



Advisement and Registration for Spring 2021

Dear Kean Faculty Advisors and Staff,

We hope you had a good Thanksgiving and are prepared for the rush to the end of the Fall semester. Once again due to the pandemic, we will be providing remote delivery of courses and advisement for the end of this semester and the start of the Spring semester. As you are aware, registration for Spring and Winter 2021 courses is ongoing, and students will continue to reach out to you virtually for academic advisement. Please do your utmost to help our students stay on track toward graduation in these challenging times. We thank you for your efforts to provide our students with guidance and your perseverance under these extraordinary times.

During the period from December 1- December 11, 2020, we will be holding “Spring 2021 Prep Weeks” to encourage any continuing students who have not yet registered for Spring, to register before the end of this semester. In preparation for this, we wanted to update you with the following information.

KeanWISE:

The Winter and Spring 2021 schedules are live on KeanWISE. Please alert your Executive Director/Chairperson if you see errors in the schedules.

Please note: The only Winter classes currently scheduled to be offered are fully approved Kean Online classes and select online independent study sections. These classes meet in an asynchronous accelerated format. Please advise your students accordingly.

Resources for Faculty:

We are also in the process of updating our Faculty Resources for Advisement webpage on the Academic Affairs website. To access it, [click here](#).

This site includes information on how to use KeanWISE and Ellucian CRM Advise during the virtual advising process. We will update the site regularly with the latest information available about advisement. We also encourage faculty to submit any major program specific advisement information to be considered for the site through their Executive Director/Chairperson to Solman Ahmed (cc Steve Kubow) at the email addresses below.

We encourage you to take advantage of CRM Advise to assist in the advisement process. CRM Advise can be accessed through the dropdown QUICKLINKS menu on the [Kean homepage](#). There is a link for instructors of classes (Faculty Experience); one for faculty advisors (Advisor Experience); and one for students (Student Experience). We strongly encourage you to use the office hour feature in the Advisor Experience which allows for the listing of office hour appointments for virtual advisement.

[Click here](#) for more information on how to use Advise, how to enter Office Hours for December 1-11, and how your students can access this information. Contact Gilly Scott at gscott@kean.edu with any questions for training related to Ellucian CRM Advise.

Important: Many of your advisees may be struggling with online/remote instruction or may be feeling overwhelmed or isolated by their current life situations and the global pandemic. It is important to ask them how they are doing — both in their classes as well as in general. Should they express concerns, you should raise any appropriate alerts to the Counseling Center, as well as raise alerts in CRM Advise, including some newly added alerts. [Click here](#) for more information on alerts.

Reach out to Steve Kubow, Ph.D., at skubow@kean.edu or Solman Ahmed at soahmed@kean.edu with any questions about remote advising and the Academic Affairs advisement website. Thank you for your continued support and assistance.

Sincerely,

Office of the Vice President for Academic Affairs

Vice President for Academic Affairs • vpaa@kean.edu