



# Advising Efficiencies

Scheduling Appointments Using  
Genbook Calendar System

# Outreach for Appointment

To: student@ucsc.edu

Cc:

Bcc:

Subject: Advising: Check-in for Progress

From: Lupe Allen <lupea@ucsc.edu>



Dear Student,

We are now well into the quarter, and it is time to check-in with an adviser about your current progress. Prior to meeting with an adviser, check-in with your professors/TAs for an assessment of your progress in current classes. You can also review completed midterms, quizzes, and assessment of written works.

To schedule an appointment with a Porter College adviser, click on the [booknow](#) button below now.

Best Regards,  
Lupe  
Lupe M. Allen MA  
Academic Preceptor  
Porter College  
University of California Santa Cruz  
Voice 831-459-5819  
Fax 831-459-2569

Student Appointments

# Selecting an Advising in Genbook Calendar

Genbook

[Manage an existing appointment](#)

## Porter Advising

1156 High Street, Santa Cruz, CA 95064 [f](#) [t](#) [e](#) [+](#)

Service & Staff

Date & Time

Your Details

Confirm

Finished

Business Information

[Academic Advising]

Select a staff member

[No preference](#)

[Lupe Allen](#)

[Bob Giges](#)

[Sean Malone](#)

Hours  
Mon 9:00am - 4:00pm  
Tue 9:00am - 4:00pm  
Wed 9:00am - 4:00pm  
Thu 9:00am - 4:00pm  
Fri 9:00am - 4:00pm

Phone (831) 459-2273

Location [Get directions](#)

Website [porter.ucsc.edu/](http://porter.ucsc.edu/)

# Scheduling An Appointment

Genbook

[Manage an existing appointment](#)

## Porter Advising

1156 High Street, Santa Cruz, CA 95064 [f](#) [t](#) [e](#) [+](#)

Service & Staff

Date & Time

Your Details

Confirm

Finished

Business Information

[Academic Advising]

Select a staff member

[No preference](#)

[Lupe Allen](#)

[Bob Giges](#)

[Sean Malone](#)

Hours  
Mon 9:00am - 4:00pm  
Tue 9:00am - 4:00pm  
Wed 9:00am - 4:00pm  
Thu 9:00am - 4:00pm  
Fri 9:00am - 4:00pm

Phone (831) 459-2273

Location [Get directions](#)

Website [porter.ucsc.edu/](http://porter.ucsc.edu/)

# Selecting An Appointment Time

Genbook

[Manage an existing appointment](#)

## Porter Advising

1156 High Street, Santa Cruz, CA 95064 [f](#) [t](#) [m](#) [+](#)

Service & Staff

Date & Time

Your Details

Confirm

Finished

Business Information

[Academic Advising]

With Lupe Allen

[Change](#)

Hours  
Mon 9:00am - 4:00pm  
Tue 9:00am - 4:00pm  
Wed 9:00am - 4:00pm  
Thu 9:00am - 4:00pm  
Fri 9:00am - 4:00pm

Phone (831) 459-2273

Location [Get directions](#)

Website [porter.ucsc.edu/](http://porter.ucsc.edu/)

< February 2014 >

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Friday, February 7

All times are Pacific Standard Time

Afternoon

1:00pm

1:20pm

1:40pm

2:20pm

2:40pm

3:00pm

3:20pm

3:40pm

# Porter Advising

1156 High Street, Santa Cruz, CA 95064    

Service & Staff

Date & Time

**Your Details**

Confirm

Finished

[Academic Advising]  
with Lupe Allen on Friday, February 7, 2014 at 02:20 PM (PST)

[Change](#)

## Enter your details.

Please enter your personal details below. [Already registered?](#)

Slot held for

**3:35**

Your name \*

Contact number \*

Email \*

Special Request  
(Optional)



**Continue**

# Porter Advising

1156 High Street, Santa Cruz, CA 95064



Service & Staff

Date & Time

Your Details

Confirm

Finished

⚠ Your appointment is not confirmed yet.

Please review and confirm your appointment.

Slot held for

0:00

## Appointment details

Appointment

[Academic Advising]  
With Lupe Allen  
Friday, February 7, 2014 at 02:20 PM (PST)

[Edit details](#)

Your details

lupe Allen  
(831) 459-5819  
lupea@ucsc.edu

[Edit details](#)

Special request:

Review GEs

**Confirm Appointment**

# Porter Advising

1156 High Street, Santa Cruz, CA 95064



Service & Staff

Date & Time

Your Details

Confirm

**Finished**

✔ Booking successful. A confirmation has been sent to your email.

## Summary


 [Print confirmation](#)

### Appointment details

Appointment [Academic Advising]  
With Lupe Allen  
Friday, February 7, 2014 at 02:20 PM (PST)  
Reference # 4ECC58WW9F

Your details lupe Allen  
(831) 459-5819  
lupea@ucsc.edu

Special request Review GEs

Like scheduling appointments online? Let us know!  63k



**Porter Advising**

1156 High Street, Santa Cruz, CA 95064. Ph. (831) 459-2273

lupe, your appointment is confirmed:

**[Academic Advising] with Lupe Allen**  
**Friday February 07 at 02:20 PM (PST)**  
Ref: 4ECC58WW9F

[Manage your appointment](#)

Reschedule, get directions and more.

Genbook

This email was sent to you by Genbook on behalf of Porter Advising.

# Text Expander



Example: EEnUD = shortcut to email for Frosh enrolled in Upper division classes. Type in the code in email

# Time Savers

Google Drive

- Create forms

- Share documents

Learn WCMS & other technologies

- Create and update websites

- Text Expander, texting (Remind 101), etc.

Create document with email samples of

- Frequent responses

- Frequent instructions

- Student emails

Create an Procedure Manual in Documents folder

- Organize forms

- Pre-written email responses

- Organize Policy and Procedures, etc.

# EEnUD expands to...

Dear Porter Student,

I recently checked your fall quarter enrollments and see that you are enrolled in one or more upper division classes (upper division classes are number 100-199 and graduate level classes are number 200-299). Entering Frosh students typically do not yet have the experience to engage upper division classes.

Utilize the class search in your Student Center to swap out of the upper division class/classes and select an open lower division courses (these classes are number 1-99, for example ASTR 03). Attached is a list of potential open classes or go ahead and search for open lower division classes. The [Course Highlights for Frosh, 2013](#) lists classes that may satisfy general education requirements and most do not require any prerequisites.

Your transition to the university is extremely important to us, and in the first quarter we want you to be successful and establish a strong GPA. Many of our educational and experiential opportunities are GPA based and we want to make your transition as smooth as possible. During the first quarter and year, we strongly recommend lower division classes.

To make the swap, log into your [my.ucsc.edu](http://my.ucsc.edu) and select "My Student Center." Then select from "more links," "Enrollment Swap." From the drop-down menu in the next frame, select the class you wish to swap out of and enter the new class number for the course or do a search for a class. If not already enrolled in the Porter core class, be sure to leave room in your class schedule for the core class. After making any enrollment changes, double check your enrollments for accuracy.

If you have any questions, please do not hesitate to contact me.

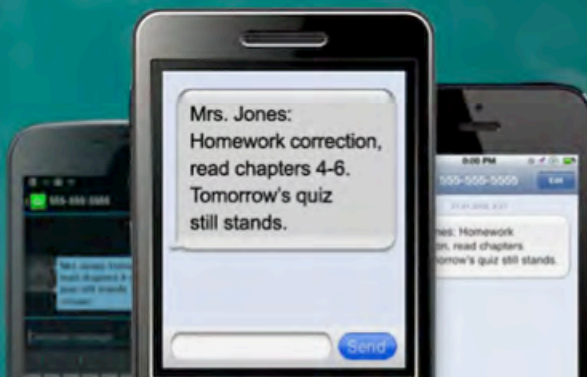
Best Regards,  
Porter Advising Team

# Remind 101 Texting Tool

remind **101**

[Sign in](#)

A safe way for teachers to text message students and stay in touch with parents. Free.



Title

First name

Last name

Email address

Choose password

By signing up, you agree to our [Terms of Service](#).

[Sign up](#)

[I'm a student or parent](#)

- All phone numbers are kept private
- Schedule texts to be sent at a later date
- Messages are one-way, so students & parents cannot reply

# Create and send your text message.

The screenshot shows the Remind101 web interface. At the top left is the logo "remind 101" and at the top right is the user name "Ms. Allen" with a dropdown arrow. On the left sidebar, there are three sections: "ALL MESSAGES" with a message icon, "ADVISING" with an "Edit" button, and "+ ADD A NEW CLASS". The main content area is titled "Advising" and contains a form for creating a message. The "TO" field is populated with "Advising" and has a "+ Add classes or subscribers" link. Below this is a large text input area with the placeholder "Type your message here". At the bottom of the form are two buttons: "Schedule for later" with a calendar icon and a blue "Send" button. On the right side, there are three panels: "Invite students & parents" (blue button), "CLASS CODE @77e4e" and "NUMBER (831) 359-4750", and "Subscribers 0" with a "You have no subscribers" message and an "Invite your class!" link. At the bottom of the interface, there are two status indicators: "✓ SENT" and "📅 SCHEDULED".