



DA: May 28, 2016

FR: Donzell Lee, Provost & VPAA *Donzell Lee*

TO: Deans and Chairs and Advisors

RE: **Common Advising Platform—Catalog Digitization 2012-14, 2014-16, and 2016-18**

I am pleased to learn you participated in a demonstration on May 27, 2016 of the Common Advising Platform—a newly added feature in the go.alcorn.edu portal. As discussed, we need your help to deploy this new advising feature to optimize utilization.

Specifically, I am requesting you to define each degree program in your unit within the go.alcorn.edu portal for Catalogs 2012-14, 2014-16, and 2016-18. The good news is that once you create the degree plan for the first catalog years (i.e. 2012-14), you can create the remaining years (i.e. 2014-16 and 2016-18) by using the “copy” button and then tweak as needed. **No other form (i.e., advisement/program of study form) will be required, nor approved for use by Academic Affairs.**

So that faculty, advisors, and students may begin reaping the time-saving, retention-building benefits of this new system, I ask that you complete this task by **June 10, 2016**, per the timeline below. As you proceed, you may contact your go.alcorn.edu Innovation Team liaison for support: Keith McGee, kmcgee@alcorn.edu (Arts & Sciences and School of AREAS) or Zulfiquar Dogar, dogar@alcorn.edu (Education & Psychology, Business, and Nursing).

| Assignee | Tasks | Date |
|--------------------------|---|---------------|
| Chairs/Deans | Review, certification, and completion of degree plans (12-14, 14-16, 16-18) in go.alcorn.edu portal | June 10, 2016 |
| Catalog review Committee | Review all degree plans (12-14, 14-16, 16-18) in go.alcorn.edu portal | June 17, 2016 |
| Academic Affairs | Review all degree plans (12-14, 14-16, 16-18) in go.alcorn.edu portal | June 20, 2016 |
| Innovation Team | Lockdown of all catalog degree plans (12-14, 14-16, 16-18) in go.alcorn.edu | June 24, 2016 |
| Registrar | BANNER--go.alcorn.edu integrations | June 29, 2016 |
| Innovation Team | Full access by students-advisors of go.alcorn.edu Common Advising Platform | July 01, 2016 |

This new feature comes at a propitious time: (i) The fall semester advising rush is upon us. (ii) Departments and Registrar will begin auditing degree candidates for our first Fall Commencement. (iii) The recently-concluded NCAA Data Review findings identified a digital advising system as paramount in certifying student-athlete eligibility. Finally, (iv) the new feature will create a seamless/paperless advising process which allows each of us to work smarter, not just harder.

Thank you in advance. I look forward to seeing your digitized degree plans!