



## Glossary of Navigate terms for St. Cloud State University Fall 2022

**Action Menu:** Menu houses primary functions, such as Send Message, Add to Student List, Issue an Alert, Add a Report, and more.

**Alert:** Faculty and staff can issue an alert for students who are experiencing academic difficulties. Advisors use the term “concern” when working with students.

**Appointment Campaign:** Proactive outreach strategy with a specific goal in mind, such as “Register current students not yet registered for next term.”

**Availability:** Times that individual faculty/staff set within Navigate to allow scheduling. This can be for Drop-Ins, Appointments, or Campaigns, and can include specific days, times, and locations (including in-person vs. online).

**Calendar Sync:** We provide training on syncing calendars between O365/Outlook and Navigate because it is the official campus tool. However, users can sync other calendars.

**Campaign:** A feature that allows staff to reach out to specific populations of students to encourage a specific interaction, such as Appointment Campaigns, which generate a link to allow students to schedule advising appointments online, or Progress Report Campaigns (see details below).

**Care Unit:** A network of coordinated support providers, connected by technology and processes, to make it easier for students to navigate the system and receive holistic support. SCSU Care Units include:

- Academic Advising
- Faculty/Department
- Financial Aid
- Student Services
- Tutoring

**Case:** Cases are tied to alert reasons. When specific alerts are issued, a case is created. SCSU has the ability to control which alerts create a case, and which faculty/staff are included in the case management.

**Case Outcomes:** When a case is closed, we identify the justification for the closure, such as:

- Contacted the student multiple times with no response
- Discussed the alert with the student
- Discussed the alert with the student; connected to resources
- Grade of W, F, or NA was already recorded

**Category:** Student information pulled directly from ISRS on individual students. Typically comes from ISRS Cohorts or Program IDs. Details on page 2.

**Classification:** Student’s standing at SCSU. Categorized as:

- Freshman: 0 – 29 earned credits
- Sophomore: 30 – 59 earned credits
- Junior: 60 – 89 earned credits
- Senior: 90+ earned credits
- Graduate Student
- Adult Education
- Continuing Education
- Skills
- Credit
- Other: Unclassified “special” students, IEC students, & previous degree

**Conversations:** All email and text communication initiated in the platform (and subsequent responses) will be viewable in Conversations within the “More” tab on a student’s profile.

**Dropped course:** A course that a student drops from their schedule prior to the free add/drop deadline. Dropped course will not appear on their transcript, nor will they be charged tuition.

**EAB:** Company that owns and operates the Navigate student success platform.

**Enrollment Goal:** On a student’s overview page, the Enrollment Goal lists a student’s registration access codes for the next 1 – 2 terms.

*Codes for summer term begin with “1,” for fall begin with “3,” for spring begin with “5.”*

**Kiosk:** Hub for Tutoring Centers to track student attendance. Students swipe in with Tech IDs or type in Tech ID numbers at tutor locations.

**Location:** Specific area or major for which someone would see students.

**Note:** Information about a student that may not be specific to an appointment or interaction. Should not take the place of an Advising Summary Report. Can be made private to the staff creating it or kept open for other faculty/staff to see.

**Predicted Support Level:** Undergraduate student's likelihood of persisting to the next semester. This is based on outcomes of SCSU students with similar attributes over a ten year span. It includes program of study, academic performance, pre-college factors, etc.

**Low Predicted Support Level** indicates the student is very likely to persist into the next term.

**High Predicted Support Level** indicates the students has a high predicted likelihood of not persisting to the next term.

**Progress Report Campaign (PRC):** Targeted Early Alert campaign sent to faculty to identify students at risk of failing course. Departments (Advising, MSS, Academic Appeals, etc.) use various methods of outreach/intervention to connect the student to resources (Tutoring, CAPS, Financial Aid, etc.).

**Registration (Access) Code:** Listed on a student's profile/overview page under "Enrollment Goal."

**Reporting:** There are several different reporting features in the platform and a user's role will determine their level of access. Chairs and academic administrators have reporting access similar to Power BI access.

**Role:** A role is how Navigate determines which type of user is logged into the platform, which determines the information they can see, and the actions they can perform. At SCSU, we use roles such as:

- **Advisor:** Majority of staff users; broad access
- **Department Chair:** Access to see all students in their major(s)
- **Faculty Advisor:** Faculty with assigned advisees in ISRS
- **Financial Aid Advisor:** All staff/directors in Financial Aid; broad access
- **Professor:** Given to anyone teaching a class
- **Tutor:** student tutors across various tutoring centers; very limited access to input information

**SSC:** Abbreviation for "Student Success Collaborative," the original name of the platform when SCSU joined in 2017. EAB has since changed the platform name to "Navigate."

**Student List:** Static lists of students created and seen by an individual user. Lists are created by Student ID (Tech ID).

**Success Markers:** A course or group of courses key to student success within a major, selected by our institution and inputted into the platform. They include minimum grade and timeline of course completion. Success Markers are created to identify students at risk for not making progress towards graduation so that interventions can be done to remedy their situation.

**Success Team:** In Navigate, this indicates a student's assigned academic advisor. For NEF, it also includes their assigned career counselor, financial aid counselor, and international advisor (international students only). This may also include TRIO coach, athletics coach, MSS staff, residence hall director, and more.

**Tag:** Short text labels applied to students, typically ad-hoc lists. This isn't tracked in ISRS and can't be automated into a category. Tags are manually added and maintained.

Ex: Students in our Access STEM Cohorts, students included in our PRCs by term, etc.

**Withdrawn course:** A course that a student drops after the end of the free add/drop period. This results in a grade of "W" on their transcript, and the student is also financially responsible.



## Category Descriptions

Categories are set up to funnel information directly from ISRS into Navigate. Typically, these are listed as Cohorts or Program IDs in ISRS.

New Entering Cohorts are identified by term, year, and category.

(Semester) (Year) Cohort = First Year (NEF) cohort for that term

Example: **Fall 2022 Cohort** are the **NEF** admits for fall 2022.

(Semester) (Year) NET Cohort = Transfer (NET) cohort for that term

Example: **Spring 2023 NET Cohort** are the **NET** admits for spring 2023.

(Semester) (Year) NEG Cohort = New Entering Graduate (NEG) cohort for that term

Example: **Summer 2022 NEG Cohort** are the NEG admits for summer 2022.

## Other Commonly Used Categories:

Student-Athletes – Identified by specific sport

International Students

Minors – Students who have declared minors will show in their categories

(Term) (year) Graduation Application

(GRADAPP\_year) shows as

“Fall 2022 Graduation Application”

Registration Holds – All Students (REGHOLD)

- Separate registration holds also identify the hold (conduct, unpaid balance, etc.)

Residence Hall Students (RESH)

TRIO – Students enrolled in SCSU’s TRIO Student Support Services program

## Commonly Used Tags:

*Access STEM cohort* = students engaged with our Access STEM scholarship program

*Ed Abroad Interest* = identifies students who have expressed interest in studying abroad. ***If you are working with a student who shares an interest in international study, please consider adding the Tag.***

*Esports* = student-athletes who are part of our Esports teams

*HuskiesAdvance* = Indicates student is officially enrolled in a Huskies Advance track.

*ITS: Device Borrower* = Student has borrowed a laptop or similar device from HuskyTech.

*ITS: Device Overdue* = Student did not return their borrowed laptop or other device on time to HuskyTech. Student should be encouraged to contact them ASAP.