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Using Google Forms to Promote Pre-advising Preparation

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UMBC Psychology
SP2019

Purpose

- To provide information on what I'm doing
- To hear what others are doing
- To get feedback/integration of ideas

Problems

- Unprepared advisees
 - Students come **unprepared** (have not looked at DegreeAudit or any other advising tools); have not planed for next semester
- Unresolved prior issues
 - Issues from previous sessions are often unresolved prior to advising session
- Poor use of Advising session time
 - Spending time on basic degree requirements can be time-consuming and takes away from more holistic advising

Hello. If you are receiving this email, you are one of my advisees and will be eligible to sign up for an advising appointment. This will allow you to register for Spring 2019 classes once your registration date has arrived. Please note that in order to make an appointment you will need to first **complete my online advising form at:**

- <https://tinyurl.com/DLA-PreAdvisingBA> (if you are pursuing a B.A. Degree) or
- <https://tinyurl.com/DLA-PreAdvisingBS> (if you are pursuing a B.S. Degree)

If you don't know which to use, check your DegreeAudit, it's listed there.

As you complete the form, make sure to provide accurate information from your DegreeAudit in your myUMBC account (please enter the information EXACTLY as indicated there — do not guess or enter data that is not shown in your DegreeAudit). For more information on how to access and read your DegreeAudit see <https://registrar.umbc.edu/services/degree-requirements/>). Note that prior to your appointment I plan to review your form to make sure that you are aware and up-to-date on your current progress. You may be asked to make updates prior to our meeting if it was filled out incorrectly.

Once you have completed and submitted the entire form you will see a page with the link to my advising calendar. Please use that to sign up for a single, half-hour appointment. If you need to cancel or reschedule, make sure to remove yourself from any previously created appointments so that other students can use those timeslots.

Try it out, if you like, by going to: <https://tinyurl.com/DLA-PreAdvisingBA>

Pre-Advising Form for the Psychology B.A

Please complete and submit this form at your earliest convenience in order to be able to sign up for an advising appointment. Accurate completion of this form is required.

IMPORTANT – Enter information EXACTLY as listed in your DegreeAudit. If you are currently taking courses at other institutions AND have submitted a Verification of Transferability form AND are currently in the process of successfully completing the course, you may include those courses/credits as "In Progress Outside of UMBC".

* Required

[Here's the full, editable form: <https://tinyurl.com/AdvisingFormtoShare>]

Make an appointment

Section 8 of 8



Submit and get link to Advising Calendar

Please click the Submit button to submit this form and to get the link for the Advising Calendar.

ALSO, PLEASE notify Dr. Alonso that you have completed this form and make sure to submit this form before you exit!!!!

Link to Advising Calendar

Confirmation message:

Thank you for submitting your information.

You can now sign up for a time on my online advising calendar at tinyurl.com/DLAAdvising.

When you sign up, please only sign up for one half-hour time slot, use your UMBC gmail account to do this, and make sure that your Google Calendar is set at Eastern Time (GMT-04:00)! It is important that you keep your appointment but if you must cancel, please make sure to notify me. Be prepared to have to wait several weeks to get rescheduled if you miss your appointment without notifying me.

Gathering Info from Google Forms using Google Sheets

A	B	C	D	E	F	G	H	I	J	K	L	M
Timestamp	Email Address	Last Name	First Name	Campus ID	BA or BS	Other Major or Minor	Academic Credits	In Progress	Repeated	GPA	UL	To Transfer In
10/8/2018 14:58:47	smith17@umbc.edu	Smith	Ingrid	XX12345	BA		73	13	2	0	10	0
10/8/2018 15:02:49	lyjones1@umbc.edu	Jones	Lyle	YY13579	BA		99	12	0	3.054	40	3
10/8/2018 15:11:23	hgreen1@umbc.edu	Green	Harold	ZZ24680	BA		115	3	0	3.133	46	0
10/8/2018 20:51:36	andrewp2@umbc.edu	Price	Andrew	AA23245	BA		120	13		3.36	41	0

Creating notes for the student – Preparing Output

AS	AT	AU	AV	AW	AX	AY	AZ
Comments from DLA for Advising Session	Authorized?	Follow-up Form Sent	Notes Updated?	NS?	Prep?	You to do	Dr. A. To Do
Check # of overall credits but otherwise, okay.	Yes	Yes	Yes	No	Yes	Make sure to send transcript with final grade in Statistics back to UMBC so you can register for PSYC 311.	Provide internship syllabus and FAQ
Status of SOWF minor? No courses.	Yes	Yes	Yes	No	Yes		Provide internship syllabus and FAQ
Needs 5 credits -- taking 201 on main or can he transfer in? SG Lang Exc? Status of SOWF minor? Still would need coursework not listed.	Yes	Yes	Yes	No	Yes		Provide internship syllabus and FAQ
Note progress in current class. If okay, only needs the 2 required classes and language (CLEP)	Yes	Yes	Yes	No	Yes	Make sure to take the CLEP test and send scores to UMBC.	Provide internship syllabus and FAQ

Using Mail Merge or other tool to create an advising sheet...

UMBC@USG Advising Notes for UMBC@USG PSYCHOLOGY BA

Name: <<First Name>> <<Last Name>>

Campus ID: <<Campus ID>>

Appointment Date: <<Appointment Date>>

Appointment Time: <<Appointment Time>>

Second Major(s)/Minor(s)/Certificate(s): <<Other Major or Minor>>

Authorized? [<<Authorized?>>] Notes? [<<Notes Updated?>>] N/S? [<<NS?>>] Prep? [<<Prep?>>]

1. For you to do:

<<You to do>>

2. For Dr. Alonso to help with:

<<Dr. A. To Do>>

3. Proposed Schedule:

<<Plan to take>>

4. Questions/Comments about other Majors/Minors/Certificates and Internships/Grad School/Jobs:

<<Other Topics>>

<<Additional Info>>

5. Other Questions and/or Concerns:

<<Comments from DLA for Advising Session>>

If you are taking classes outside of UMBC (e.g., at MC, FCC, UMCP) you must complete and turn in a Verification of Transferability form prior to taking the course.

You are cleared to register as of your Registration Appointment on

If you are not cleared, this is what you need to do to get cleared:

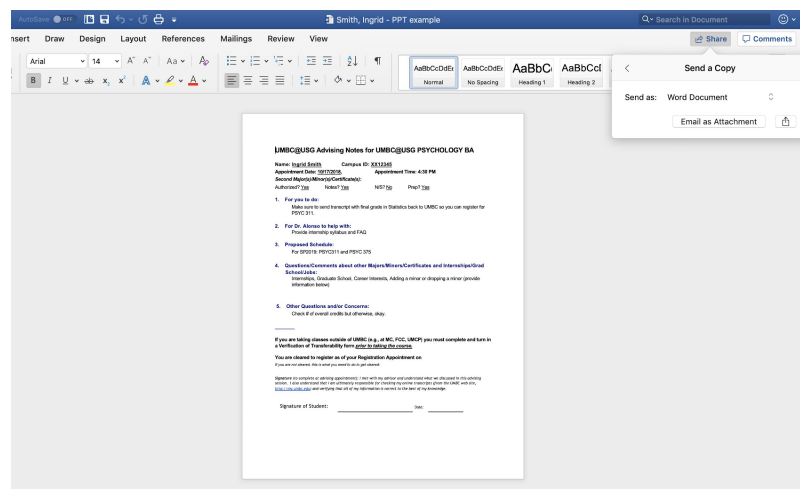
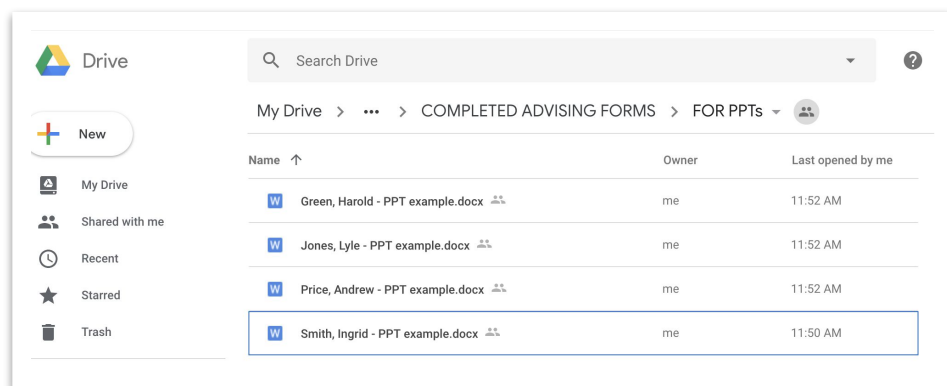
Signature (to complete at advising appointment): I met with my advisor and understand what we discussed in this advising session. I also understand that I am ultimately responsible for checking my online transcripts (from the UMBC web site, <http://my.umbc.edu>) and verifying that all of my information is correct to the best of my knowledge.

Signature of Student:

Date:

Share with the student (optional)

- Upload to Google Drive so you and advisee can view simultaneously
- Send via email so student can review prior to the session



Initial Feedback

- Forty-seven (47) advisees from SP2019 advising (during FA2018) were surveyed. Thirteen (13) responded.
- The form included 4 simple Likert-type questions related to satisfaction.
- None of the 13 respondents answers negatively (Disagree or Strongly Disagree) to any of the 4 satisfaction questions. The majority(*at least 84%*) answered Strongly Agree or Agree to all 4 of them.

	The form helped me understand my academic progress.	The form was easy to use.	The questions were clear.	I found the form to be helpful.
Strongly Agree (SA)	10	7	8	8
Agree (A)	2	6	3	4
Neutral (N)	1	0	2	1
Disagree (D)	0	0	0	0
Strongly Disagree (SD)	0	0	0	0

Benefits

- Good Preparation: Students showed up better prepared
 - All had reviewed their DegreeAudit or knew what they had and what they needed.
- Good Response Rate:
 - Of approx. 50 emails sent for SP2019 advising, 39 students responded between 10/9/2018 and 12/19/2018. The rest responded during the Winter session.
- Good Planning:
 - Better able to plan ahead for advising session
 - Better prepared to answer questions (e.g., did they have forms ready?)
 - Could meet by phone/Skype if needed

Take-aways

- Advisee Knowledge and Preparation (+)
- Advisor Preparation (+)
- Potential Shared Information (+)
- High level of user satisfaction (+)
- Potentially more time (prep) intensive for advisor (-)
- May discourage some advisees (-)
- **Overall**, positive feedback, good preparation, good use of time

Questions? Comments?



Please feel free to email me dalonso@umbc.edu or leave a question or comment at <https://tinyurl.com/DLAUMBCAdvisingComm> (also accessible via the QR Code, upper right).