Fall 2020 – Online Advising Guide

Contents:

1. Suggested Advising Platforms
   a. Email (preferred)
   b. WebEx (good for face to face meetings, group meetings)
      • https://towson.webex.com/
   c. Zoom (more familiar to students, can create breakout rooms)
      • http://zoom.towson.edu/

2. Degree Plans
   a. Students should create their DCP first before meeting with you.
   b. Link to DCP Video: https://www.youtube.com/watch?v=zba8hQL3mqA

3. Advising Questions and CIS Advising Email
   a. Please refer to the CIS Faculty Advising Guide or CIS Advising website (below), before sending us questions.
      www.towson.edu/fcsm/departments/computerinfosci/resources/advising.html
   b. Please ask students to use cisadvising@towson.edu

4. Using SSC for Virtual Meetings
   a. If you currently use SSC to schedule advising meetings, you now have the option to switch to Virtual Advising as your location under My Availability in Faculty/Staff Home.
   b. You can also add your WebEx or Zoom private room phone number to your SSC account under My Availability.

5. SSC Notes
   a. We encourage advisors to record their meeting notes with their advisees on SSC. https://towsontigers.campus.eab.com
   b. Advisors can leave a note by selecting their advisee’s name and clicking on Add a Note on this Student.
   c. Both advisors and instructors will be able to view notes under the student’s History.

6. Student Advising Template
   a. See second page for suggested advising template.
   b. Both faculty and student should keep a record of course suggestions.

Computer & Information Sciences Advising Course Form
**Name:** Click here to enter text.
**Email:** Click here to enter text.@students.towson.edu
**TU ID:** Click here to enter text.
**Advisor:** Click here to enter text.

**Major:** COSC ☐  CIS ☐  ITEC ☐

**Semester:** _______________________

**Recommended Courses:**

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The following are alternatives for consideration if courses above are not available:

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