



Where Do I...?

Making Contact

- See a list of all currently enrolled advisees [Banner, SSC]
- Identify students to proactively contact (for targeted campaigns) [SSC]
- Create lists of students [SSC]
- Email individuals or groups of students [SSC, Outlook]
- Track outreach and responses [Outlook, SSC?]
- Schedule student appointments [SARSAnywhere]

Getting Up to Speed On a Student (The Student Snapshot)

- View general student information (e.g., contact information, age, student ID, name, year) [Banner, Degreeworks, SSC]
- Check a student's academic standing [Banner]
- Perform a degree audit and check a student's coursework against graduation requirements [Degreeworks]
- Review a student's predicted risk [SSC]
- Review a student's institutional academic record (e.g., coursework, grades, GPA) [SSC, Banner, Degreeworks]
- See if a student is completing critical courses on time [SSC]
- Review a student's academic trends (e.g., GPA, credit accumulation) [SSC]
- Review a student's pre-college academic record, including AP/IB, transfer status and coursework, test scores, and high school GPA [Banner, Xtender]
- Review "early alert" data (e.g., attendance, LMS usage, faculty-reported issues) [Outlook—emails from other offices, SARS notes, Banner 9for EAG]
- Review previous advisor-student interactions and notes [electronic notes—DW, SARS]
- Identify any holds on a student's account [Banner]

Tracking Advising Interactions

- Log interactions with advisees [SARS, SSC]
- Create and manage advising notes [SARS? SSC? DW?]
- Send communications to and about students [Outlook, SSC]
- Set reminders for future interactions with students or follow-up activities [SARS, SSC]
- Manage student documents [Xtender]

Advising Technology Workflows at Auburn University

Advising Conversations and Activities

Helping Struggling Students

- Connect students to academic and non-academic support resources, make referrals [SARS, Outlook]
- Review student financial data (e.g., aid amount, aid type, work-study participation, on-campus employment) [Banner]
- Calculate a student's GPA or "what if" GPA for future coursework [Degreeworks]

Course Selection

- Review recommended courses based on degree requirements [Degreeworks]
- Review recommended courses based on degree milestones/success markers [SSC]
- Review recommended courses based on predicted difficulty [SSC]
- Review course and seat availability [Banner]
- Check for completion of prerequisite coursework [Banner]
- Create a potential course schedule [Degreeworks]

Degree Auditing and Multi-Year Academic Planning

- Review graduation requirements [Degreeworks, Bulletin]
- Audit completed coursework for satisfaction of degree requirements [Degreeworks]
- Create a four-year academic plan [Degreeworks]

Registration

- Obtain student registration PINs, authorize registration, place or remove student holds, approve student schedule, etc. [Banner]

Major Declaration or Reconsideration

- Review a student's current major and previous major changes [Banner, SSC]
- Review potential major admissions and graduation criteria [Degreeworks, Bulletin]
- Explore alignment of potential majors with student skills aptitude [SSC]
- Explore the impact of potential majors on degree progress through a "what if" degree audit [Degreeworks]
- Explore career information for majors of interest [SSC, Career Center resources]