Spring 2023
UConn School of Social Work
Adjuncts’ Orientation
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WELCOME!

Introductions –

Brenda Kurz – MSW Program Director; Paula Nieman, BSW Program Director; Milagros Marrero-Johnson – Director of Strategic Programming; Chelsea Lebron – Educational Program Assistant
GENERAL INFORMATION

• Please use your UConn email address and check it regularly. Your UConn email can be accessed here: https://email.uconn.edu/

• NetID vs. PeopleSoft
  • Your NetID is the primary login for university services, including library access, HuskyCT access, and email access. Your NetID can be found at: https://netid.uconn.edu/ and must be activated with a new password for use.
  • UConn PeopleSoft ID: Your UConn ID number (often called your PeopleSoft number) is a seven-digit number specifically assigned to you. This number is used in the Student Admin system: https://studentadmin.uconn.edu/ and can be found on your UConn ID card.

• Adjunct Faculty Webpage: https://socialwork.uconn.edu/info-faculty-staff/

• Office of Student Academic Services (OSAS): https://socialwork.uconn.edu/current-students/

• UConn Hartford ITS: https://hits.hartford.uconn.edu/ (located in the School of Social Work Building, Lower Level | Room G02)

• Field Education – BSW & MSW information
**FIRST PAYCHECK AND DIRECT DEPOSIT**

- Paychecks are issued bi-weekly
- Your paychecks will be mailed to you until you set up direct deposit
- Direct deposit is available in [https://ess.uconn.edu/](https://ess.uconn.edu/) (Core-CT) after your start date
MSW & BSW PROGRAMS - CONTINUED

• Please review the following email attachments & links:
  • Resource Guide
  • New Hire Flyer
  • MSW & BSW Student Handbooks
    • https://socialwork.uconn.edu/msw-students/
    • https://socialwork.uconn.edu/bsw-students-2/
  • Syllabus – Boilerplate language
  • EPAS (Educational Policy and Accreditation Standards) from CSWE (Council on Social Work Education)
  • SET (Student Evaluations of Teaching)
ROLE OF FACULTY ADVISORS

- Two Roles: Both Academic and Field
- Every matriculated student (both in field and not in field) is assigned an advisor at the beginning of the school year
- Oversees the student’s academic and field performance for the year
- Works with students and instructors and possibly administration when there are challenges or difficulties
- Supports students in their professional development/career/graduate school decision-making
WHEN SHOULD I CONTACT THE FACULTY ADVISOR?

- Communication when concerned about students’:
  - Frequent Absence, Repeated Tardiness
  - Late Papers or frequent requests for extensions
  - Lack of communication (e.g., no response to emails) and/or other unprofessional behavior
  - Behavior related to MH and/or disclosure of difficulty related to basic needs (housing, food, etc.)
- Email the advisor as soon as a situation arises. If no response or if problems continue, email the appropriate Program Director
  - brenda.kurz@uconn.edu; paula.nieman@uconn.edu
- Educational/Performance Review Committee & Consultations and Reviews
CAMPUS INFORMATION

- Mailboxes – 1st floor of SSW in Room 103 – Entry Code 2018
- Adjunct Office – Room 217
- Parking
  - CT Science Center (permit), Convention Center (permit), or Street Parking (metered)
- Hartford Times Building (10 Prospect)
- UConn Library at Hartford Public Library
- ID (Husky One Card) – HTB Room 106 (Student Services)
  - 959-200-3743
  - Mon – Fri: 8:30am – 4:30pm or by appointment
  - Request online & have it mailed to you
BRIEF STUDENT ADMIN & HUSKYCT OVERVIEW

(MILAGROS MARRERO-JOHNSON)
The PeopleSoft Student Administration (Student Admin) system is a collection of interactive course and enrollment information and tools, which students will use starting with the admissions stage and continuing through graduation. A main feature of the system is the online registration tool, which enables students and their advisors to plan and enroll in classes.
**LOGGING INTO & OUT OF STUDENT ADMIN**

**Logging Into the Student Administration System**

To log into the Student Administration System as an instructor or advisor,

1. Navigate to the Student Administration System homepage.
2. Click the LOGIN button. The NetID Single Sign-On page will display.
3. Enter your alpha-numeric NetID and NetID password.
4. Click the Login button. You can click the Need Help? link for assistance.
5. You are now logged into the Student Administration System.

**Logging Out of the Student Administration System**

To log out of the Student Administration System,

1. Click the Actions list icon in the upper right-hand corner of the screen.
2. Click the Sign Out tab.

3. The NetID Single Sign-On Log out successful message will display.

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Be sure to save to your favorites

Home | Student Administration System (uconn.edu)
SETTING COMMON FAVORITES – MY SCHEDULE, CLASS ROSTER & GRADE ROSTER

Setting Favorites
Instructors and advisors can add frequently visited pages as favorites in the Student Administration System.

1. Log in to the Student Administration System.
2. Click the Navigator icon in the top right-hand corner.
3. Click the Navigator button from the menu.

4. Click the Self Service tab.

5. Click the Faculty Center tab.

6. Click the My Schedule tab.

7. The Faculty Schedule will display within the browser for the current term.
8. Click the Add to Favorites icon in the upper right-hand corner of the screen.
9. Click the Add to the Favorites tab.

10. Click the Add button.

11. Click the OK button.
VIEWING CLASS SCHEDULE

- Since you will have saved My schedule as a favorite, there will be less steps when you view your schedule.

- Please note the highlighted indicates:
  - Permission number
  - class
  - title
  - # of students enrolled
  - days & times class meets
  - room number
  - semester dates
DOWNLOADING CLASS ROSTER

1) Log into Student Admin
2) Go to your Favorites bar and select Class roster
3) Ensure you are in the correct term
4) Click the grid icon located to the right of Find (see highlighted).
5) The roster will download as an Excel document in Chrome.

⚠️ Please ensure any pop-up blockers are disabled in your browser to avoid download issues. If you are using a web browser that is having difficulty downloading the roster, please contact ITS directly at 860-486-4357 or via email at techsupport@uconn.edu.
HUSKYCT COURSE REQUEST

1) Log into Student Admin
2) Go to My Schedule
3) Click on HuskyCT sections (top right tab)
4) Click on course
5) Hit submit
6) You will be notified by email when your HuskyCT site is available (usually one business day)
You will then see this form when you click on Restore HuskyCT Sections

Please complete the form thoroughly

You will need the source course information if you will request copy content from a template or development course

Hit submit at bottom of the form
HuskyCT is UConn’s name for the Blackboard learning management system used. HuskyCT sites are used for face-to-face classes and fully online classes.

The use of HuskyCT is so widespread that students expect to see a HuskyCT site for each class they are taking and are worried when they don’t.

Most common uses of HuskyCT:
• send announcements
• post content and
• post grades

Instructors also use HuskyCT for
• online submission of assignments, discussions, and quizzes.
HUSKYCT SUPPORT

Training workshops - FINS (uconn.edu)

Training videos - Training videos | Educational Technologies (uconn.edu)

Consultation and Inquiry Request - Consultation and inquiry request | Educational Technologies (uconn.edu)
ADDITIONAL RESOURCES

- See UConn.fins.edu for CETL trainings
- See facultystaff.uconn.edu for a variety of resources
- SSW Fall and Spring trainings and check-in plan for adjuncts (some by course as well – ask the course lead)(8/31, Oct, Dec, Jan, March, and April)