
- **Care Unit:** Advising
- **Location:** Academic Advisor’s Office
- **Service:** Program Planning
- **Begin and End Date:** Set when you want students to start and stop making appointments for the campaign – Students can be term activated as early as Tues. 9/26, and advising runs through Fri. 11/3 (end of pre-registration), so it is up to you whether you meet with your advisees any time during this period, or you can choose to stick with the traditional advising timeline (see [Registration Dates](#)).
- **Appointment Limit:** How many times a student can use this link to schedule an appointment with you.
- **Appointment Length:** Set the length of time you prefer.
- **Slots per Time:** Appointments can be individual or group. By adding more than one "slot per time", you can have a group appointment.

Appointment Campaign

- NOTE:** It is essential that you remember what you coded in your availability for the following because these are the parameters you will use to set up your Appointment Campaign: - Care Unit - Location - Service

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 1:45pm To 3:00pm
All times listed are in Eastern Time (US & Canada).

How long is this availability active?
A Range of Dates

Starting on 2/21/2023 Ending on 2/21/2023

Add to your personal availability link?
 Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type
 In Person Virtual

Care Unit
Advising

Location
Faculty Advisor's Office

Services
20-Minute Program Planning

URL / Phone Number

Campaign Configurations

* Campaign Name: Program Planning_Fall2023_MRPagano
Instructions or Notes for Landing Page:

* Care Unit: Advising
* Location: Faculty Advisor's Office
* Service: 20-Minute Program Planning

Appointment Configurations

* Appointment Limit: 1
* Appointment Length: 20 MIN
* Slots Per Time: 1

Allow Scheduling Over Courses

Staff Reminders: Email Text
Recipient Reminders: Email Text

Scheduling Window

Campaign appointments can be scheduled on any date within the scheduling window. Your campaign will begin automatically on the date of your first nudge.

* Start Date: February 21, 2023
* End Date: February 21, 2023

*****Appointment Campaign criteria must match the information used for “My Availability” for the student to be able to make an appointment with you.*****

Appointment Campaign

Create your Appointment Campaign

- Add Students to Campaign
 - Open “Enrollment History” select Fall 2024
 - Open “Assigned To”, “Advisor” in *Student has relationship*, then search your name.
 - Click “Search” to generate your students

Add Recipients To Campaign

The screenshot shows the 'Add Recipients To Campaign' form. It features several sections with expandable/collapsible headers. Two sections are highlighted with red boxes: 'Enrollment History' and 'Assigned To'. The 'Enrollment History' section includes a dropdown for 'Enrollment Terms' with 'Spring 2023' selected. The 'Assigned To' section includes a dropdown for 'Student has relationship' with 'Advisor' selected and a search input field.

This close-up shows the search and filter options. A blue 'Search' button is highlighted with a red box. To its right are two checkboxes: 'Include Inactive' and 'My Students Only', both of which are currently unchecked.

Appointment Campaign

Create your Appointment Campaign

- Click on the checkbox under the “Actions” dropdown list to ensure all students are selected
- Click the “Continue” button to move to the next step

Fall 2022 Program Planning - LHDoyle

Review Students In Campaign

Actions ▾

NAME

< Back Add More Students Save and Exit **Continue**

Appointment Campaign

Create your Appointment Campaign

- Select yourself as the “Organizer”
 - If you are co-advising, you can invite other faculty members to join here.
 - NOTE: Staff will need to have availability defined before they can be added to an appointment campaign

Define Campaign > Review Students > Add Staff > Compose Message > Confirm & Send

Fall 2022 Program Planning - LHDoyle

Add Organizers To Campaign Include Appointment Availabilities?

ID	NAME	AVAILABLE TIMES
<input checked="" type="checkbox"/>	Lacie Doyle	

< Back Save and Exit Continue

Appointment Campaign

Create your Appointment Campaign

- Your next step is to compose the message you will send to students
- Click “Add Welcome Message” under Nudges to develop your message

Compose Nudges

Nudges

What would you like to say to your recipients? Set up your outreach and follow-up messages. Follow-up messages will only be sent to students who have not scheduled all appointments in the campaign.

+ [Add Welcome Message](#)



There are currently no nudges

Success Message (Optional)

What would you like to say to your recipients if they complete your objective? This message will be sent within a day of the recipients scheduling all campaign appointments. The success message is for communication purposes only and will not be included in campaign metrics.

+ [Add Success Message](#)



No success message specified for this campaign.

Appointment Campaign

Create your Appointment Campaign

- Your next step is to compose the message you will send to students
- **DO NOT REMOVE THE SCHEDULE LINK `{schedule_link}` FROM THE EMAIL BODY.** Doing so will break the link to the scheduling tool

Add Welcome Message

Compose Message

* Subject

* Message

B I [List Bulleted] [List Numbered] [Link] | Heading 2 | Merge Tags | [Undo] [Redo]

Please Schedule Your Advising Appointment.

Hello `{student_first_name}`:

Please schedule an appointment for Program Planning at Academic Advising Center (Blackwell Hall). 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!

Available Merge Tags

<code>{student_name}</code>	Inserts the first name and last name of the student
<code>{student_first_name}</code>	Inserts the student's first name
<code>{student_last_name}</code>	Inserts the student's last name
<code>{schedule_link}</code>	Inserts a link to schedule the appointment

Add Attachment:

No file chosen

* Send Date

Preview Email

Andrew, Schedule an Advising appointment



Please Schedule Your Advising Appointment.

Hello Andrew:

Please schedule an appointment for Program Planning at Academic Advising Center (Blackwell Hall). 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 an Appointment](#)

You can also copy and paste this address into your web browser.
<https://salisbury.campus.eab.com/a/123456>

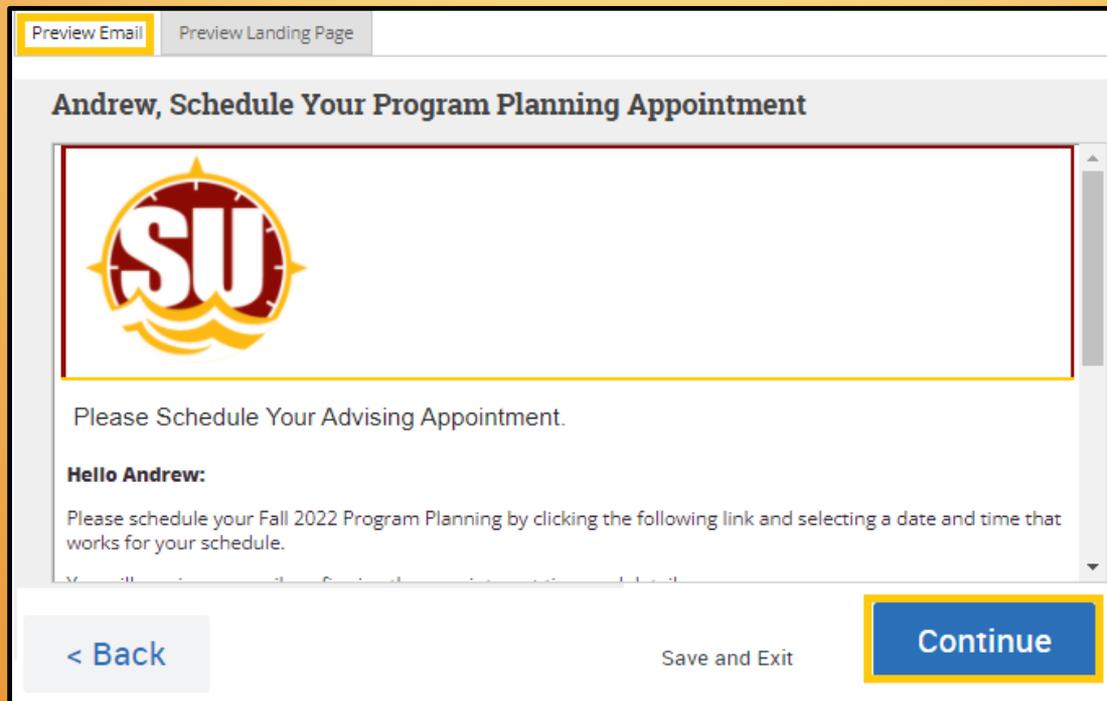
Thank you!



Appointment Campaign

Create your Appointment Campaign

- Fields used in the message composition are:
 - **Email Subject:** The topic will be the subject of the email going to the student
 - **Instructions or Notes:** This will be specific to the landing page students will be taken to when they click on the link in their email to choose the date and time of their appointment
- Note that you can include attachments
- You can preview how the email will look at the bottom of the page



Appointment Campaign

Create your Appointment Campaign

- After you have finished composing and previewing your message, it's time to send out your campaign invitations
- Review your campaign details, invitees, and advisors on this page
- Click the “Send” button when you are ready to email the invite to the selected students

Verify & Start

Campaign Summary

Define Campaign	Name:	Program Planning_Fall2023_MRPagano
	Care Unit:	Advising
	Location:	Academic Advising Center (Blackwell Hall)
	Service:	Program Planning
	Appointment Limit:	1
	Appointment Length:	20 mins
	Slots Per Time:	1
	Scheduling Window:	02/21/2023 - 03/07/2023
	Allow Scheduling Over Courses:	No
	Staff Reminders:	Email - No Text - No
	Recipient Reminders:	Email - Yes Text - Yes

Recipients [View 24 recipients](#)

Staff [View 1 staff](#)

Welcome Message

Send Date:	Tue 02/21/2023
Subject:	{student_first_name}, Schedule an Advising appointment
Email Preview:	View Email

[< Back](#) Save and Exit [Start Campaign](#)

Click “Send Invitations Now” to confirm and send to advisees

Are you sure you want to send invitations to 21 students?

[Cancel](#) [Send Invitations Now](#)

Appointment Campaign

Create your Appointment Campaign

- A confirmation page will display to indicate that the campaign was successfully launched.
- Students will receive an invitation to set up a meeting with you.
- As long as your criteria are your availability matched the criteria used when setting up the campaign, the “Schedule an Appointment” link should work.

All Campaigns > Fall 2022 Program Planning - LHDoyale

Done

Congratulations!

Fall 2022 Program Planning - LHDoyale has been created and invitations will be sent out shortly.

What would you like to do now?

- [View Appointment Campaign Information](#)
- [Create Another Campaign](#)
- [Go Home](#)



Please schedule your Advising appointment.

Hello Lacie:

Please schedule your Fall 2022 Program Planning by clicking the following link and selecting a date and time that works for your schedule.

You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser.
https://salisbury-campus.eab.com/a/_obdKML2Rf

Thank you!



Appointment Campaign

- Once the student clicks on the link, they will be able to select the day and time.
- Since the system is synced with your Outlook calendar and GullNet, the system will not allow the student to schedule at a time you have blocked, are teaching, or the student has class.

Appointment Invitation

All Filters

What type of appointment would you like to schedule?

Advising

Service

Program Planning

Pick a Date

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

< March 2022 16 >

Advising Program Planning **Lacie Doyle** X

Academic Advisor's Office

LD Lacie Doyle
Academic Advisor's Office

Wed, Mar 16th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM
10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM
1:00 - 1:30 PM

Wed, Mar 23rd

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM
10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM
2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM
4:30 - 5:00 PM

Wed, Mar 30th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM
10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM
1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM
2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM
4:30 - 5:00 PM

Staff

Lacie Doyle (Your Academic Servi



NAVIGATE

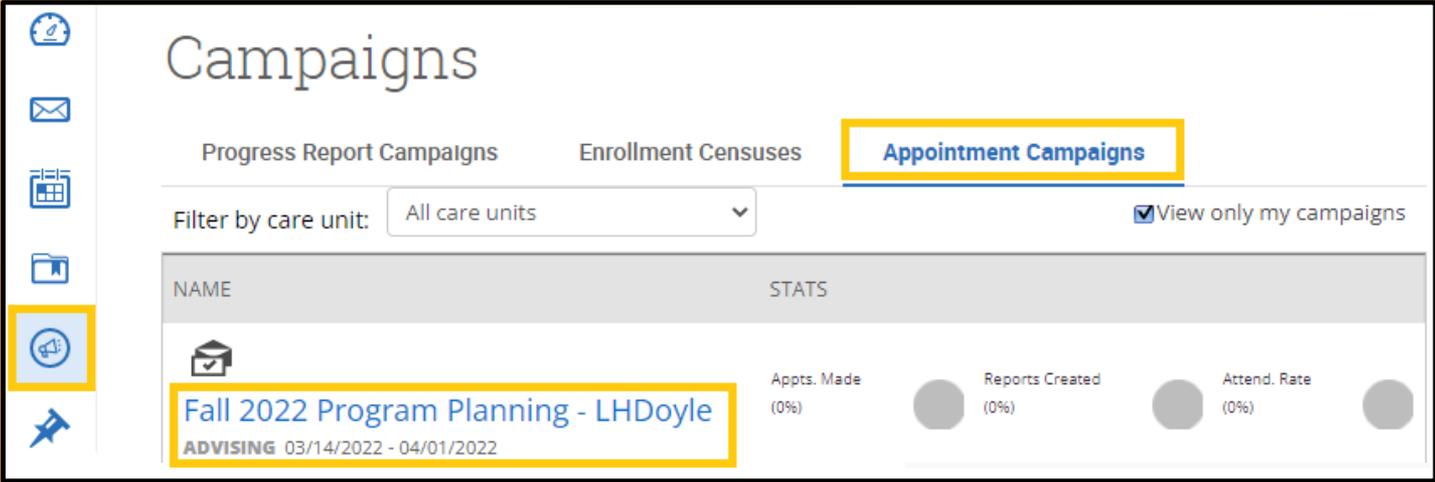
Managing

Appointment Campaigns

Appointment Campaign

Managing your Appointment Campaign

- After you send your invitations, you can manage your campaign by clicking on the “Campaign” icon , and clicking on the “Appointment Campaigns” in the “Student Campaign” window
- Select the Campaign you would like to manage.



Campaigns

Progress Report Campaigns Enrollment Censuses **Appointment Campaigns**

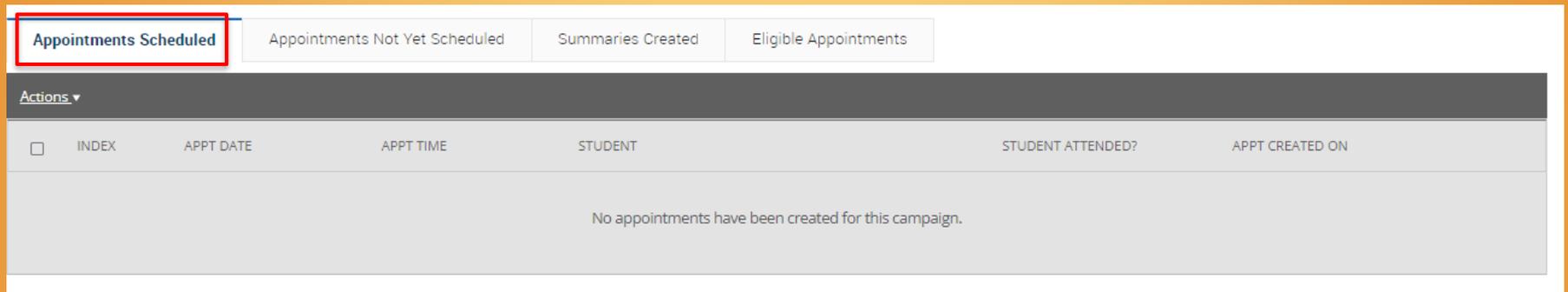
Filter by care unit: All care units View only my campaigns

NAME	STATS		
 Fall 2022 Program Planning - LHDoyle ADVISING 03/14/2022 - 04/01/2022	Appts. Made (0%)	Reports Created (0%)	Attend. Rate (0%)

Appointment Campaign

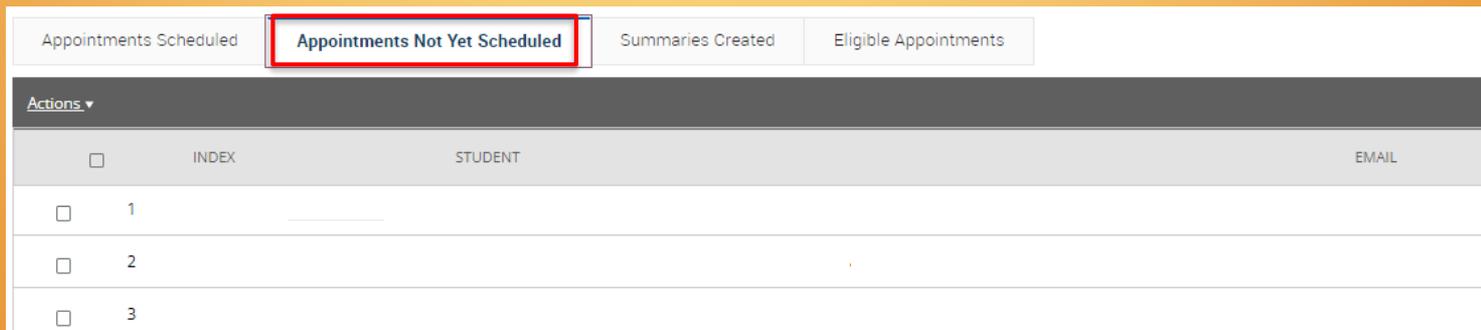
Managing your Appointment Campaign

- You can view campaign appointments made by selecting the “Appointments Scheduled” tab.



The screenshot shows a web interface with four tabs: "Appointments Scheduled", "Appointments Not Yet Scheduled", "Summaries Created", and "Eligible Appointments". The "Appointments Scheduled" tab is selected and highlighted with a red box. Below the tabs is a dark grey bar with "Actions" and a dropdown arrow. Underneath is a table header with columns: INDEX, APPT DATE, APPT TIME, STUDENT, STUDENT ATTENDED?, and APPT CREATED ON. The table body is empty, displaying the message "No appointments have been created for this campaign."

- The “Appointments Not Yet Scheduled” tab will show all students who have not made a Program Planning appointment yet.



The screenshot shows the same interface as above, but with the "Appointments Not Yet Scheduled" tab selected and highlighted with a red box. The table below the header now contains three rows of data:

<input type="checkbox"/>	INDEX	STUDENT	EMAIL
<input type="checkbox"/>	1		
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		

Appointment Campaigns

Managing your Appointment Campaign

To send students a reminder, click on the “Appointments Not Yet Scheduled” tab.

- Click the checkbox below “Actions” to select all students on the list, or you can select individual students.

INDEX	STUDENT	EMAIL
1		
2		
3		

- Click on the dropdown box by “Actions” and select “Resend Appointment Request”.

EMAIL	REMAINING APPOINTMENTS
lndoyle@salisbury.edu	All (3)

Appointment Campaigns

Managing your Appointment Campaign

- You can develop “Nudges” (reminder) to be auto sent during your advising window
- Craft your message and select when you wish to have the email sent
- Attach any documents needed (ex. Program Planning Worksheet).
- Click “Save Nudge” button to save your future reminder emails.

Compose Nudges

Nudges

What would you like to say to your recipients? Set up your outreach and follow-up messages. Follow-up messages will only be sent to students who have not scheduled all appointments in the campaign.

+ [Add Nudge](#)

Send Date: 02/27/2023

Email Subject: {Sstudent_first_name}, Schedule your Program Planning Meeting

Email Message: {Sstudent_first_name}, schedule your Advising a...

Add Attachment:

 No file chosen

*Send Date 

February 27, 2023 

Previous Nudge Dates:

N/A

Current Nudge Dates:

02/27/2023

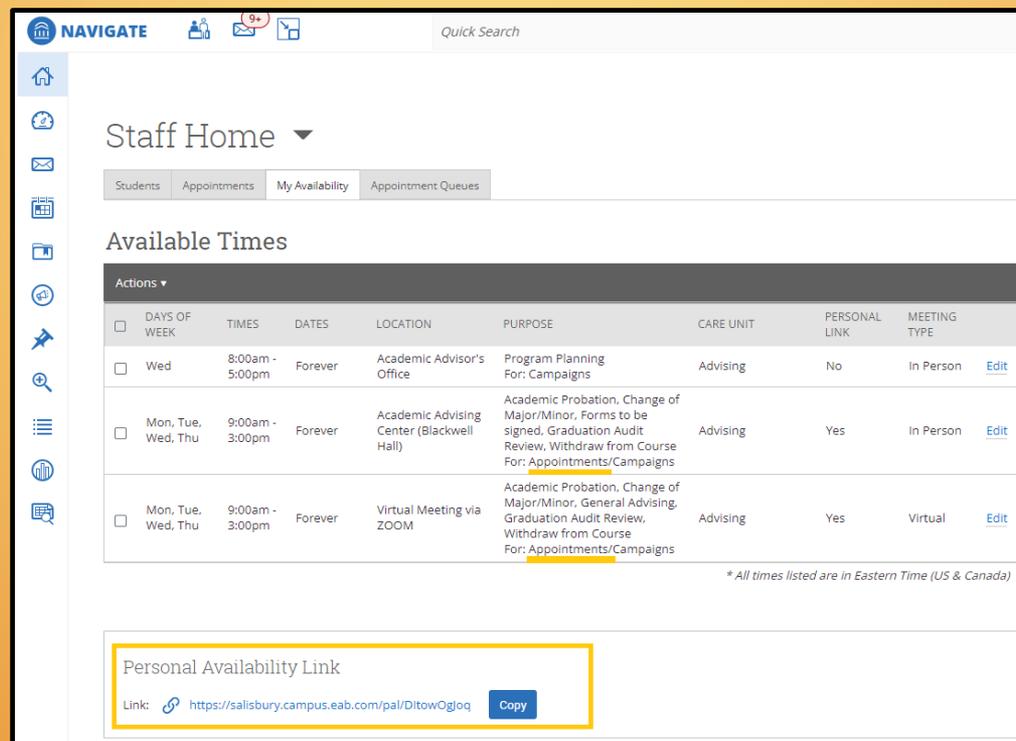


NAVIGATE

Scheduling an Appointment
&
Personal Availability Link

Personal Availability Link (PAL)

- **Personal Availability Links (PALs)** are an additional tool used for scheduling.
- PALs act as a shortcut to a staff member's appointment availability. Each PAL is unique to a staff member, and it will not change over time.
- These can be included in email signatures, text messages, etc., to more easily assist students in identifying possible meeting times with you.
- It is not recommended that you use your PAL for campaigns, but it's great if you want students to schedule an appointment for Faculty Office Hours.



NAVIGATE Quick Search

Staff Home

Students Appointments My Availability Appointment Queues

Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
<input type="checkbox"/>	Wed	8:00am - 5:00pm	Forever	Academic Advisor's Office	Program Planning For: Campaigns	Advising	No	In Person	Edit
<input type="checkbox"/>	Mon, Tue, Wed, Thu	9:00am - 3:00pm	Forever	Academic Advising Center (Blackwell Hall)	Academic Probation, Change of Major/Minor, Forms to be signed, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns	Advising	Yes	In Person	Edit
<input type="checkbox"/>	Mon, Tue, Wed, Thu	9:00am - 3:00pm	Forever	Virtual Meeting via ZOOM	Academic Probation, Change of Major/Minor, General Advising, Graduation Audit Review, Withdraw from Course For: Appointments/Campaigns	Advising	Yes	Virtual	Edit

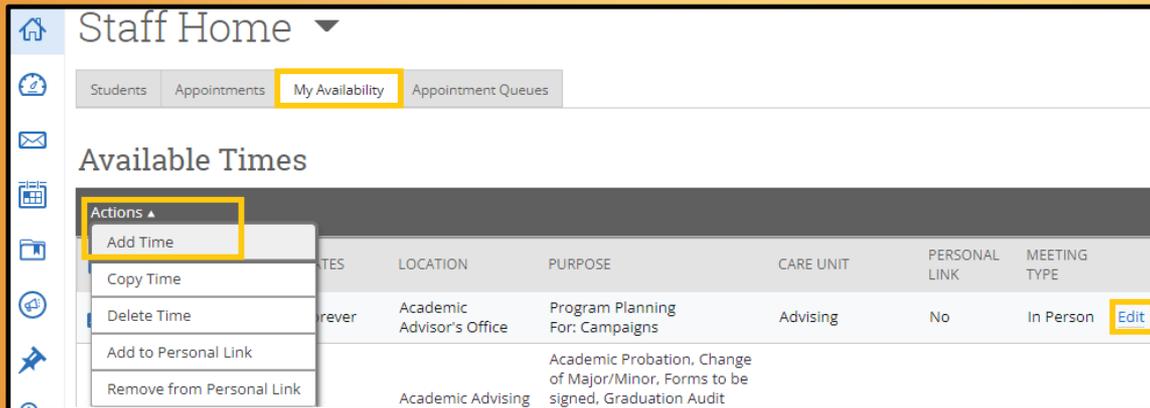
** All times listed are in Eastern Time (US & Canada)*

Personal Availability Link

Link: <https://salisbury.campus.eab.com/pal/DitowOgjoq> [Copy](#)

Personal Availability Link (PAL)

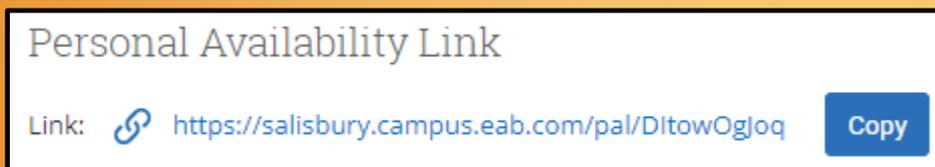
1. Access the “My Availability” tab on the “Staff Home” page
2. Select “Edit” to change your existing availability or select “Add Time” from the “Actions” dropdown to add additional availability
3. Select the checkbox for “Add this availability to your personal availability link?”
4. Click the “Save” button



The screenshot shows the 'Staff Home' page with the 'My Availability' tab selected. Under 'Available Times', there is a table with columns: DATES, LOCATION, PURPOSE, CARE UNIT, PERSONAL LINK, and MEETING TYPE. An 'Actions' dropdown menu is open over the first row, with 'Add Time' highlighted. The 'Edit' button for the first row is also highlighted.

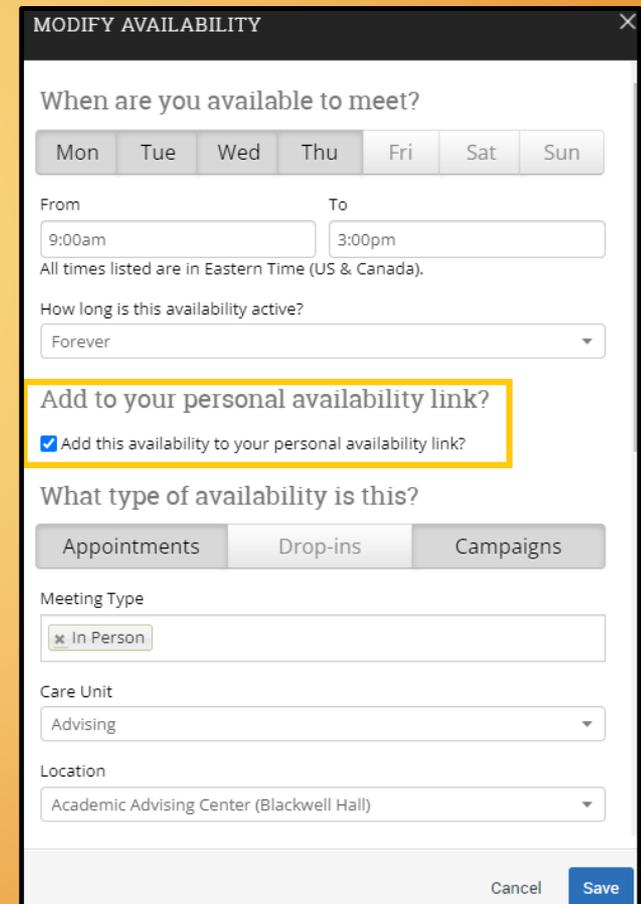
DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
Forever	Academic Advisor's Office	Program Planning For: Campaigns	Advising	No	In Person
	Academic Advising	Academic Probation, Change of Major/Minor, Forms to be signed, Graduation Audit			

Copy the personal availability link displayed at the bottom of the My Availability tab



Personal Availability Link

Link: <https://salisbury.campus.eab.com/pal/DitowOgloq> Copy



MODIFY AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From: 9:00am To: 3:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Forever

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type: In Person

Care Unit: Advising

Location: Academic Advising Center (Blackwell Hall)

Cancel Save

Personal Availability Link (PAL)

If you do not select the “Add this available to your personal availability link?” box, then you will see the below message next to your Personal Availability Link.

MODIFY AVAILABILITY ✕

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From To

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Care Unit

Location

Cancel

Personal Availability Link

Link:  <https://salisbury.campus.eab.com/pal/DitowOgloq>

** Please be advised, no availabilities are currently associated with your personal availability link.*

Personal Availability Link (PAL)

Frequently Asked Questions

1. What does the personal availability link do?

Provides a direct link to your scheduling screen and eliminates several steps for students. For example, without using the personal availability link, students must log in to Navigate and click on the “Schedule An Appointment” button and then select the type of appointment (i.e., advising, tutoring, etc.), service (i.e., General Advising, Change of Major, etc.), and location before making it to your scheduling screen.

This link simply expedites that process and eliminates the possibility that a student makes an incorrect selection.

2. How can I best use the personal availability link?

- a. Update your email signature to include your scheduling link
- b. Update your department website to include your scheduling link
- c. Add it to your business card

3. If a student who is not one of my advisees or a student in one of my classes accesses my personal availability link, will they be able to schedule with me?

No, the personal availability link still enforces the use of any restrictions in place that keep students who are not your advisees from scheduling with you.



NAVIGATE

Appointment Summary Reports & Notes

Appointment Summary

Recording an Appointment Summary in Navigate

- “Appointment Summary” is used for the following:
 - Recording advising notes attached to a campaign.
 - Logging when a student stops in for an appointment (without scheduling one through Navigate in advance) or joining Office Hours.
- Once you choose a Care Unit (i.e., Advising, Office Hours), some of the report will populate for you, and be prompted to answer a few questions.
- If you choose to fill out the report after the appointment is over, remember to change the meeting start and end times.
- This report will be saved in the student’s “History” tab and can be viewed by anyone who has access to the platform.

Appointment Summary

Recording an Appointment Summary in Navigate

- Go to the “Appointments” tab
- Look under “Reporting”, and make sure the “Recent Appointments” tab is selected
- Click on the checkbox next to the student you wish to generate a summary
- Click on the “Actions” dropdown menu and select “Add Appointment Summary”

The screenshot shows the Navigate system interface. The top navigation bar includes the 'NAVIGATE' logo, a search bar, and a 'Quick Search' field. The main content area is divided into several sections: 'Staff Home', 'Upcoming Appointments', 'Reporting', and 'Recent Appointments'. The 'Appointments' tab is highlighted in yellow, and the 'Add Appointment Summary' option in the 'Actions' dropdown menu is also highlighted in yellow. A checkbox next to the appointment for 01/19/2021 is checked.

			SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1	01/29/2021 11:30am - 12:00pm ET	General Advising	N/A	Lacie Doyle: Possibly changing majors and Spring 2021 courses....	Seagull, Samuel	30 min	Report Details	Details
<input checked="" type="checkbox"/>	1/1	01/19/2021 3:00pm - 4:00pm ET	General Advising	N/A	Lacie Doyle: Discuss plan for graduation and taking pre-health...	Seagull, Sammie	60 min	Not Yet.	Details

Appointment Summary

Recording an Appointment Summary in Navigate

- Some appointment details will automatically generate - fill in those that are not
- Answer the questions located under the “Summary Details for Student” heading
- Fill in the “Appointment Summary”, detailing the topics of discussion
- Attach any pertinent files, such as a Program Planning Worksheet
- Click on the “Save this Report” button

APPOINTMENT REPORT FOR SAMMIE SEAGULL

Appointment Details

Appointment: 01/19/2021 3:00pm - 4:00pm ET - General Advising

Care Unit: Advising

Location: Virtual Meeting via ZOOM

Service: General Advising

Course: Start typing to search all courses

Meeting Type: Virtual

Date of visit: 01/19/2021

Meeting Start Time: 3:00pm to Meeting End Time: 4:00pm

Summary Details For Sammie Seagull

Major(s) Discussed: Biology, Psychology

Student arrived on time. Yes No N/A

Student was prepared for advising session (i.e.: had reviewed AR Report, knew what courses were needed, came with courses picked out, etc.) Yes No N/A

Student asked for clarification on degree requirements (if not understood). Yes No N/A

Student understood the course registration process. Yes No N/A

Student attended at least one out-of-class University event in the last month. Yes No N/A

Appointment Summary

B I | **≡** | **≡** | **@** | Paragraph | **↶** **↷**

Discussed courses for Summer/Fall 2021
Talked about the importance of participating in research.
Explored volunteer opportunities.
See attached Program Planning Worksheet

Attachments

Attach File | Choose File | No file chosen

Save this Report

Appointment Summary

Recording an Appointment Summary in Navigate

- If the student did not show for the appointment:
 - On the Home page, under “Reporting”, click on the checkbox by the student’s name
 - Click on the “Actions” dropdown menu
 - Click on “Mark No-Show”

Noting the student was a “No-Show” will help identify repeated behaviors that can be noted in future meetings.

The screenshot shows the 'Staff Home' page in the Navigate system. The 'Reporting' section is active, displaying a table of 'Recent Appointments'. The table has columns for 'SERVICE', 'COURSE', and 'COMMENT'. The 'Actions' dropdown menu is open, showing 'Add Appointment Summary' and 'Mark No-Show'. A checkbox is checked for the appointment on 01/19/2021.

			SERVICE	COURSE	COMMENT
<input type="checkbox"/>	1/1	01/29/2021 11:30am - 12:00pm ET	General Advising	N/A	Lacie Doyle: Possibly changing majors and Spring 2021 courses....
<input checked="" type="checkbox"/>	1/1	01/19/2021 3:00pm - 4:00pm ET	General Advising	N/A	Lacie Doyle: Discuss plan for graduation and taking pre-health...

Advising Notes

Recording accurate advising notes after meeting with a student is considered a “best practice” in academic advising.

Advising notes should be recorded in [Navigate](#) and are captured by either of the following:

- **Appointment Summary**
- **Note**

Students cannot view Appointment Summaries or Notes unless you have selected to share them in Navigate and the student is viewing from a desktop. Advising notes are considered part of a student’s educational record, and students can obtain copies upon request.

Advising notes should always DESCRIBE the meeting with the student but should not be written as an evaluation of the advising session.

Advising notes assist the advisor and advisee by:

- Providing a history of the information advisors will use as they work with advisees in the future to build a plan toward graduation.
- Serving as documentation of the advice given to the student if a dispute should occur about a previous advising encounter.
- Keeping track of the advising learning outcomes the student has mastered.

Advising Notes

Recording Notes in Navigate

- Go to the student's information in Navigate
- Click on the “Add a Note to this Student” – Found under “Current Alerts” box to the right of the student's information

The screenshot displays the Navigate interface for a student named Sammie Seagull. The top navigation bar includes the 'NAVIGATE' logo, a 'Quick Search' field, and a 'Terms' dropdown set to 'Spring 2021'. The student's name 'Sammie Seagull' is prominently displayed, with tabs for 'Overview', 'Success Progress', 'History', 'Class Info', 'Major Explorer', 'Path', and 'More'. A central dashboard provides key academic statistics:

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	3	0	0	3.789

Below this, another row of metrics is shown:

Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level
27.00	100%	Low View detail

The 'Exploratory Studies' section indicates the student is 'Undeclared' and 'Undeclared', with a 'Major History' dropdown. Student ID 1234567 and classification 'Freshman' are also visible. The 'Current Alerts' sidebar on the right contains several options, with 'Add a Note on this Student' highlighted in a yellow box. Other alerts include 'Message Student', 'Add a Reminder to this Student', 'Report on Appointment', 'Create Request for Appointment', 'Schedule an Appointment', 'Add to Student List', and 'Impersonate User'. At the bottom right, there is an 'Active Appt. Campaigns' section with a count of 0.

Advising Notes

Recording Notes in Navigate

- The default is set, so everyone (excluding the student) can see the note; this is often a best practice. To enable the student to view advising notes, click on the checkbox next to the student's name (ex. "Sammie Seagull?")
- You can select your name only under "Visibility" if you want the note to only be visible to you. You should choose this option when your note references the Counseling Center or Disability Resource Center.
- To allow the student to view the advising note, check the box by the student's name under "Visibility".
- Notes are saved and viable in the student's "History" tab.

ADD A NOTE TO SAMMIE SEAGULL

Note (Required)

B *I* Paragraph

Sammie and I met today to talk about her Spring 2021 schedule. She plans to take:

- BIOL 213
- CHEM 122
- MATH 155
- ENGL 352

Note Subject

Freshman Exploratory Studies

Relations

Note Reason

Note URL

Visibility

Lacie Doyle Only?

Sammie Seagull?

Attach File

Choose File No file chosen

Cancel Save Note

Advising Notes

1. Include notes that will help the student.

- Asked student to bring a list of possible courses for next semester to our advising session.
- Reminded student to get transcripts from USC sent to the Registrar's Office.
- Student did not come to scheduled appointment. Needs to reschedule as soon as possible.
- Discussed importance of repeating COURSE 102 and COURSE 201 in spring semester.

2. Include notes that will help future advisors understand the student or the advice that you gave.

- Encouraged student to enroll in COURSE 201 because of interest in environmental studies.
- Student took COURSE 201 out of interest, even though he already has credit for COURSE 202. Understands COURSE 201 will be a general elective.
- Reviewed progress in completing general education requirement.
- Student intends to pursue a graduate degree in engineering at UMD. Enrolled in prerequisite courses for admission.

3. Include list of courses approved, along with alternatives.

- We agreed to the following 15 hours for spring semester: COURSE 101, COURSE 102, COURSE 201, COURSE 301, and COURSE 110.
- Summer classes we discussed were COURSE 1150 and COURSE 1001 for six hours. Will take COURSE 101 if COURSE 150 fills.

Advising Notes

4. Include notes that will facilitate the relationship with the student.

- Encouraged student to make an appointment to come see me after midterm grades are posted.
- Reminded student to make appt well in advance of her registration date for summer & fall.
- We agreed to meet once a month during the spring semester to monitor progress.
- Commended student for excellent grades last semester.

5. Include possible consequences of not following advice given.

- Discussed need to take COURSE 201 during spring semester so COURSE 301 can be taken in fall. Explained degree hindrance if this is not done.
- Student wants to enroll in 19 hours. Cautioned regarding heavy academic load.
- Reminded student to finish 30 hours for the academic year in order to keep scholarship.

6. Include referrals of a non-sensitive nature.

- Encouraged student to meet with the Success Coach in the Center for Student Achievement.
- Encouraged student to contact Registrar's Office for questions about general education credit for transfer courses.
- Encouraged student to make appointment with Career Services.
- Student is interested in becoming a Orientation Leader; referred to Student Involvement to learn about the application process.

7. Include comments that help you in future interactions with student.

- Student was well-prepared for advising session; had already created tentative schedule.
- Student has consistently expressed an interest in attending dental school at MUSC.

Advising Notes

8. Exclude your subjective judgments about the student, especially when they are negative.

- Student is not motivated to succeed in classes this semester.
- Student struggling in all classes; I think he would have been better off at community college.
- I doubt student's ability to succeed in this major.

9. Exclude referrals of a sensitive or personal nature.

- Recommended student seek psychological assistance through the Counseling Center.
- Asked student to confer with Disability Resource Center about difficulty getting accommodations for visual disability.
- Student will see the Dean of Students about experiences of being harassed by ex-girlfriend.
- Student plans to appeal the grade he received in his English class last semester.

10. Exclude comments regarding student's instructors, especially when they are negative.

- Student is having a personality conflict with COURSE 101 instructor.
- Student is considering dropping COURSE 102 because of a problem with the professor.
- Student indicated that she is considering filing a sexual harassment charge against her professor.

11. Exclude personal concerns of the student.

- Parents are going through a divorce this semester.
- Student was assaulted earlier this academic year.
- Sister has cancer; student is having a very difficult time staying focused on academics.
- Student has to go to court next week; will miss classes.
- Student shared problems she is having with motivation and time management.



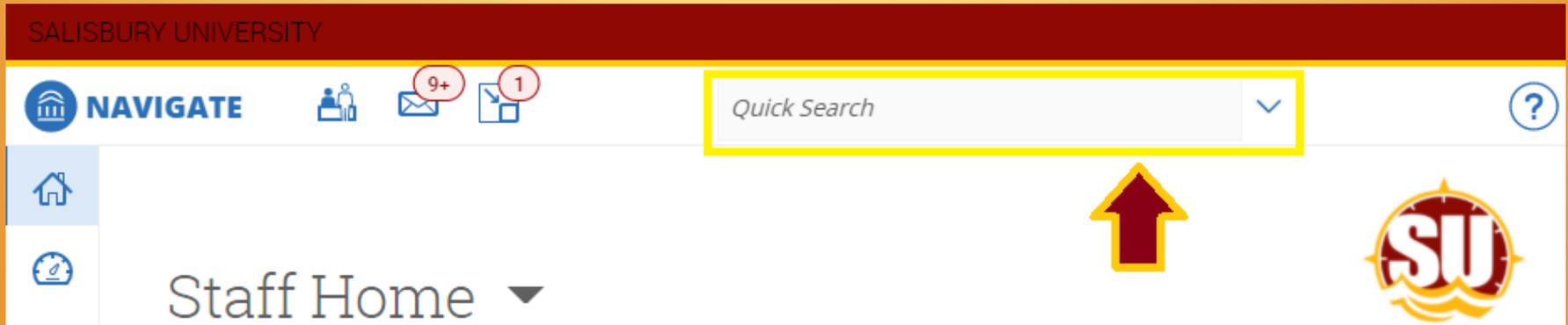
NAVIGATE

Searching for Students

Quick Search

Search for a student or user in the **Quick Search** in the top bar of the platform.

The Quick Search will only allow you to search by first name, last name, or student ID.



Advanced Search

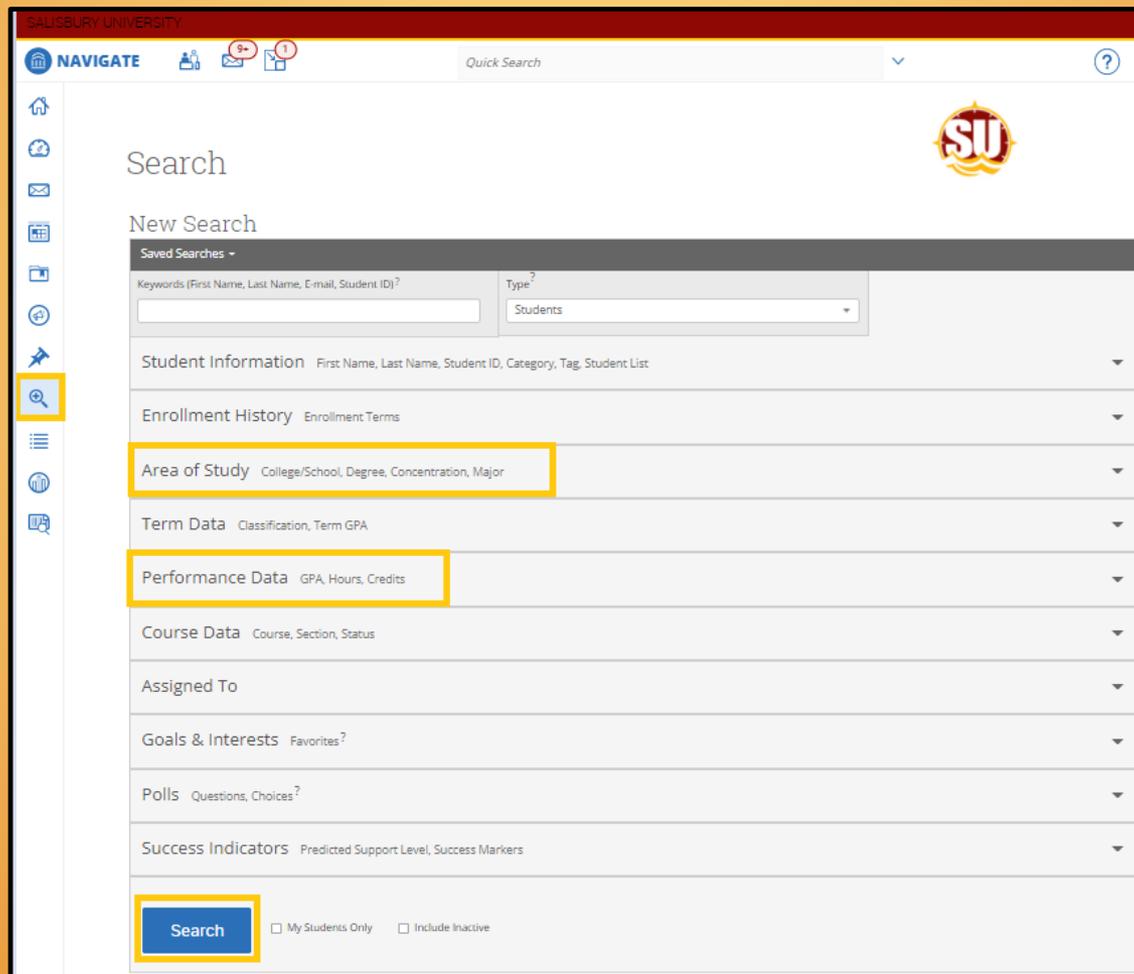
The **Advanced Search** allows you to identify a specific group of users (e.g. students, professors, advisors) and then optionally perform some action for them.

For instance, it is possible to get a list of all students within a certain school with less than a 2.0 cumulative GPA and send them an email.

The **Advanced Search**, as shown on the next slide, allows users to search for a wide variety of other options such as First Name, Last Name, Cumulative GPA, and many more. Once you have entered your search criteria, click the “Search” button.

Advanced Search

The **Advanced Search**, as shown on the next slide, allows users to search for a wide variety of other options such as First Name, Last Name, Cumulative GPA, and many more. Once you have entered your search criteria, click the “Search” button.



The screenshot displays the Salisbury University Advanced Search interface. At the top, there is a navigation bar with the Salisbury University logo and a search bar. Below the navigation bar, the main content area is titled "Search" and features a "New Search" section. This section includes a "Saved Searches" dropdown menu, a "Keywords (First Name, Last Name, E-mail, Student ID)?" input field, and a "Type?" dropdown menu set to "Students". Below these fields, there are several filter categories, each with a dropdown arrow: "Student Information" (First Name, Last Name, Student ID, Category, Tag, Student List), "Enrollment History" (Enrollment Terms), "Area of Study" (College/School, Degree, Concentration, Major), "Term Data" (Classification, Term GPA), "Performance Data" (GPA, Hours, Credits), "Course Data" (Course, Section, Status), "Assigned To", "Goals & Interests" (Favorites?), "Polls" (Questions, Choices?), and "Success Indicators" (Predicted Support Level, Success Markers). At the bottom of the search form, there is a "Search" button and two checkboxes: "My Students Only" and "Include Inactive".



NAVIGATE

Navigate Terminology Cheat Sheet

Navigate Terminology

Advising Request – If a student wants to schedule an advising appointment but cannot find a convenient time, they can submit an Advisor Request. Advising requests contain the student’s availability and preferred location to receive services. Requests appear in the advising home pages, where advisors/tutors can match the requests by scheduling an appointment with the student.

Advising Summary Report – Advising reports enable advisors to document their appointments with students. These forms catalog important information about the appointment (e.g., attendance, time and location, summary commentary) for reporting and display on the “History” tab of a student’s SSC—Campus profile.

Note – Notes are used to attach commentary to a student’s profile not associated with a specific advising appointment. In this way, they are unlike Advising Reports, directly associated with an appointment. If you want to indicate that an appointment took place, you should file an ad hoc Advising Report by clicking “Report On Advising” on a student’s profile page. This feature retroactively creates an appointment. Notes are currently the only method of attaching a file to a student’s profile. Notes display on the “History” tab of a student’s profile in a section labeled “Notes About Student.”

Navigate Terminology

Report – In the “Reporting” section of the platform, users can view summary reports on the data located in and captured through the SSC—Campus platform. This section contains reports that summarize data on progress reports, alerts and cases, study hall, student information, student services, tutoring, and advising.

Reason (& Student Service) – Reasons enable your institution to provide a custom, standard explanation list that categorizes actions and documents in the platform. If your institution defines, reasons can be available to categorize notes, alerts, appointments, and appointment cancellations. Appointment reasons are also called “student services” in certain parts of the platform (e.g., when scheduling an appointment, when filing an advising summary report).

Location – During platform configuration, system administrators define the locations where students receive services that will be managed through the SSC—Campus platform (e.g., Career Center, Academic Support Center, Biological Sciences Tutoring Center, Math Lab). During configuration, administrators also define which student services are offered at each location. When a user schedules an appointment, they must choose the student service and location for that appointment.

Navigate Terminology

Case – A case is created when a user issues an alert that requires another user to follow up with a student to resolve their issue. For example, when a faculty member submits a progress report and marks a student as “at-risk,” a case will typically be opened for an advisor to work with that student. Not all alerts generate cases. The institution can configure which alert reasons automatically generate cases and to whom the cases are directed. Cases for an individual student are displayed on the “Reports/Notes” tab of the student’s profile. All cases (i.e., for any advisor and for any student) are displayed on the Cases homepage, accessed via the left-hand navigation bar. Visibility on the Cases homepage is restricted by user role and permissions.

Category – Categories are system-wide identifiers of students. They are generated and managed by central platform administrators through either data import or mass edit. Users without administrator privileges cannot create a category or assign students to a category. A student can belong to multiple categories. The categories to which a student belongs is displayed at the bottom of the student’s Overview page. Users can search for students assigned to a particular category in Advanced Search.

Navigate Terminology

Tag – Tags are like categories, but they allow individual users to group similar students by a common affiliation not otherwise captured in the data (e.g., choir member, interest in graduate school). All users can utilize tags to search for, report on, or communicate with these groups of students. Only some users (based on institutional configuration) can create and edit tags. A student can be assigned multiple tags and the tags that have been applied to a student display at the bottom of the student's Overview page.

Reminder – There are multiple reminders in the platform. Students have the option to receive emails and text messages that remind them of an upcoming appointment. Advisors can also add a reminder to a student account to remind themselves to follow up or complete a certain task.

Success Markers- A course or group of required courses key to student success within a major, frequently first and second year courses, which are entered into the Student Success Collaborative Platform so that advisors can identify and intervene with students who not completing the markers. They are comprised of a time by which students must complete the course and the recommended grade threshold students should achieve.

Academic Advising Center Information

Academic Advising Center

- The [Academic Advising Center](#) at Salisbury University is dedicated to providing students with assistance in achieving their academic goals.
- All first-year (freshmen) full-time students are assigned a professional Academic Advisor to assist them through their program the first year. Some departments also assign Faculty Mentors to first-year students.
- All transfer students are assigned directly to a Faculty Mentor within their program, however the Advising Services Coordinator will pre-load their first semester courses.

Academic Advising Center

Location: Blackwell Hall

Hours: 8 a.m.-4:30 p.m. M-F

Phone: 410-546-4366

Email: advising@salisbury.edu

Website:

<https://www.salisbury.edu/academic-offices/advising-center/>



Academic Advisor

- Full-time advisor for all first-year, freshmen students – pre-loads students into their first semester of courses
- Located in the Academic Advising Center (Blackwell Hall) year-round
- Caseload load is approximately 250-300 students per year

Academic Advisor's Goals

- Help students understand degree requirements by reading their Academic Requirements Reports in GullNet and how to use enrollment tools like Sea Gull Scheduler
- Assist students in planning coursework for future semesters
- Develop student's understanding of Faculty Mentors' expectations for future Program Planning sessions

Advising Services Coordinators

Advising Services Coordinator

- Located in the Academic Advising Center (Blackwell Hall) year-round
- Carries small advisee load, depending on needs - counsels students on academic, curricular, career, and personal issues, and assists academic advisors with difficult cases, as needed
- Performs/facilitates administrative decisions regarding student petitions and appeals. Administrative functions include, but are not limited to, late add/drop/withdraw requests, Course Repeat Policy requests, and graduation audit review

Advising Services Coordinator's Goals

- Support Faculty Mentors in the advising process
- Work on special initiatives for the college or school
- Collaborate across campus to support students
- Focus on recruitment, retention, advising, and graduation efforts

Academic Advising Center Staff



John Anello
Advising Services Coordinator
Fulton School of Liberal Arts



Carrienne Cicero
Advising Services Coordinator
Seidel School of Education



Lacie Doyle
Advising Services Coordinator
Henson School of Science & Technology



Wendy Jin
Advising Service Coordinator
Perdue School of Business



Maura Pagano
Advising Services Coordinator
College of Health and Human Services



Robert Garner
Academic Advisor
Fulton School of Liberal Arts



Chris Carson
Academic Advisor
College of Health and Human Services



Mary Norton
Academic Advisor
Henson School



Kayla Ennis
Academic Advisor
Perdue School of Business



Danette DeCock
Administrative Assistant I



Sarah Timko-Jodlbauer
Director
Academic Advising Center

Additional Advising Resources

Course Repeat Policy

- All Henson courses: AHPH, ATTR, BIOL, CHEM, COSC, DSCI, ENGR, EXSC, FTWL, GEOG, GEOL, HLSC, HLTH, MATH, MDTC, PHYS, RESP and URPL.
- Students may only repeat the above courses **one time** without permission.
- Students wishing to repeat a course a second time (**third enrollment**) must seek approval from the appropriate Advising Services Coordinator by submitting a [Course Repeat Policy Request](#) form.
- Permission to enroll for the third time is not granted automatically and depends on the student's compelling plan for success and available seats in the course.
- Any earned grade counts for this policy (B, C, D, F, PS, I, IP, W, WP, WF, NGR, AU). This includes withdrawals from the course after the first week of term.
- Click [HERE](#) for more information about the Course Repeat Policy.

Hold

- If students have [holds](#) on their account, it may prohibit them from being able to enroll in classes.
- Students are encourage to contact the appropriate office/individual to ask how to resolve the hold before registering.
- Holds can be viewed in the Student Services Center or Advisee Student Center in GullNet.



The screenshot displays a student portal interface with a navigation menu on the left and a main content area. The 'Academics' section is expanded, showing 'My Class Schedule', 'Shopping Cart', 'My Planner', and a 'Sea Gull Scheduler' button. Below these is a search box containing 'other academic...'. The main content area features a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes: BIOL 215-701H LEC (1814) (Online Course), BIOL 215-751H LAB (2785) (Tu 2:00PM - 4:30PM Remote Classes), CHEM 122-610E LEC (3467) (MoWeFr 2:00PM - 2:50PM, 123 Devilbiss Hall), and CHEM 122-612E LAB (1641) (Mo 7:00PM - 9:45PM, 351 Henson Hall). On the right side, a 'Holds' section is highlighted with a yellow border, showing a 'Cashier's Hold' with a 'Details' link. Below it is a 'To Do List' section with items '2021 Prom Note: Direct Loan' and 'Entrance Counseling', and a 'More' link.

This Week's Schedule	
Class	Schedule
BIOL 215-701H LEC (1814)	Online Course
BIOL 215-751H LAB (2785)	Tu 2:00PM - 4:30PM Remote Classes
CHEM 122-610E LEC (3467)	MoWeFr 2:00PM - 2:50PM 123 Devilbiss Hall
CHEM 122-612E LAB (1641)	Mo 7:00PM - 9:45PM 351 Henson Hall

Hold Index

- If students have holds on their account, it may prohibit them from being able to enroll in classes.
- Students are encourage to contact the appropriate office/individual to ask how to resolve the hold before registering.
- Additional information can be found on the Registrar's Office [website](#), under the "Registration Tips" dropdown menu.

CODE	TYPE	OFFICE	PHONE
*ACA	Academic Affairs	Academic Affairs Office	410-543-6330
*ADM	Admissions Hold	Admissions Office	410-543-6161
*CAS	Cashier's Hold	Cashiers Office	410-543-6060
FIN	Financial Aid Hold	Financial Aid Office	410-543-6165
FSV	Financial Services Hold	Accounts Receivable Office	410-543-6079
*HS1	Health Services Hold	Health Services	410-543-6262
HS2	Health Services Hold	Health Services	410-543-6262
*PAR	Parking Fine Hold	Parking Services	410-543-6338
REC	Records Hold	Registrar's Office	410-543-6150
*REG	Registrar Hold	Registrar's Office	410-543-6150
*STU	Student Affairs Hold	Student Affairs	410-543-6080
VA	Veteran Benefits Flag	Registrar's Office	410-543-6150

Registration How-To Videos

How to login to GullNet:

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eafe1fda-732b-4dfc-b249-aace00f8c0ce&start=undefined>

View Academic Advisor and/or Faculty Mentor in GullNet:

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=757c213c-0611-4d6c-9f28-aac7014b9d69&start=undefined>

View your enrollment date/time (appointment):

https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689

View your transfer credit report:

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=15237df2-5063-476b-8a89-aac7014b9c50&start=undefined>

View your Academic Requirements Report in GullNet:

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=e26af2db-49ab-4fa3-a342-aac7014960e2&start=undefined>

Sea Gull Scheduler directions (written PDF instructions):

https://www.salisbury.edu/academic-offices/advising-center/files/SeaGullScheduler_Howto.pdf

Sea Gull Scheduler video:

https://www.youtube.com/watch?v=j7n-7UUCBFs&feature=emb_title

Add/drop/swap video:

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=14739de2-e0ad-4f22-ab7b-aace00f9323b&start=undefined>

Enroll in waitlist (does NOT explain waitlist swap):

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=93326bce-cde5-491d-b47b-aac7014b9d93&start=undefined>

View your holds (if you have any):

<https://www.salisbury.edu/administration/academic-affairs/registrar/registration.aspx>

Classes at another institution (Request to Study and ARTSYS):

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1547afca-a39a-4811-8b49-aace00f8bc56&start=126.193985>

Registrar's Office website for more information:

<https://www.salisbury.edu/administration/academic-affairs/registrar/registration/study-at-another-institution.aspx>

ARTSYS website:

<https://artsys.usmd.edu/>

Academic Record Request (How to change or declare a major/minor):

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=419340d1-1f66-4aa2-a83d-aaed00ff6394&start=undefined>

Campus Resources

Ms. Lacie Doyle (Advising Services Coordinator)

lhdoyle@salisbury.edu

TBA (Academic Advisor)

Academic Advising Center:

<https://www.salisbury.edu/academic-offices/advising-center/index.aspx>

Program Planning Tools:

<https://www.salisbury.edu/academic-offices/advising-center/tools.aspx>

Other Resources:

Career Services:

<https://www.salisbury.edu/career-services/index.aspx>

Center for Student Achievement:

<https://www.salisbury.edu/administration/student-affairs/center-for-student-achievement/index.aspx>

Counseling Center:

<https://www.salisbury.edu/administration/student-affairs/counseling-center/index.aspx>

Disability Support Center:

<https://www.salisbury.edu/administration/student-affairs/disability-resource-center/index.aspx>

Financial Aid Office:

<https://www.salisbury.edu/admissions/financial-aid/index.aspx>

Math Emporium:

<https://www.salisbury.edu/academic-offices/science-and-technology/math-and-computer-science/tutoring-center.aspx>

Student Health Services:

<https://www.salisbury.edu/administration/student-affairs/student-health-services/index.aspx>

SU Cares:

<https://www.salisbury.edu/administration/student-affairs/su-cares/>

University Writing Center:

<https://www.salisbury.edu/administration/academic-affairs/university-writing-center/index.aspx>

Salisbury University



Salisbury
UNIVERSITY



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