

## *UCSC Undergraduate Education: Academic Advising Update*

### **Program Plan Management in AIS: 2005-06 Transition Calendar**

This fall, UCSC enters its second year of managing student records using AIS. In 2005-06, academic programs and the colleges will continue the transition to recording plan changes for majors and minors in AIS for their students. This process is known in AIS as Program Plan Management.

To prepare for the next phase of implementation, training began in summer 2004 and is ongoing. Most staff responsible for assigning majors has completed AIS training, including *Advising Super User*, and now has access to enter plan changes for proposed or single majors for their students.

In winter and spring 2005, a few academic programs successfully tested entering plan changes for single majors in AIS. This fall, the colleges will manage proposed plan changes for entering students during *First Year Advising (FYA)*; all users, with appropriate AIS access, may now enter student plan changes for single majors.

New AIS users that manage students proposing or declaring a major or minor, are expected to complete *Advising Super User* training by the end of fall 2005. This allows for the entire campus to transition to

managing student plan changes in AIS for single majors by the end of winter 2006. Ongoing AIS training, support and documentation for experienced and new users is offered throughout 2005-06.

By the end of spring 2006, all academic programs and the colleges will manage student plan changes in AIS for all proposed or declared majors and minors. As of June 15, 2006, the Office of the Registrar will no longer enter any plan changes in AIS. This office will continue its oversight of student enrollment and records management.

In 2004-05, our first year of AIS implementation, the campus advising community demonstrated their commitment to developing new skills and acquiring the expertise necessary for the multifaceted AIS system. Staff and faculty made innumerable contributions to improve and streamline the system. They are to be highly commended.

Please consult the [2005-06 Plan Change Transition Calendar](#) for implementation dates and contact information for AIS access, the current training schedule and for online training documentation.

### **Plan Change Transition Calendar, 2005-06**

Fall 2005	Colleges enter plan changes for proposed majors for FYA, Academic programs may enter declared single majors
End of Fall 2005 (12/8/05)	All users complete <i>Advising Super User</i> training
Winter 2006	Documentation and training available to enter multiple plan changes; ongoing training offered for new users
End of Winter 2006 (3/23/06)	All single major plan changes entered by the program
End of Spring 2006 (6/15/06)	All plan changes entered by the program or college
June 15, 2006	Office of the Registrar no longer enters any plan changes

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**AIS Access and Training Schedule**

**All AIS training, including *Advising Super User*, are offered throughout 2005-06; users may complete, or repeat, training at anytime.**

***Open Lab Fridays* are available for specific topic training and to explore skill development.**

**AIS System Access and Training Schedule:**

**<http://ais.ucsc.edu/training/>**

**Training Documentation:**

**[http://ais.ucsc.edu/training/Adviser Training.html](http://ais.ucsc.edu/training/Adviser_Training.html)**

**UCSC Undergraduate Online Advising Center:**

**<http://advising.ucsc.edu/>**

**Have an advising question?**

**[advising@ucsc.edu](mailto:advising@ucsc.edu)**