

## Default Question Block

### Navigate U User Agreement

The University of Utah recognizes the value of Navigate U as a repository of student data and tools that allow University representatives to holistically support student success. Navigate U gives users unprecedented access to student academic and contact information. Permissions, access, and privileges are approved by the Navigate U Advisory Committee, with representation from Admissions, Financial Aid, Student Affairs, the Office of the Registrar, faculty, and academic advising.

To maintain the University of Utah's ethical and responsible environment that protects the privacy and well-being of students, all users must adhere to the established purpose and policies of Navigate U. By initialing in each section, you agree to the outlined terms and expectations.

User's Full Name

User's Utah Email Address

User's UNID (u00000000 format)

User's Supervisor's Full Name

User's Supervisor's Utah Email Address

## Data and Privacy

- I will adhere to all [FERPA](#), [Higher Education Act](#), and [HIPPA](#) regulations by accessing and sharing only permitted information.
- I will access Navigate U solely for required job duties.
- I will view and use student data that is only relevant to my own role and area. Unless relevant to a particular case, viewing any students outside the user's department and/or college is outside the purpose and scope of this platform.
- I will protect my computer screen, downloaded files, and physical copies with confidential information.

Please enter your initials saying you agree with the Navigate U User Agreement criteria so far and would like to continue.

## Notes Guidelines

I will adhere to these notes guidelines and use my best judgment when saving FERPA and HIPPA-compliant notes in Navigate U.

- Inform the student that staff/advisors make academically pertinent notes which are viewable by other staff/advisors.
  - For example, “I will be writing some notes after our conversation to record the gist of what we talked about today, and any follow up that you or I will take. These notes will be stored in our student database and may be seen by other advisors/staff. This is so that we can best help you with your questions.”
- Remember that students can request access to these notes, and that they can be subpoenaed by third parties under FERPA guidelines. Be mindful when selecting "Visible to Student" in the "Add Note to Student" feature in Navigate U.
- Use a professional tone when recording advisor/student interactions.
- Keep notes brief and relevant, and use only the most commonly understood abbreviations (i.e., DARS, Gen

Ed, UC, requirement codes such as IR, DV, etc).

- Record facts and observations, and NOT inferences or assumptions.
  - For example, we would not write, “student seems depressed” or “student seems anxious”, but rather, “student talked about personal issues which are currently stressors/challenges”.
  - REMEMBER: You can keep notes in a separate, personal file if there is something you need to remember, but do not want it included on the student’s record. If you keep personal notes, you must protect the confidentiality of those notes, keep them for only as long as relevant, and take care to destroy them in a confidential manner.
- Record any advising interactions that will require future follow up on the part of the student or advisor.
- Document referrals to other departments and campus agencies. If the referral is of a sensitive nature (for example, to the Center for Disability Services or the Counseling Center), write, “Student referred to appropriate department/agency”.

Please enter your initials saying you agree with the Navigate U User Agreement criteria so far and would like to continue.

Are you an Academic Advisor? If so, you will be asked to review a section with Advisor-specific criteria.

Yes

No

## Advising Guidelines

- I will keep my appointment availability updated and will link it to my Personal Availability Link (PAL).
- I will record all interactions with students using either the Appointment Summary Report or the Add Note to Student function.
- I will document information given regarding University and Department Policies and Deadlines.
  - For example, “Student had questions about withdrawing from her math class. Provided form,

deadline, and documentation requirements.”

- If there is room for question or misunderstanding regarding information provided to a student during an advising session, I will record details on advice given in case of future questions. For example, “Advised student that History 1700 from SLCC would clear AI requirement, but if student chooses to take History 2700, will also need 2710.”
- I will include sensitive information only when academically relevant.
  - For example, specific student behavior issues (accusations of plagiarism, Dean of Student interventions), very personal information about a student, their health, family, etc. should be handled with discretion. The focus should be on the impact of the issue on the student’s performance rather than the precise nature of the issue.

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## Communication Guidelines

- I have reviewed the [Texting Policy](#), including Best Practices, and will adhere to all guidelines.
- I understand it is not in the educational best interest of students to be bombarded with email or text messages from the University.
- I understand that the platform is not intended to promote events outside those focused on academic goals, deadlines, and milestones.
- Outreach is restricted based on the student's home academic unit or participation in a defined group (i.e., first-generation students).
- I understand that when a user's unusual patterns of messages (email or text) are discovered, they will be investigated and addressed.

Please enter your initials saying you agree with the Navigate U User Agreement criteria so far and would like



to continue.

Please sign your name below saying you understand and agree to uphold the Navigate U User Agreement criteria as set forth in this document, by your supervisor, and by Undergraduate Studies.

**SIGN HERE**

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[clear](#)

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