

## **Preparing to use UASuccess for advising**

log in to uasuccess.uark.edu with your UA username and password

### **First time only - set up your profile**

Click on Home

Click on Appointments Preferences (under Profile; bottom right of screen)

Click on Add Location

Change Type to Office

Fill in Name with your office location (e.g., JBHT 504)

Fill in Instructions (or leave blank)

### **Set up Advising time slots**

Click on Appointments on top menu

Click on Scheduling Wizard on second-from-top menu

Fill in Title (e.g., Advising Hours)

How Long     minimum (15 minutes)

                  maximum (15 minutes; students can select 2 slots)

Appointment Types ENGR Advising

Instructions   (e.g., Bring your planned courses or leave blank)

Click Next

Under each day Oct. 23 - Nov. 1, fill in the blocks of time you will be advising. With 40 advisees, for example, you need a MINIMUM of 10 hours; recommended that you set aside 15-20 hours to allow the students some choice.

### **Contacting the Students**

The CSCE staff will email instructions to all students and faculty providing instructions for making advising appointments in UASuccess

## **Advising using UASuccess**

### **Share the student's degree check with them**

Login to [curry.ddns.uark.edu](http://curry.ddns.uark.edu) with your UofA username and password  
Navigate to File Station -> Faculty -> Your Name -> advisees  
Drag folder to My Mac -> Desktop  
You can now easily email from your desktop to the students and/or print

### **Discuss the courses that they wish to take with them**

I find the flow chart and degree check most helpful for this

### **Find your student in UASuccess**

Click on Students in top menu  
Change Connection (in third menu from top) to Academic Advisor  
(If not your student, Change Connection to General Academic Advisor and Search by Name)  
Click on their name in your list of advisees

### **Add a note to UA Success of the courses that you have advised them to take**

Click on Add: Note on the Menu right under the name to make a note  
(Click on NOTES in the lower menu to see existing notes)  
Change Note Type to Advising Note  
Fill in Subject (e.g., Advising for Spring 2014)  
Fill in Note with courses suggested to take  
    e.g., Cal I, Humanities elective, PF I, Computer Org,  
    OR MATH 1234, ENGL 1103, etc.  
Leave Note Sharing set to Shared  
Send a copy to the student  
Click Submit

### **Remove their hold**

Log in to [uaconnect.uark.edu](http://uaconnect.uark.edu) with your UofA username and password  
Click on Main Menu -> Campus Community -> Service Indicators -> Person ->  
Manage Service Indicators  
Copy the ID from UASuccess into the ID field on the Manage Service Indicators page  
Click on the ADV Code  
Click on Release