

Advising & Mentoring

Convocation Spring 2021

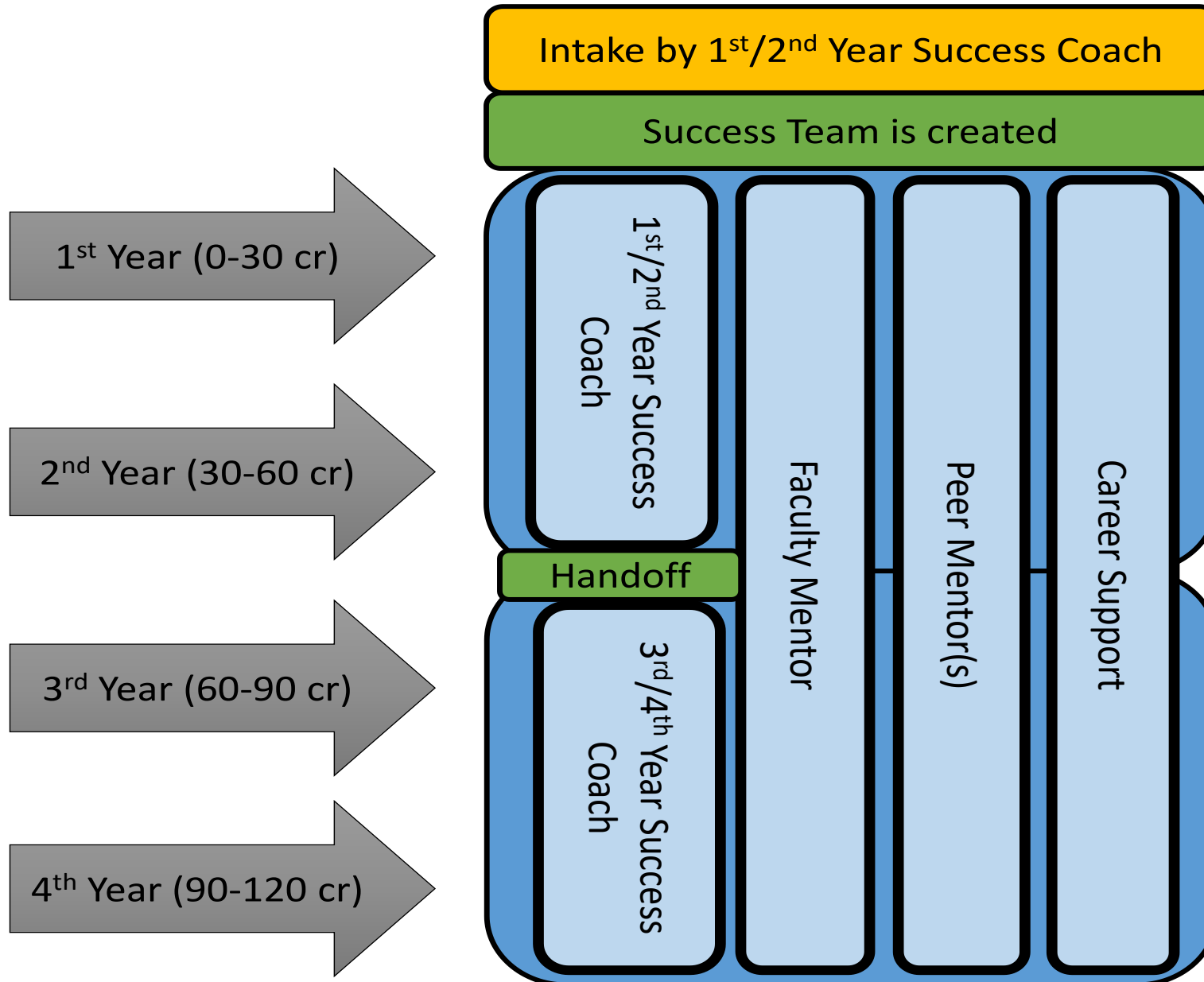
Brian VandenHeuvel, Helen Caprioglio, John Sandoval & Susan Belport

DESIGN

This new Ecosystem includes new structures and entities

- 1) A “Success Team” from intake to graduation for each student
 - Success Coaches
 - Faculty Mentors
 - Career Center staff
 - Peer Mentors
- 2) Creating a new PACK Center
 - Location of Success Coaches
 - Transfer Advisors to assist with the transfer process
 - Physical Home for the Peer Advisor Network
 - Career Services embedded
- 3) Creating Individualized Advising Plans for each academic unit.

CSU-Pueblo Advising Ecosystem



Why this structure?

- **The Structure is flexible**
- **The Structure allows for increased communication**
- **The Structure allows for new collaborations**
- **The Structure allows for increased Career Services**
- **The Structure allows for better advising of undeclared**
- **The Structure creates a new Peer Mentor system**
- **The Structure can dovetail with the Gen Ed redesign**

DELINEATION OF RESPONSIBILITIES

Academic Success Coach	Faculty Mentor
Course selection*	Co-curricular opportunities
Financial aid and Housing	Course selection*
Interventions	DARS exceptions
Onboarding	Elective course choices (upper division)
PACK Cares	Emphasis/Major selection
Registration	Internship choices/Career advice
Reporting, tracking, data	Mentor
Starfish flag mgmt	Review 4-year plans (program level)
Strong interest surveys	Starfish flags*
Student 4 year plans	Graduation Contracts
Withdrawals	

Contact lists by majors


- Academic Success Coaches
- <https://www.csupueblo.edu/pack-center/academic-success-coaching.html>
- Faculty Mentors
- <https://www.csupueblo.edu/faculty-mentors/index.html>

Starfish: <https://www.csupueblo.edu/starfish/>

In Starfish you can:

- Respond to scheduled surveys
([No Show](#) or Academic Performance)
- Raise alerts for students manually
 - Kudos to students doing well
 - Flag student concerns for follow up
 - Refer students to campus services
- Close flags or referrals after student action with notes
- Post office hours and Schedule student appointments
- Respond to student requests
- Contact advisees or majors
- Make advising notes
- Communicate with advisors and support staff

Surveys: no show or performance

 Starfish

Watch later | Share

Search for Students

MY STUDENTS | TRACKING | ATTENDANCE | **PROGRESS SURVEYS (8)**

CHOOSE SURVEY

RESEARCH AND STATISTICS (EXHP 343 (SM20-920)): Early semester Performance survey Demo SS2020

RESEARCH AND STATISTICS (EXHP 343 (SM20-920)): No Show DROP Survey Demo SS2020







INTERNSHIP (HS 496 (SM20-4219)): No Show DROP Survey Demo SS2020


INTERNSHIP (EXHP 496 (SM20-985)): No Show DROP Survey Demo SS2020

FIELD EXPERIENCE (HS 494 (SM20-4215)): No Show DROP Survey Demo SS2020

Substantive graded work is expected to be some evaluation beyond attendance.

Search | i

		3e of D)	Serious Concern (not passing: F or U grade at this time)	Attendance Concern
    	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Faculty-staff communication to support students

How it Works

Faculty communicate with students by providing one of the following:



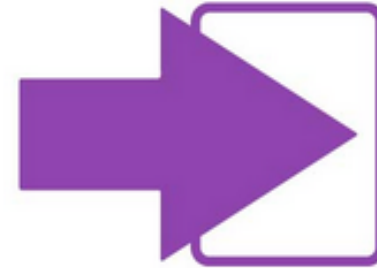
Kudos

This means the student is recognized for achievement.



Flag

This means the student is alerted to take action.



Referral

This means the student has been referred to a campus service.

Kudos

* Kudos

Course Context

Comment



Permissions: A tracki



Required fields



Awesome effort!

Kudos to recognize student effort toward success. This may apply in any context.



Excellent Performance

Kudos for student performing at A level in course at time of grade check survey or manual kudos. Appears in Starfish but no emails are sent.



Improved performance!

Raise this kudos to acknowledge a student whose performance has recently improved.



Keep Up the Good Work!

Raise this kudos to encourage a student who is performing particularly well. Comments are required and will be included in email to student.




Solid Academic Performance


Kudos for student performing within grade band of B or C or S in your course at time of grade check or manual kudos. Appears in Starfish and no emails are sent.

Flags & referrals


- Notify students of necessary actions
- Also alerts Academic Success Coaches, TRIO, etc. working with students
- Alerts student support to reach out (Financial aid, Residence life, etc.)
- Each academic department please identify who is responsible for clearing flags and notify all ASCs and faculty mentor liaisons
- Success Coaches will clear flags after speaking with students or after three unsuccessful attempts unless otherwise instructed

Student Services

 **Services**


 Search for Students


Search services and people



Career Center


Our goal at the Career Center is to provide opportunities for each CSU-Pueblo student and graduate to develop a clear career objective, to obtain relevant work experience, and to learn the skills necessary to conduct a successful self-directed job search.


[CALL](#) 



CBASE (Communities to Build Active STEM Engagement)


Communities to Build Active STEM Engagement (CBASE) supports students, specifically students in STEM (Science, Technology, Engineering and Mathematics) Majors by providing yearlong undergraduate research and Experiential Education Internship program opportunities with community partners. We also offer professional development for students through seminars, conferences, travel awards, mentorship, guest speakers, tutoring and certifications.


[CALL](#) 



Center for Academic Enrichment


The Center for Academic Enrichment provides academic advising, assistance with academic policies and requirements, resources for academic support and help with processing special forms, total university withdrawal, remedial restriction, ACCUPLACER testing. Advising office staff and faculty collaborate to offer a complete advising program. Academic advisors are available by appointment and on a walk-in basis (subject to availability). The office is open Monday-Friday, 8:30 a.m.-5 p.m. (closed on Fridays during summer months) .

[CALL](#) 




Center for International Programs & Inclusive Excellence

The mission of the Center for International Programs and Inclusive Excellence is to provide a welcoming environment for our diverse campus community by fostering educational opportunities, global understanding, intercultural awareness, and respect.



Disability Resource and Support Center

The Disability Resource and Support Center ensures equal access for students with documented disabilities using an individualized approach to meet their academic needs.



Engineering tutoring through COWY-AMP (COWY-AMP Tutoring)

Appointment-based Tutoring is available in engineering, civil engineering, and select construction management classes. Students may request tutoring assistance by scheduling an appointment with a tutor on WC Online, which can be found in their BlackBoard course in the Tutoring Services tab or by going directly to the website

Calendar linking for appointments

Institutional Profile

Appointment Preferences

Email Notifications

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email.

Appointments Notifications

Planning Reminders ☐ send me a separate email reminder for each appointment
☒ send one email reminder with all appointments
☐ don't send me an email reminder

Send Planning Reminders: 7:00 am the day of the appointments

Appointment Alerts: ☐ Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

☒ change to my appointments ☒ change to my Office Hours/Group Sessions

Read busy times from external calendar

☒ Read busy times from my external Exchange calendar

Important: In order for this setting to take effect, you must share your calendar with starfish@csupueblo.edu. [Click here](#) for further instructions.

Office hours and appointments

The screenshot displays a scheduling software interface. On the left, a calendar for July 2020 is shown, with the 27th highlighted. Below the calendar is a 'Today' button. The main interface features a navigation bar with tabs for 'Office Hours', 'Appointment', 'Group Session', 'Event', 'Reserve Time', and 'Scheduling Wizard'. Below this, there are tabs for 'Agenda', 'Day', and 'Week'. The 'Day' tab is selected, showing a grid for Monday, July 27, Tuesday, July 28, Wednesday, July 29, and Thursday, July 30. The time scale is set to '5 day'. A tooltip for 'Office Hours' is visible, indicating that the time has already passed for the selected slot.

July 2020

S M T W T F S

28 29 30 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 1

2 3 4 5 6 7 8

Today

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week

Monday, July 27 Tuesday, July 28 Wednesday, July 29 Thursday, July 30

Time Scale 5 day 7 day

07.

Office Hours

- Time has already passed
- Time has already passed
- Time has already passed
- Time has already passed

Helpful short videos for Starfish

LOG INTO STARFISH THROUGH PAWS

Videos on using Starfish



Faculty response to Progress survey



Office hours & Appointments



Clearing student flags

DARS (uAcheive)

- Degree audit
- Degree plans (roadmaps)
- DARS exceptions

DARS: Degree Audit Reporting System

<https://www.csupueblo.edu/registrar/degree-audit-reporting-system.html>

- Login through PAWS
- How to use DARS

Degree Audit Reporting System (DARS)


+ WHAT IS DARS?


+ WHAT ARE THE ADVANTAGES OF USING DARS?

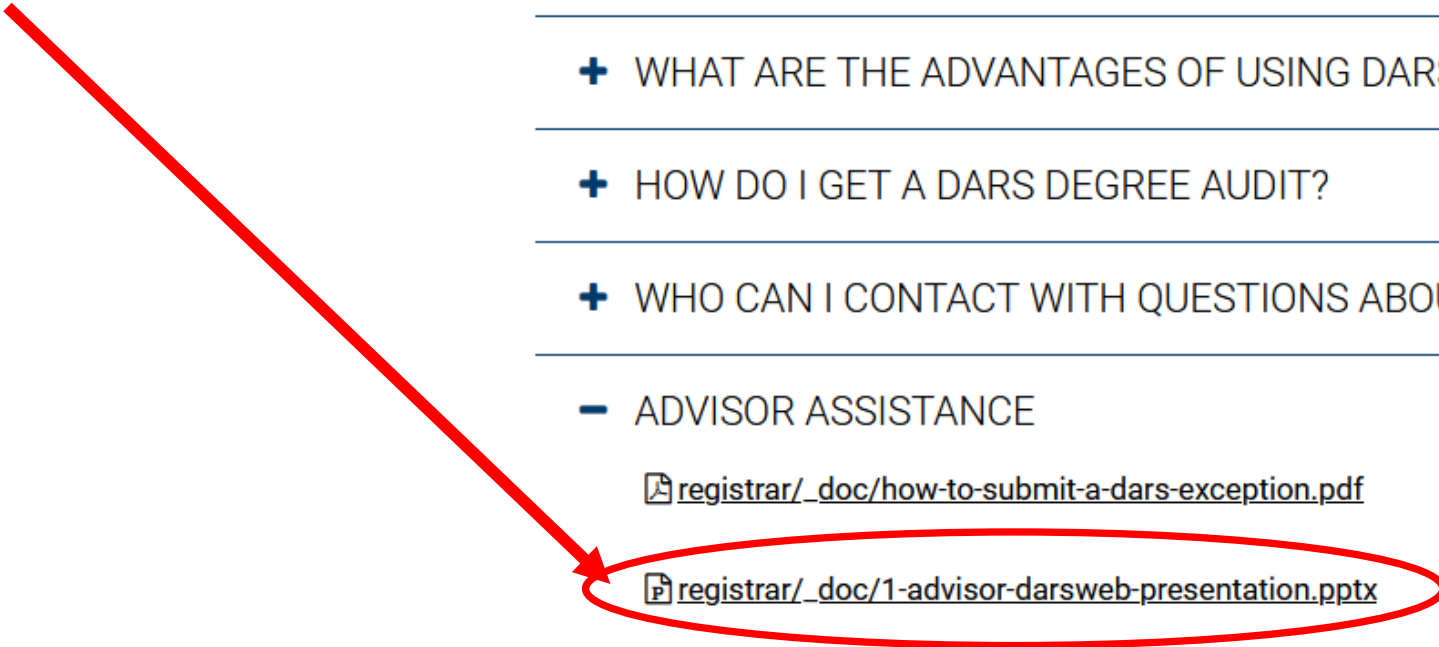
+ HOW DO I GET A DARS DEGREE AUDIT?

+ WHO CAN I CONTACT WITH QUESTIONS ABOUT DARS?

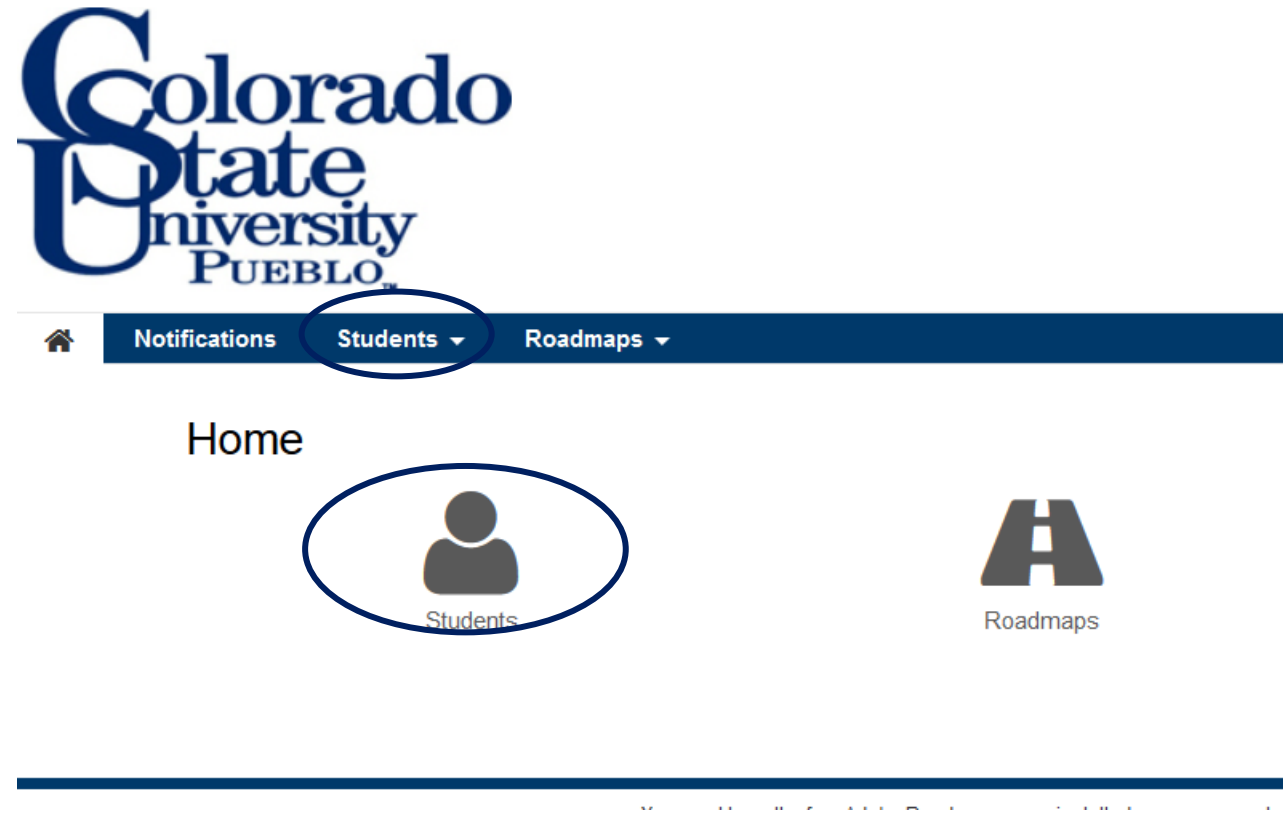
- ADVISOR ASSISTANCE

 [registrar/_doc/how-to-submit-a-dars-exception.pdf](#)

 [registrar/_doc/1-advisor-darsweb-presentation.pptx](#)

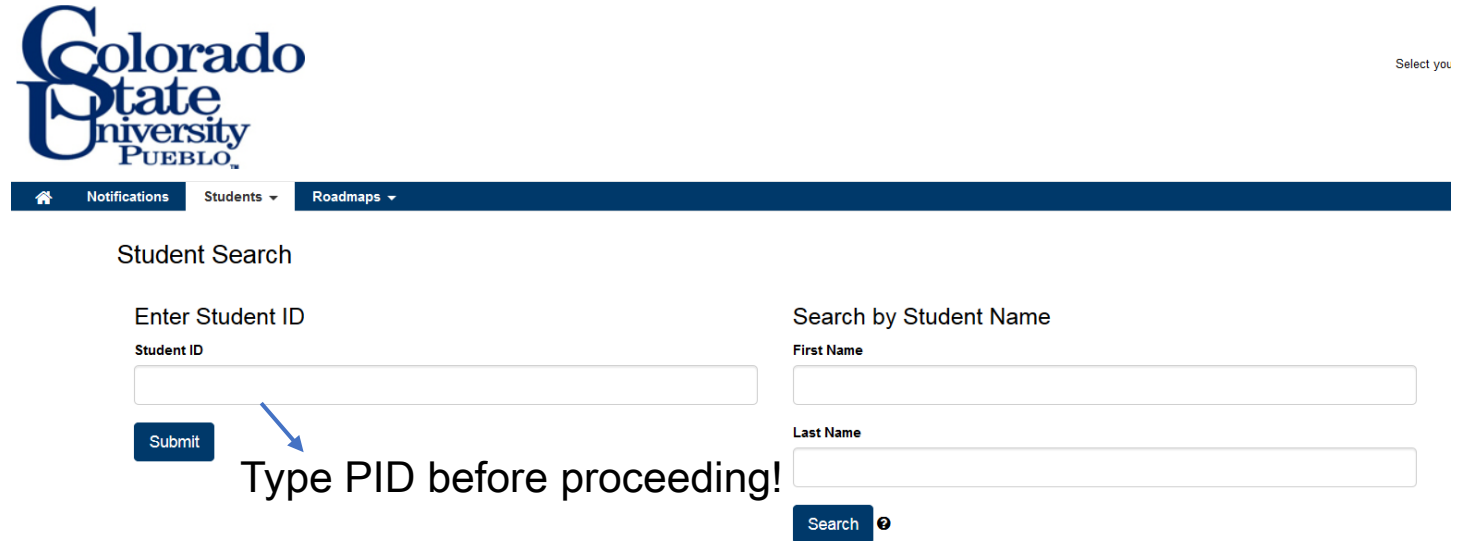


- The items circled in blue are two ways to run a student's DARS



Two ways

- You can look up a student by PID or by name
- Click the button at the bottom of each selection to proceed



Colorado State University PUEBLO

Select you

Notifications Students Roadmaps

Student Search

Enter Student ID

Student ID

Submit

Type PID before proceeding!

Search by Student Name

First Name

Last Name

Search

Request an Audit

Student's declared program

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BS-EX-GEX	BS-Exercise Science, Health Promotion and Recreation Department	20144	\$MINOR	MN-COACH	D	

► Select a Different Program:

Advanced Settings Click to view available options.

Click here to run the audit

Run Declared Programs

Cancel

My Audit - Audit Results Tab New Tab +

Colorado State University Pueblo (US) | https://darwebdev.csupueblo.edu/selfservice-batch/audit/read.html? [Icons]

Most Visited Getting Started Log In

Colorado State University PUEBLO

CSU

Select your style: [Blue Circle] [Red Circle]

Notifications Students Roadmaps

Student: Test for EXHPR student / TEST EXHPR Audits Plans Courses Exceptions Profile

Test for EXHPR student
BS-EXHPR (General Exercise Science)

Request Audit

Prepared On: 09/12/2018 03:49 PM

Student ID: TEST EXHPR

Program Code: BS-EX-GEX

Graduation Date: UNKNOWN

Catalog Year: Fall 2014

Audit Results Course History Applied Exceptions

Audit
You are here: Audit

Categories
Click on any area of the graph for further detail.

GENERAL ED: [Green Bar] [Blue Bar] [Red Bar]

MAJOR: [Green Bar] [Blue Bar]

MINOR: [Blue Bar] [Red Bar]

Hours: 0 5 10 15 20 25 30 35

GPA: 0.0 2.0 4.0

3.150

Complete In Progress Unfulfilled [Purple Box]

Open All Sections Close All Sections [Question Mark]

Printer Friendly

Whatever program shows here is the student's declared program

Student name

Declared catalog year

New color legend

Blue box indicates IP (in progress) courses are currently fulfilling requirement



****EXHPR MAJOR****

A CUM GPA OF 2.5 OR HIGHER IN THE MAJOR AREA AND A MINIMUM GRADE OF "C" IN ALL PREREQUISITE AND MAJOR COURSES ARE REQUIRED

IP EARNED: 23.0 HOURS 3.150 GPA
IN-PROGRESS 10.0 HOURS



EXHPR MAJOR - CORE REQ. FOR GEX, HPW, K12 & S&C(EXHPR-BS1)

EARNED: 9.0 HOURS 0 SUB-GROUPS
IN-PROGRESS 3.0 HOURS
NEEDS: 1 SUB-GROUP

1) Complete the following core courses:

IN-P ---> 4 COURSES TAKEN 1 COURSE TAKEN

SP17	EXHP 101	3.0	B	INTRODUCTION TO EXHPR
FA17	AT 232	2.0	A	FIRST AID
FA17	EXHP 162	3.0	B	PERSONAL HEALTH
FA17	EXHP 162L	1.0	A	PERSONAL HEALTH LAB
FA18	BIOL 112	3.0	RG	NUTRITION

NEEDS: 6 COURSES

SELECT FROM: EXHP 222 ,343,344 ,344L,364,461

Red box indicates requirement not fulfilled

Shows required classes left to take



****EXHPR MAJOR****

A CUM GPA OF 2.5 OR HIGHER IN THE MAJOR AREA AND A MINIMUM GRADE OF "C" IN ALL PREREQUISITE AND MAJOR COURSES ARE REQUIRED

IP EARNED: 23.0 HOURS
IN-PROGRESS 10.0 HOURS

3.150 GPA



EXHPR MAJOR - CORE REQ. FOR GEX, HPW, K12 & S&C(EXHPR-BS1)

EARNED: 9.0 HOURS 0 SUB-GROUPS

IN-PROGRESS 3.0 HOURS

NEEDS: 1 SUB-GROUP

1) Complete the following core courses:

4 COURSES TAKEN

IN-P --->

SP17	EXHP 101	3.0	B	INTRODUCTION TO EXHPR
FA17	AT 232	2.0	A	FIRST AID
FA17	EXHP 162	3.0	B	PERSONAL HEALTH
FA17	EXHP 162L	1.0	A	PERSONAL HEALTH LAB
FA18	BIOL 112	3.0	RG	NUTRITION

NEEDS: 6 COURSES

SELECT FROM: EXHP 222, 343, 344, 344L, 364, 461

My Audit - Mozilla Firefox

https://darwebdev.csupueblo.edu/selfservice-b

EXHP 364 (3 Hours)

Kinesiology 3(3-0)

Integration of fundamentals of anatomical and structural components of human movement with the study of fundamental body movements and the primary muscles involved in those movements. Prerequisite: BIOL 223, 223L. (F,S)

Elective credit

ELECTIVE CREDITS

The following courses have not been used to satisfy specific requirements on this report but are included in the total credits and grade point average calculations.

5.0 HOURS ADDED

FA15	COMR 221	3.0	TA	PUBLIC SPEAKING TSJC : COM 125
SP18	EXHP 222	2.0	D	BEHAVIOR FACILITATION

The following courses do not count toward electives:

SP18	BIOL 223	0.0	D	>X	HUMAN PHYS & ANATOMY I
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HOW TO RUN A “WHAT IF”

1. Pull up student's audit
2. Click on run audit once
On student's profile
3. Click on the “select a
different program”



Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BS-EX-GEX	BS-Exercise Science, Health Promotion and Recreation Department	20144	\$MINOR	MN-COACH	D	

► Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: -

Catalog Year: -

Use the drop down arrow to select a different program or catalog

Advanced Settings *Click to view available options.*

Run Different Program

Cancel

Colorado State University PUEBLO

Notifications Students

Student: Test for EXHPR student / TEST EXHPR

Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: BA-HISTORY - BA-HIST

Catalog Year: -

BA-ART - BA-ART
BA-ART(Art ED K-12) - BA-ARTK12
BA-ART(Art History) - BA-ART HS
BA-ENGLISH - BA-ENG
BA-ENGLISH (Creative Writing) - BA-ENG-CW
BA-ENGLISH (Secondary Cert) - BA-ENG-SC
BA-FOREIGN LANG - SPANISH - BA-FL-SPN
BA-FOREIGN LANG - SPANISH K12 - BA-SPNK12
BA-HISTORY - BA-HIST
BA-MASS COMM (Electronic Media) - BA-MC-EM
BA-MASS COMM (Integrated Comm) - BA-MC-IC
BA-MASS COMM (Journalism) - BA-MC-JRN
BA-MATH (Secondary Cert) - BA-MAT-ED
BA-MATHEMATICS - BA-MATH
BA-MUSIC - BA-MUSIC
BA-MUSIC (Music ED K-12) - BA-MUSK12
BA-MUSIC (Music Performance) - BA-MUSPF
BA-POLSC - BA-POLSC
BA-POLSC - BA-POLSC

CSU

Select your style

profile

Advanced Settings *Click to view available options.*

Run Different Program

Cancel

Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: BA-HISTORY - BA-HIST

Catalog Year: 2015-2016 Catalog

Clear Selections

Add: Second Majors Minors

You can add 2nd majors and minors here

Advanced Settings *Click to view available options.*

Run Different Program

Cancel

Once you have made your selection, please click "run" to proceed

DARS exceptions- enter early to inform audits

<https://www.csupueblo.edu/registrar/degree-audit-reporting-system.html>

- Adjustments for transfer courses, etc.
- Submitted by faculty mentor
- Approved by Dept Chair
- [How to submit an exception](#)



Degree Audit Reporting System (DARS)


+ WHAT IS DARS?


+ WHAT ARE THE ADVANTAGES OF USING DARS?

+ HOW DO I GET A DARS DEGREE AUDIT?

+ WHO CAN I CONTACT WITH QUESTIONS ABOUT DARS?

- ADVISOR ASSISTANCE

 [registrar/_doc/how-to-submit-a-dars-exception.pdf](#)

 [registrar/_doc/1-advisor-darsweb-presentation.pptx](#)

- 1.) After accessing your PAWS account, retrieve the student's information by entering the student's PID number under **Student Information**. You are able to search for the student by using their name as well. After inputting the student's PID number, select **Search**. Select the student from the drop down menu.

Your Services:

TRANSCRIPTS	View and print your Unofficial Transcript and request an Official Transcript.
DARSweb	View students' transfer evaluations, run current degree audits or perform "What If" degree audits
BILLING/ACCOUNT ACTIVITY	View your student bill, account activity, and COF authorization.
DARS APPROVAL	Approve DARS Course Exceptions.
DARS EXCEPTION	Enter DARS Course Exception.

Student Information:

Search ID: Last: First: [Search](#) [Cancel](#) [Clear Form](#)

- 2.) After searching and accessing the student, select **DARS EXCEPTION** which is under **Your Services** on the left hand side.

Your Services:

TRANSCRIPTS	View and print your Unofficial Transcript and request an Official Transcript.
DARSweb	View students' transfer evaluations, run current degree audits or perform "What If" degree audits
BILLING/ACCOUNT ACTIVITY	View your student bill, account activity, and COF authorization.
DARS APPROVAL	Approve DARS Course Exceptions.
DARS EXCEPTION	Enter DARS Course Exception.

Student Information:

Search ID: Last: First: [Search](#) [Cancel](#) [Clear Form](#)

- 3.) After accessing the DARS Exception page, select the type of exception needed. Exception types are: **Course Substitution, Waiver, or Requirement Substitution.**

Course Substitution



add course in a major/minor from another CSUP or a transfer course. Example:

BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College

Major/Minor	Dept	Course No	Suffix	Substitution	Institution	All Students	
<input type="text" value="Choose..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Del

Waiver



is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:

BA-FL-SPN SPN 101 Spanish placement exam

Major/Minor	Dept	Course No	Suffix	Comment	
<input type="text" value="Choose..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Del

Requirement Substitution



or combination of courses that satisfy a program requirement without a direct course equivalency. Example:

BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo

Major/Minor	Catalog Requirement	Substitution	
<input type="text" value="Choose..."/>	<input type="text"/>	<input type="text"/>	Del

- **Course Substitution** – Used to substitute a CSU-Pueblo course with another course(s) from CSU-Pueblo or a transfer school.
- **Waiver** – Used to waive a course, a minimum grade requirement, SPN placement, etc.
- **Requirement Substitution** – Used to add a course that is not already notated in an elective list.

Summer & Fall 2021 registration in March

- Transition means AIS (SS) and Banner (F) will both be used
- Info and training for this will be provided in February.

Undergraduate (3+2), Graduate Students and Certificate Programs- Advising

Reminder:

- Starfish surveys for No Show required for all programs
- All programs are required to provide feedback to students with either performance survey participation through Starfish OR department formal process to provide feedback for early alerts
- Graduation contracts: DARS used for all graduate, 3+2, and certificate programs

3+2 Programs/ Contacts

- Athletic Training/ [Roger Clark](#)
- Biochemistry/ [Rick Farrer & Claire Ramos](#)
- Biology/ [Claire Ramos](#)
- Business Administration/ [Gene Lucero](#)
- Chemistry/ [Rick Farrier](#)
- Construction Management/ [Gene Lucero \(HSB\)](#)
- Engineering/ [Neb Jaskic \(Mechatronics\)](#); [Dr. Bedoyavalencia](#)
- English/ [Juan Morales](#)

Advising Undergraduate Students- 3+2 options

- 3+2 Programs: <https://www.csupueblo.edu/graduate-studies/three-plus-two/index.html> and <https://catalog.csupueblo.edu/search/?search=3%2B2>
- 3+2 qualifications: <https://catalog.csupueblo.edu/academic-policies/program-requirements/#threetwotext>
- 3+2 Application Process department specific contacts: <https://www.csupueblo.edu/graduate-studies/contact-us.html>
- **updates to website coming**

Post Bachelors and Post Master's Certificate Programs

- University Requirements (note additional dept specific admission requirements available in the catalog):

<https://catalog.csupueblo.edu/academic-policies/program-requirements/#certificatetext>

- Programs examples:
 - Six Sigma Green Belt (Engineering Dept)
 - Nurse Educator
 - Multiple Education opportunities including English, Music, etc.
 - Nurse Practitioner
 - Many more
- **updates to website coming**

Graduate Office Contacts

- **Sheila Young** is a central contact for the graduate office for advisors, graduate students & 3+2 student questions. She can connect you or the student with specific contact in departments year-round.

Telephone: 719-549-2923 or email: sheila.young@csupueblo.edu

- **Dr. Susan Belport**, Director of Graduate Studies contact:

Telephone: 719-549-2325 or email: susan.belport@csupueblo.edu

- **updates to website coming**

Questions?