



# SER Advising Project Newsletter

NEWS FROM THE TEAM DEVELOPING THE NEW ACADEMIC ADVISING SYSTEM

JUNE 2016

## Academic Advising - A timeline for the new system

The SER Advising Team has been working on the planning of the new system since September 2015, and on its development since April 2016. With the actual Advising only three months away, here's what we have been doing in recent months, and what's the plan for the rest of the summer, Advising in September, and final development between September and December.

### Progress report

Following consultation with representatives of the users of the system (Advisers, Pro Deans, Registry, students), to sense check the requirements for the new system, the team had numerous meetings with the dedicated Tribal IT consultant; together, we worked on how the out-of-the-box eVision tool can accommodate the requirements of our University, and what customization and additional tools we'll need to build. This being St Andrews, and with almost 1000 degrees on offer, it will come as no surprise that not everything we need can come out of the box. There are numerous features we are developing from scratch to support the particular programmes and choices we offer.

As a result, we have produced the specifications of the new Advising system, and our experts from the University IT Services and Tribal are working hard to build and develop the required features in good

time. The results have so far been promising. The team has demonstrated the basic system to the SER Programme Board and the SER Advisory Board at the end of May, with positive feedback. For a taster, turn to pages 3-4.

### The plan for the summer

As soon as we have added the next tranche of additional functionality, just after graduation week, we plan to demonstrate the system more widely, and also use our SMEs ('Subject Matter Experts', for those who don't speak 'managerese'; these are students, academic advisers, and other users) for intensive testing. The idea is that we'll be passing any feedback to the building team during development, so we can address any issues as early as possible, and to have a solution that has evolved to meet our Advising needs.

### August pre-advising and September Advising

Following extensive testing during June and July, the new system is scheduled for delivery at the beginning of August. **Only entrant undergraduate students will be advised with the new system**, while we'll be using the old system for all current students (who will be migrated to the new system in early 2017). Following any final tweaks, we'll be having training for Registry and Advisers

after mid-August. The go-live day is 22 August, as this is when the UCAS results embargo is lifted, and entrant students will be called to pre-advise with the new system then.

We are aware that this is a very tight timeframe. We have every reason to believe that the new system will be in place for the entrants' pre-advising in August. However if things don't go according to plan, we have the current Advising system as contingency. It has been maintained, and could go live for the entrants at a moment's notice.

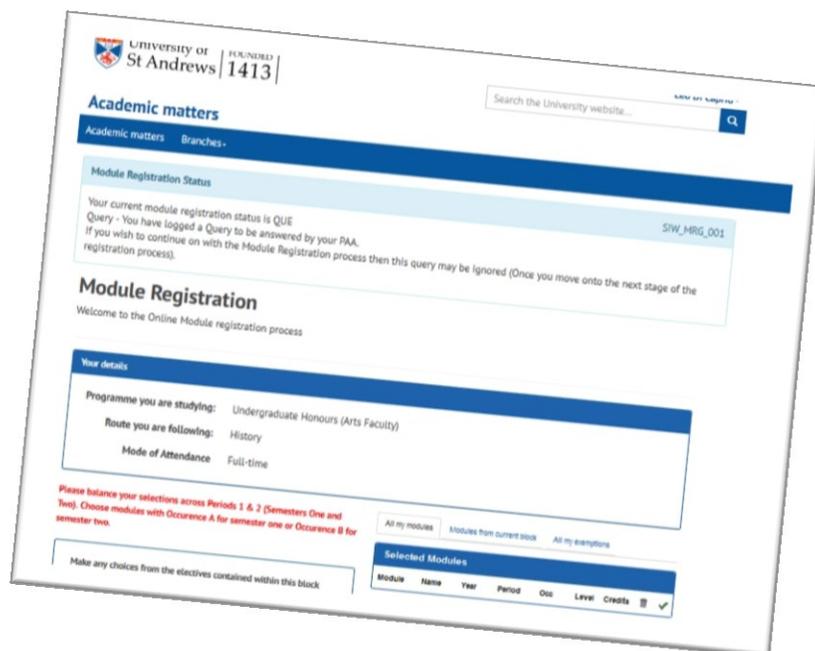
### September 2016 (and onwards)

Advising will take place between 5-7 September. We are working with Registry to make the process of using two systems as smooth as possible (the plan being that any Adviser will only be using only one system on a given day), and the team will be in Gateway to address any issues (hopefully none?).

After that, we'll review any lessons and feedback from the process, and make any necessary changes. We'll also be working on any features that are already planned to be developed during September-December. The final version of the system will be delivered at the beginning of next year, with the current students and any final data migrated in early 2017.

# Features of the new system

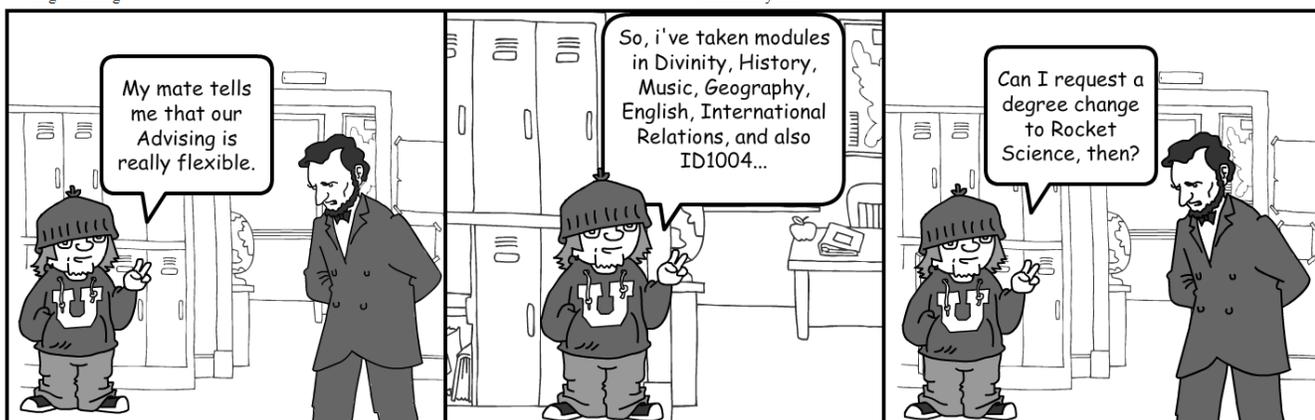
The Project team has collected a long list of requirements from the different users of the system, and is currently working for the development of an appropriate solution that will satisfy them as much as possible. Some are improvements on the functionality of the current system, while others will be new features. They are designed to help the various user groups during the Advising and Pre-Advising process, while making sure we abide by the University and School regulations. You can read some of them below; please keep in mind that although not all of them will be in place for the entrants' Advising in September 2016, they should all be part of the final Advising system, to be delivered in early 2017.



- Pre-population of compulsory modules.
- The system will guide users and will make sure they advise into compulsory elements of their degree. It will only show modules that the students are allowed take.
- The system will show and check entry requirements (for module prerequisites). It will be checking and enforcing module pre-requisites, anti-requisites, co-requisites.
- Comments section, which will facilitate student-adviser communication.
- We are working on a more elaborate waiver system, which will deal with escalation cases within the Advising system, by the appropriate authorized users (Adviser, Pro Dean).
- Module selections and notes on incoming Exchange and Study Abroad students will be shown in the system.
- Option to have three named Advisers (for those tricky triple degrees), not currently possible.
- A more elaborate, user-friendly dashboard for Advisers and Pro Deans.
- Partial validation of modules will be possible. Honours Advisers will be validating only modules within their School or Subject.
- Timetable compliance for core elements of the modules.
- Seamless integration with the Enhanced Student Record.
- Capped modules.
- Logging of pre-requisites and anti-requisites that are not academic qualifications.
- Advanced standing credits to be incorporated into the system.
- Balloting in advising and pre-advising.
- We are hoping to have a more streamlined process for degree changes, with students being able to request a degree change, and then select modules according to the new degree (final confirmation of the degree change will still be with the Adviser of studies).
- Exploratorium (modelling tool for students and staff to explore options).

Degree change

Created By KZ



This comic strip was created at [MakeBeliefsComix.com](http://MakeBeliefsComix.com). Go there to make one yourself!

# Some early screenshots of the new system

Programme you are studying: Undergraduate Honours (Arts Faculty)  
 Route you are following: German and Italian and Spanish  
 Mode of Attendance: Full-time

Please balance your selections across Periods 1 & 2 (Semesters One and Two). Choose modules with Occurrence A for semester one or Occurrence B for semester two.

Make any choices from the electives contained within this block

Choose 20 credits in any period from GM1001/A

Remember to balance your choices across the year

120 Credits

[View List](#)

AND

Choose 20 credits in any period from GM1002/B

Remember to balance your choices across the year

120 Credits

[View List](#)

OR

Choose 20 credits in any period from GM1003/A

Remember to balance your choices across the year

All my modules | Modules from current block | All my exemptions

| Selected Modules |                                  |        |        |     |       |         |   |
|------------------|----------------------------------|--------|--------|-----|-------|---------|---|
| Module           | Name                             | Year   | Period | Occ | Level | Credits |   |
| GM1001           | First Level German A 1           | 2016/7 | S1     | A   | 1     | 20      | ✓ |
| GM1002           | First Level German A 2           | 2016/7 | S2     | B   | 1     | 20      | ✓ |
| IT1001           | Introduction to Italian Language | 2016/7 | S1     | A   | 1     | 20      | ✓ |
| IT1002           | Italian Language (Elementary)    | 2016/7 | S2     | B   | 1     | 20      | ✓ |
| SP1001           | Spanish Language and Texts 1     | 2016/7 | S1     | A   | 1     | 20      | ✓ |
| SP1004           | Spanish for Beginners 2          | 2016/7 | S2     | B   | 1     | 20      | ✓ |

| Totals                     |          |         |   |
|----------------------------|----------|---------|---|
| Overall Progress           | Required | Current |   |
| Credits                    | N/A      | 120     | ✓ |
| Current Session progress   |          |         |   |
| Credits from - 120 Credits | 120      | 120     | ✓ |

[View/Add Comments](#) [Submit Selections](#)

Selection of modules from compulsory groups (in the above example, the student must take either GM1001 AND GM1002, or GM1003 AND GM1004. The student has already selected modules from the top box, hence the bottom box is greyed out).

Your details

Programme you are studying: Undergraduate Honours (Science Faculty)  
 Route you are following: Economics  
 Mode of Attendance: Full-time

Compulsory modules

| Module | Module name                | Period | Occ | Level | Credits |
|--------|----------------------------|--------|-----|-------|---------|
| EC1001 | Macroeconomics             | S1     | A   | 1     | 20      |
| EC1003 | Mathematics for Economists | S1     | A   | 1     | 20      |
| EC1002 | Microeconomics             | S2     | B   | 1     | 20      |

Please balance your selections across Periods 1 & 2 (Semesters One and Two). Choose modules with Occurrence A for semester one or Occurrence B for semester two.

Make any choices from the electives contained within this block

Choose 60 credits in any period from ES1001/A, MT1001/A, MT1002/A, MT1010/A, PH1011/A, ET1001/A, ET1009/A, FM1001/A, MU1003/A, MU1013/A, FR1001/A, PH1501/A, PH1502/A, CH1202/A, CH1301/A, CH1401/A, GK1001/A, GK1005/A, GM1001/A, PR1001/A, PS1001/A, PS1901/A, CL1004/A, IR1005/A, CO1001/A, ...

Remember to balance your choices across the year

120 Credits

[View List](#)

All my modules | Modules from current block | All my exemptions

| Selected Modules |                              |        |        |     |       |         |   |
|------------------|------------------------------|--------|--------|-----|-------|---------|---|
| Module           | Name                         | Year   | Period | Occ | Level | Credits |   |
| AS1001           | Astronomy and Astrophysics 1 | 2016/7 | S1     | A   |       | 20      | ✓ |

| Totals                     |          |         |   |
|----------------------------|----------|---------|---|
| Overall Progress           | Required | Current |   |
| Credits                    | N/A      | 20      | ✓ |
| Current Session progress   |          |         |   |
| Credits from - 120 Credits | 120      | 20      | ✓ |

Any compulsory modules will be prepopulated (in the example above, a first-year Economics student).

Make any choices from the electives contained within this block

Choose a minimum of 60 and a maximum of 120 credits in any period from **ME1003/A, MO1007/A, AN1001/A, ME1006/B, MO1008/B, AN1002/B**

Remember to balance your choices across the year

120 Credits

View List

AND

Choose a maximum of 60 credits in any period from **ES1001/A, MT1001/A, MT1002/A, MT1010/A, PH1011/A, ET1001/A, ET1009/A, FM1001/A, MU1003/A, MU1013/A, FR1001/A, PH1501/A, PH1502/A, CH1202/A, CH1301/A, CH1401/A, GK1001/A, GK1005/A, GM1001/A, PR1001/A, PS1001/A, PS1901/A, CL1004/A, IR1005/A, CO1001/A, ...**

Remember to balance your choices across the year

120 Credits

View List

The new system will make sure that the student takes any compulsory modules, and will offer guidance on optional modules and additional pathways (above, a Single Hons History student)

Module Summary

Summary Details for the Module

Module: MT1002

Name: Mathematics

Period: S1 (SEMESTER 1)

Occurrence: A

Level: 1

Credits: 20

Places: 998 (estimated)

Requisites: None

Department: School of Mathematics & Statistics

Location: St Andrews

Scheme: St Andrews University

More: [Click to view more details](#)

Information for module (it will be more detailed than shown here)

View/Add Comments

Academic matters

View/Add Comments

View of Add Comments

Student Details

Student: 180022092/1

Year: 2016/7

Period: Y1

Registration Status: Generated (GEN)

Programme: UAH

Route: UAHFHISGHIS

Comments

| Type    | Comment By                | Comments   |
|---------|---------------------------|--|
| Student | DI CAPRIO L ( 180022092 ) | test   |
| Student | DI CAPRIO L ( 180022092 ) | Can I change to MA Robot Science next year, if I change my mind? |

Add Comments

New Note

Maximum Characters 2000, 2000 Characters Remaining

OK

Comments section, to replace part of the functionality of the current audit trail, and facilitate communication between student and Adviser

Make any choices from the electives contained within this block

Choose a minimum of 60 and a maximum of 120 credits in any period from **ME1003/A, MO1007/A, AN1001/A, ME1006/B, MO1008/B, AN1002/B**

Remember to balance your choices across the year

120 Credits

View List

Selections Not Valid

You have not selected a valid combination of modules.

Hover over any icons for additional information (after closing the dialog):

✘ is displayed for any errors

! is displayed for any warnings (which do not prevent your re-submission)

Once you are satisfied with any changes, submit your selections again.

OK

Error message – the student hasn't selected modules from the compulsory pot, and is not allowed to continue.

SER ADVISING PROJECT – WHO IS WHO

Academic Sponsor: Lorna Milne  
 Business Sponsor: Sam Lister  
 Product Owner: Iain Matthews  
 Business Ambassadors: Stephen Tyre & Graham Kirby  
 SER Programme Lead: Daniel Farrell  
 Project Manager: Kostas Zafeiris  
 Team Leader: Nicole Judd



KEEP TRACK OF THE TEAM'S PROGRESS

The SER Advising Team has created a webpage (a board in Trello) to communicate with anyone interested in Advising about what the SER Advising team is working on, what potentially is coming up, and to listen to your insights and ideas about what you'd like to see in the new Advising portal. Please visit it at <https://trello.com/b/VoJdNzhi>, and let us know what you think. You can also contact the team at [ser-advising@st-andrews.ac.uk](mailto:ser-advising@st-andrews.ac.uk).