

**UDSIS ALERT!!**

Discover Delaware Lectures, Tech Talks, Grading Parties and other relevant events to the teaching community. For more information about our services and events visit, [http://commons.udel.edu](http://commons.udel.edu).

**STRATEGIC ENROLLMENT MANAGEMENT—IT COMMITTEE**

A Strategic Enrollment Management—Information Technology Committee met last year to look at the future Information needs of enrollment management, including departments that support student success at UD. The committee’s report is available [here](http://commons.udel.edu). During this academic year the committee will continue to explore IT solutions and strive to implement recommendations made in its report.

If you have any questions or suggestions for the committee please direct them to the committee chair, Jeff Palmer [jpalmer@udel.edu](mailto:jpalmer@udel.edu).

---

**OUR ANNUAL REPORT 2014-2015**

We are pleased to share with you the Office of the University Registrar’s 2014-2015 annual report, focusing on our accomplishments over the past year, future initiatives, and core functions of our department. [http://www.udel.edu/registrar/ud-facts-resources/AnnualReport-FY15.pdf](http://www.udel.edu/registrar/ud-facts-resources/AnnualReport-FY15.pdf)

---

**NEW! UD STUDENT ADVISOR BATCH ASSIGNMENT UTILITY**

The Registrar’s Office held 6 classes this past summer for administrative staff who assign advisors to students. They received training in a new process to add and remove advisors in batch mode. There is also the option to change all active advisees from one advisor to one new advisor.

Training, along with UDSIS security is needed to run the process. The classes were well received and will help lighten the load of assigning advisors!

For more information on this tool please contact Deb.

---

**UDSIS TECH TIPS!**

**Student ID Carryover**

Do find yourself constantly having to copy/paste UD IDs when moving from screen to screen for the same person in UDSIS?

To eliminate this problem and save yourself some time,

Check the “Carry ID” box at Setup SACR > User Defaults > User Defaults 4
**Upcoming training sessions**

**UDSIS Advisement Tools: Degree Audits, What-If Report & More**

Join us for a hands-on workshop as we explain how to use the degree audit and what-if report undergraduate advisement tools. Plus learn about two undergraduate advisement-related webforms and more. Time to explore individual departmental undergraduate degree audit questions will be allowed.

**RSVP via ConnectingU is required.** After logging into the system, go to the list of Upcoming Classes: Enroll Here, click “Next” until you see the workshop and date you desire. Click on the link for the workshop and click “Enroll in this Class” which is located in the lower right area of the window.

**Dates & Times for Upcoming Sessions**

- Oct. 1st 1:00-2:00
- Oct. 12th 9:00-10:00
- Oct. 27th 9:00-10:00
- Nov. 12th 1:00-2:00

**UDSIS Advising Appointment System**

Do you ever find yourself going back and forth over email with advisees trying to schedule appointments? Do you often play phone tag with students scheduling and cancelling appointments? Would you like an easier way to schedule appointments with advisees? If you have answered yes to any of these questions, then we encourage you to consider trying the advising appointment system. The advising appointment system, found within UDSIS, can provide an easier way for advisors and students to schedule appointments with one another. UDSIS advisor role is required to have access to the system. Those desiring a brief tutorial may choose to attend a 30 minute training session.

**RSVP via ConnectingU is required.** After logging into the system, go to the list of Upcoming Classes: Enroll Here, click “Next” until you see the workshop and date you desire. Click on the link for the workshop and click “Enroll in this Class” which is located in the lower right area of the window.

**Dates & Times for Upcoming Sessions**

- Oct. 1st 2:00-2:30
- Oct. 12th 10:00-10:30
- Oct. 27th 10:00-10:30
- Nov. 12th 2:00-2:30

**Monthly SOC Roundtables**

The Scheduling Office will be conducting monthly informal roundtable sessions as an opportunity for SOC contacts to get answers to specific scheduling procedures without having to attend a comprehensive SOC training session. There will not be a formal scheduling presentation at these sessions, they will be driven by the questions asked by those in attendance.

If you are interested in attending one, or more, of these sessions, please contact the scheduling office, schedoffice@udel.edu ASAP, as space is limited.

All sessions will be held from 2-3:30pm in UVC201 on the following dates.

- October 30th
- November 20th
- December 11th