March 20, 2020

Faculty,

The following resources are being shared by the Division of Academic Affairs to assist you with virtual advising, course registration assistance and tutoring advice.

Setting Up for Virtual Advising
- Select one of the virtual platforms: Zoom or Blackboard Collaborate.
- Advising for registration started this week. Students may drop a class by 3-24 (may be extended to 3-27)
- Consider messaging all of your advisees to schedule virtual appointments.
- Ask students to be prepared for the advising meeting with their
  - (1) proposed schedule
  - (2) midterm grades, and
  - (3) curriculum guide and/or plan of study

Advising Session Preparation
- Five minutes prior to your virtual advising session, consider doing the following:
- Review notes from the previous advising session
- Compare the student's transcript to Curriculum Guide
- Have forms available to complete if applicable: Change of Major Form, Drop Slips, etc.

Facts to Remember When Advising Online
- Please remember FERPA guidelines when discussing student information.
- Be aware that students are able to record advising sessions.
- We still adhere to academic policies and procedures.

Important Registration Information
- Early Registration for Special Populations: March 23
- PINs: Registrations PINs should be released face-to-face. They should not be provided over the phone.
- Registration Resources: https://www.ncat.edu/registrar/registration.php

Tutoring Assistance:
- Students can log in to Upswing 24/7 for online tutoring assistance using their Aggie One ID at https://ncat.upswing.io/

Advising Resources:
- Curriculum Guides: https://www.ncat.edu/provost/academic-affairs/curriculum-guides/2019-2020/index.php
- Academic Calendar: https://www.ncat.edu/registrar/academic-calendar-pdfs/index.php

- Aggie Access Online: https://ssbprod-ncat.uncecs.edu/pls/NCATPROD/twbkwbis.P_GenMenu?name=homepage
- Banner: https://www.ncat.edu/faculty-and-staff/index.php; Scroll to Banner, click and log in using your Aggie One ID.
- General Education Requirements: https://www.ncat.edu/provost/general-education-resources/index.php