

## **Workflow Questions - Conversation Starters for your College**

- What training is necessary for advisors to use SEP?  
A Training Guide and training videos are planned.
- Will only your first year advisors use SEP, or will all advisors use it?
- How will you use SEP?
- Will you build a plan for all students?
- Will you build the complete plan all at one time or semester by semester as you complete advisement with the student?
- Will you build the plan in the summer when students attend their first orientation or in the fall when you are preparing for their first advisement session?
- What is the order for implementing the different degree programs in your college? Determine your starting point.
- Are transfer students different from Freshmen in relation to SEP? How?
- Who is considered the Primary advisor?
- Which advisors will have locking capabilities (sort of the same as who is allow to make exceptions in Degreeworks)?
- Who is going to be the "liaison" or contact person determining the approval list for advisors? For HRSM, that's Kathy Smiling; for Education, that's Donna Watson.
- How do you handle dual and double majors and special populations? (See the Best Practices and Special Populations notes here:  
[https://www.sc.edu/about/offices\\_and\\_divisions/advising/advisor\\_toolbox/university\\_advisors\\_network/index.php](https://www.sc.edu/about/offices_and_divisions/advising/advisor_toolbox/university_advisors_network/index.php) .