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Beacon: Introduction

Coastal Carolina University (CCU) is committed to increasing student retention, persistence, and success. One of the many ways we can do this is by using Beacon, the early alert module. This module is designed to quickly identify students, who may be at risk of academic difficulty or failure, and connect them with campus resources.

### Concerns about a student’s mental health or safety

Do not submit an early alert in Beacon for emergency situations concerning a student’s mental health or safety. The resources for these situations are listed below:

**Counseling Services:** Crisis situations include when students are experiencing psychological emergencies such as suicidal behavior, sexual assault or psychotic thoughts. Students can show up and be seen during regular office hours (M-F, 8:30 – 5). Services are offered after hours by contacting Public Safety at 843-349-2911 and requesting a counselor.

843-349-2305 (Mon-Fri, 8:30am-5pm)

**CHANT Intervention Team (C-IT):** The C-IT works to assist students who are at risk academically, in addition to those who are struggling to maintain adequate functioning due to behavioral, psychological, or medical concerns.

sai@coastal.edu

843-349-4161

Online referral: [https://www.coastal.edu/sai/chantinterventionteam/](https://www.coastal.edu/sai/chantinterventionteam/)

**Dean of Students Office:**

dso@coastal.edu

843-349-4161

**Department of Public Safety:**

843-349-2911

### Protecting Student Privacy & Adhering to FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of student records. CCU conforms to the law regarding conditions under which confidential records will be released. Under FERPA, CCU personnel are permitted to share information from student education records with other school officials who have legitimate educational interests. As such, reporting a student concern does not violate FERPA; however, the means by which faculty and staff report the concern could become a FERPA violation, if not done correctly.
Beacon: Introduction

What is Beacon?

Beacon is an early alert system. It is one of several Campus Labs modules that CCU is currently using. Beacon provides a platform for individuals across campus – including faculty, academic advisors, athletic advisors, academic coaches, and staff in student support offices – to communicate information regarding a student’s academic and non-academic behaviors. Beacon allows individuals that frequently interact with a student the ability to identify trends inside and outside of the classroom. Being able to identify these trends could be valuable in many instances, such as planning a course schedule and guiding a student to campus resources.

When a notification is submitted in Beacon, members of the student’s success network are able to view and respond to notifications as needed. The student’s success network is made up of University stakeholders that frequently interact with a student. Depending upon the student’s major and involvement on campus, these individuals might include academic advisors, academic coaches, athletic advisors, and/or mentors.
Beacon: Personal Settings

You may update settings such as contact information, email preferences, and office hours in Beacon. To change your personal settings, click on your name in the upper right-hand corner of your screen. Select Profile.

The profile tab contains general contact information. Setting an office location will be helpful for those students that make an appointment through Beacon. **Note: Do not change any fields in your profile that are marked with an asterisk.**

The email preferences tab contains options for receiving notifications. For notifications, you have an option of receiving:

- Emails in digest format (a single email with a link to all alerts or updates),
- Separate emails for individual students, or
- No emails (regularly log into Beacon to monitor alerts and updates).

The office hours tab contains options for setting office hours and making appointments, including:

- Meeting Preferences,
  - Meeting Length (the ideal length of your meetings with students)
  - Break Lengths (your preferred amount of time between meetings)
  - Advance Notice (how far in advance do students need to schedule their meeting?)
- Check-In Instructions (the message you write here will be delivered to students once their meeting request is approved),
Beacon: Personal Settings

- Scheduling Assistance preference,
  - Send me a meeting request - a confirmation request will be sent whenever a student wants to schedule a meeting. The request can be accepted or denied on a case-by-case basis.
  - Automatically accept meeting requests - all meeting requests will automatically be accepted and added to the calendar.
- Choose your Availability.
Faculty/Staff Information

Once a student has requested a meeting with you, you will receive an email from “notifications@beacon.mail.campuslabs.com” with the subject "Meeting Request."

Within the email, you can click on "Approve" or "DENY."

Meeting Approved

Once "Approve" is clicked, a browser window will open with details about the meeting. An email will be sent to the student letting them know the meeting has been approved. To add this meeting to a calendar outside of Beacon, click on the "Add to Calendar" button.

When logged into Beacon, all of your meetings will be listed in the "Meetings" tab. To get more details about this meeting or to cancel it, click on the student’s name. If the meeting is cancelled after approving, you will need to provide a reason for the cancellation that will be sent to the student.

Meeting Denied

Once "DENY" is clicked, a browser window will open with details about the meeting and an email will be sent to the student letting them know their meeting request was denied.
Beacon: Scheduling Meetings

Student Information

As an advisor, these steps will not apply to you; however, this information is provided so that you can understand how students make meetings. The basic steps are below:

1. Log into Beacon: https://coastal.campuslabs.com/beacon
2. Click on the picture of the person you would like to schedule a meeting with.
3. Choose from the available meeting days and times.
4. An email will be sent to the person you have requested a meeting with. They will approve or deny the meeting. Once they have chosen, you will receive an email letting you know the meeting status. The email will be sent from "notifications@beacon.mail.campuslabs.com" with the subject of either "Meeting Approved" or "Meeting Denied."
Beacon: Scheduling Meetings

Student Information (continued)

If the meeting is approved, you will receive an email with the meeting details.

If the meeting is denied, you will receive an email with the person’s information so that you can reach out to them to understand why the meeting was denied or you can log back into Beacon and request a new time. The person you had made the meeting with may need to cancel the meeting after it has been approved. If a cancellation happens you will receive an email with the reason for the cancellation.

On the day of your appointment, you will receive an email with the details of your meeting.
Beacon: Understanding the Student Report

Top of Student Report

Near the top of the student report, the student’s name, CCU email, and college of first major is available.

Small icons beneath the email address will also identify the student as an Honors student, a student-athlete or a first-generation college student.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Academics Tab

<table>
<thead>
<tr>
<th>Current Credits:</th>
<th>Numerical field. Only includes credits for current active term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Credits:</td>
<td>Numerical field. Includes institution and transfer credits. Will display “(No Data Supplied)” if student has not yet earned credits.</td>
</tr>
<tr>
<td>Cumulative GPA:</td>
<td>Numerical field. Only includes institution GPA. Will display “(No Data Supplied)” if student has not yet earned institutional credits.</td>
</tr>
</tbody>
</table>

**Enrollment Status:**
- Full-time
- Part-time

**Academic Standing:** Displays the academic standing applied at the end of the previous major term.
- DL (Dean’s List)
- PL (President’s List)
- PB (Probation)
- S1N (First Suspension)
- S2N (Indefinite Suspension)
- RAN (Reinstated)
- AA (Academic Advisory)

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Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Beacon: Understanding the Student Report

**Career Level:**
- CE (Continuing Education)
- CE ND (Continuing Education)
- CL (Coastal Life Program)
- GR (Graduate Academic Level)
- GR ND (Graduate Academic Level)
- GR UG (Graduate Academic Level)
- ND (Non-Degree Academic Program)
- ND GR (Non-Degree Academic Program)
- ND UG (Non-Degree Academic Program)
- UG (Undergraduate Academic Level)
- UG GR (Undergraduate Academic Level)
- UG ND (Undergraduate Academic Level)

**Class Level:**
- Freshman
- Sophomore
- Junior
- Senior
- Graduate

**Anticipated Graduation Date:** Open-ended. Often assigned by Registrar. Should be updated in Datatel, if necessary.

**Degrees:** String containing class level, degree type, and program. Will include multiple programs, where applicable.

**Majors:** String containing active program(s). Will include multiple programs, where applicable.

**Minors:** String containing active minor(s). Will include multiple minors, where applicable.

**Honors Program:**
- HONR (Honors Program)

**Concentrations:** String containing active concentration(s). Will include multiple concentrations, where applicable.

**Certificates:** String containing active certificate(s). Will include multiple certificates, where applicable.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Grades & Absences

Beginning with Spring 2018, courses were separated by undergraduate and graduate level within Campus Labs. Midterm or final grade and absence data will be reported under each term. If it is prior to the midterm point and there is grade/attendance data available next to courses in the current semester, this data was entered manually by a faculty member and will later be replaced by the midterm and final grades upload.

The Dropped Courses list will pick up three types of dropped courses:

1. courses that were dropped prior to the beginning of the term,
2. courses that were dropped during the drop/add period, and
3. courses that were dropped after the drop/add period.

Courses for the third case will be denoted with a “W” in the space for the grade.

Grades that are NOT supported by Campus Labs include ZC+, ZC, ZD+, ZD, ZF, ZWF, WF. These grades will appear as “Grade not available” in a student’s grade list.

**Note: At the conclusion of each term, the data for that term will be changed from midterm to final.**

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Assessments Tab

The assessments tab displays the results of the Student Strengths Inventory (SSI) and the Continuing Student Assessment (CSA). These results are not currently visible in the system to the students. There is an option to print a copy to share with the student using the Print View button. Not all students will have completed these assessments.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Demographics Tab

The demographics tab contains several distinct parts: Profile, Contact, Pre-Enrollment, Scores, and Institution Specified.

PROFILE

**Date of Birth**: This field is not currently being populated.

**Sex**: Binary gender field.

**Race**: Field populated using South Carolina CHE specified races.

**Ethnicity**: Field specifying HIS for Hispanic and NHS for non-Hispanic.

**Military Status**: This field is not currently being populated.

**Foreign National Status**: This field is not currently being populated.

**Immigration Status**: This field is not currently being populated.

**Athletic Program**: String containing athletic programs. Will include multiple athletic programs, where applicable.

**Pell Grant Eligible**: Field will display “yes” if the student is Pell Grant Eligible.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
### CONTACT

<table>
<thead>
<tr>
<th><strong>Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Addresses</strong></td>
</tr>
<tr>
<td>(Preferred)</td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Phones</strong></td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Housing Facility</strong></td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Addresses</strong></td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
</tbody>
</table>

**Email Addresses**: String containing email address. Will include multiple email addresses, where applicable. Additional email addresses may be supplied by student within other Campus Labs modules, such as Engage.

**Phones**: This field is being populated with preferred phone from Datatel.

**Housing Facility**: String containing housing building for residential students.

**Addresses**: This field is being populated with home city and state.

### PRE-ENROLLMENT

<table>
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<tr>
<th><strong>Pre-Enrollment</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>High school</strong></td>
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<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Guardian Education Levels</strong></td>
</tr>
<tr>
<td>Guardian 1: (No Data Supplied)</td>
</tr>
<tr>
<td>Guardian 2: (No Data Supplied)</td>
</tr>
<tr>
<td><strong>Aspiration</strong></td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Previous Institution</strong></td>
</tr>
<tr>
<td>(No Data Supplied)</td>
</tr>
<tr>
<td><strong>Pre-Entry Program</strong></td>
</tr>
<tr>
<td>15/FA (Fall Semester 2015)</td>
</tr>
</tbody>
</table>

**High School**: This field is not currently being populated.

**Guardian Education Levels**: These fields are not being populated. First-generation status is indicated at the top of the student profile.

**Aspiration**: This field is not currently being populated.

**Previous Institution**: String containing previous institution of higher education.

**Pre-Entry Program**: Character string indicating most recent admit term.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Beacon: Understanding the Student Report

SCORES

Incoming GPA: Numeric field containing high school GPA.

SAT: Numeric fields containing both new and old SAT scores. Composite and individual math and writing scores are reported.

ACT: Numeric fields containing ACT scores. Composite and individual writing, science, reading, and math scores are reported.

GRE: This field is not currently being populated.

GMAT: This field is not currently being populated.

LSAT: This field is not currently being populated.

MCAT: This field is not currently being populated.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
INSTITUTION SPECIFIED

This area may be updated frequently as requests are made to display new information.

Admit Status: Character string indicating most recent admit status.

GPA Credit Hours: Numeric string containing GPA credit hours.

Age: Character string containing age ranges:
- Younger than 18
- 18-20
- 21 or older

Fee Payment Status: Character string containing residency based on fee-payment status:
- I (In-State)
- O (Out-of-state)
- A (Scholars Academy)
- U (Uncertain)
- S (Senior Citizen)
- OV (Out of State – Veterans Choice)
- T (Teacher-Certified)

Academic Standing History: String containing five most recent academic standings, with term.

Term GPA History: String containing five most recent term GPAs, with term. These are term GPAs and not cumulative GPAs.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
**Praxis I Scores:** String containing highest Praxis 1 scores.

**Note:** Notes from Datatel.

**Restrictions:** String indicating students with Degree-in-Three status.

**Previous State Scholarship:** String containing state scholarship from previous academic year.

**Current State Scholarship:** String containing state scholarship for current academic year.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Beacon: Understanding the Student Report

Involvement Tab

The Involvement tab is automatically populated using Engage. Engage is a Campus Labs module that is utilized by Campus Life and Student Engagement to track campus organizations and events. Three types of information can be seen here:

- Events – single occurrence events,
- Memberships – indicates campus organizations in which a student is a member or leader, and
- Experiences – information that is self-reported by the student. May include study abroad trips, volunteering, internships, etc.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Beacon: Understanding the Student Report

Files Tab

Files may be maintained within the Files tab. When uploading files, you have the option to keep the files private or to share with others in the student’s success network.

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”
Beacon: Process for Creating and Responding to Alerts

What is a Beacon Notification?

Notifications within Beacon include three types: alert, update, or encouragement. This user guide is focused on alerts and updates, but feel free to submit encouragements to the student for positive behaviors.

An alert is a notification sent to the student’s success network requesting that an action be taken with the student. For instance, a faculty member may submit an alert when a student has performed poorly on a major exam. In this case, the student’s advisor could reach out to the student to arrange a meeting or to refer the student to academic resources.

An update is a notification to the student’s success network indicating any change (or continuing behavior) with the student that does not require action. For instance, an advisor might use an update to make advising notes or indicate that a student selected a minor. This does not require a member of the student’s success network to reach out to the student; however, it may be beneficial for those on the student’s success network to know when they are interacting with the student in the future.

Who Sees Notifications?

The user creating the notification can select different options for allowing others to view it:

1. By default, students cannot see notifications. In the future, users may elect to let students view notifications.
2. Professional staff – all connected faculty and staff, excluding peer advisors (peer advisors are often graduate assistants)
3. Full network – all connected faculty, staff, and peer advisors
4. Specific network members – allows the user to select specific faculty and/or staff that are connected to a student in Beacon, such as advisors, academic coaches, athletic advisors, etc.
5. Additional audience members – allows the user to select faculty and/or staff that are not on the student’s success network, such as Associate Deans, academic coaches, etc.

When to Send an Alert?

Alerts require an action to be taken with the student. Sample reasons to send an alert might include:

- Student is in danger of failing or
- Student has excessive unexcused absences

When to Send an Update?

Updates do not require any action to be taken with the student. You may document correspondence with a student (emails, in-person interactions, phone, etc.) using updates. For instance, it might be helpful for an advisor to know that a faculty member has referred the student to tutoring. The advisor will then have the ability to follow up with that student about the referral in future interactions.

Sample reasons to send an update might include:

- Student has changed major/minor,
- Student has been verbally referred to tutoring, or
- Student is continuing to struggle in course (once an initial alert has already been submitted)
Beacon: Process for Creating and Responding to Alerts

How to Send a Notification

1. Login to https://coastal.campuslabs.com/beacon using your CCU credentials

2. There are two search bars available. One is available near the top of the screen and is available on all pages. The other is available only on the Students tab. Search for and select a student in either of these search bars. You may search for students by first name, last name, or email address.

3. Select “Create Notification” under the Stream in the Student Report.

4. Select Alert or Update from “Pick Notification Type”

5. Currently, students will not be able to see alerts and updates on their stream. However, it is a best practice to assume students will have access to any information you provide in Beacon.

6. Indicate who should know about this notification. For most alerts, selecting Full Network is appropriate. See Who Sees Notifications? section for who this includes.
7. Select appropriate categories and reasons. You may select as many as needed.

8. Add relevant information to the description box, as needed. If no additional information is needed, you may use a space or special character in the box.

9. Click the “Save” button to submit the notification. You will need to fill in all areas that have a red asterisk before you can save and submit the notification.

**Tips for Submitting a Notification**

General guidelines for submitting a notification:

- Select appropriate categories and reasons. This will help when tracking the student’s progress later.
- Only provide what information is necessary. Information that is necessary but considered sensitive is best shared with follow-up verbal communication.
- Be mindful of the audience when submitting notifications.
- Speak to the student prior to submitting a notification when appropriate. This will help the student understand that other faculty and staff may be contacting the student about resources and that the student is not in trouble.
Beacon: Process for Creating and Responding to Alerts

- Do not include specific details about a student’s medical, financial, or personal well-being. Even if the student shares personal details with a faculty or staff member, the student may not be comfortable with having those details shared with others.
- Do not copy and paste student emails into notifications or as responses to notifications.

Helpful information to include in a notification:

- Any communications you’ve had with the student about the issue.
- Changes that may indicate deteriorating academic focus (disclosure of major life event, drop in attendance).
- Resources you feel could be beneficial to the student’s success.

It is best to limit specific details that might make a student less likely to communicate with those on his or her success network. For instance, providing the information that a student did not perform well on the first exam will provide enough information for an advisor or coach to provide a student with resources. Providing the exact grade is unlikely to change an advisor’s or coach’s approach to helping the student.

Below are some basic examples.

**Instead of:** Matt scored a 17 on the first exam. I do not believe he will pass the class.

**Try:** Matt has consistently attended class; however, he scored a low grade on his first exam. I am concerned about his progress in the course. I have spoken to him about resources available and referred him to the Academic Coaching Department and the Math Learning Center.

**Instead of:** Sarah failed her first in-class assignment as she did not finish in time. She communicated that she has issues with dyslexia, yet she does not have any documentation for accommodations.

**Try:** Sarah is consistently attending class and putting forth effort. However, it appears that some personal issues are impeding her success. I have referred her to the appropriate resource on campus and encouraged her to follow-up with her advisor.

Process for Responding to an Alert

The process for responding is:

1. Advisor of record responds to alert within 48 hours. If advisor does not respond, others on the student’s success network will respond. Exceptions:
   a. ACED Faculty Referrals: If a faculty member specifically includes “Academic Coaching Experience Department” on the alert, ACED will reach out, at a minimum, to the student within 48 hours. In this case, others on the student’s success network will add relevant information to the alert.
   b. Student Opportunity for Academic Recovery (SOAR): For students that are on probation with less than 30 cumulative credit hours, ACED will reach out, at a minimum, to the
Beacon: Process for Creating and Responding to Alerts

Student within 48 hours. In this case, others on the student’s success network will add relevant information to the alert.

c. CEA: If it is during a summer term and the student is a CEA student, ACED will respond immediately.

2. Others in student’s support network will respond to alert with any additional relevant information.

3. Academic advisor and/or member of the student’s success network to which that alert was directed reaches out to the student and adds note(s) in Beacon to record type of outreach (email, call, in-person meeting, texting if available) and outcome.

4. Academic advisor and/or member of student success network to which the alert was directed lowers alert at time action has occurred (i.e. response made to alert, outreach made to student, student referred to appropriate campus resources, etc.).

5. Academic advisor and/or member of student success network to which the alert was directed, creates a new alert/update if additional resources are needed for the student (i.e. ACED, Counseling Services, Financial Aid, Student Accounts, Tutoring and Learning Center, Career Services, etc.)

6. If three attempts to contact the student have been documented with no response from the student, the member of the student’s success network that attempted contact will add a response to the lowered alert.

Beacon Users that may be Added to Any Notification

The following users may be added to any notification using the “Additional Audience Members” option. Note: if the user is already a member of the student’s success network, you will need to add them by selecting “Professional Staff,” “Full Network,” or “Specific Network Members.” See Who Sees Notifications? section for who these selections include.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byron</td>
<td>Katherine</td>
<td><a href="mailto:kbyron@coastal.edu">kbyron@coastal.edu</a></td>
<td>College of Business</td>
</tr>
<tr>
<td>Wachsman</td>
<td>Yoav</td>
<td><a href="mailto:yoav@coastal.edu">yoav@coastal.edu</a></td>
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</tr>
<tr>
<td>Darden</td>
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<td><a href="mailto:adarden1@coastal.edu">adarden1@coastal.edu</a></td>
<td>College of Education</td>
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<tr>
<td>Tankersley</td>
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<td>College of Humanities &amp; Fine Arts</td>
</tr>
<tr>
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<td>Academic Coaching Experience Dept.</td>
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<td>Dembiczak</td>
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<td>Fischer</td>
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<td><a href="mailto:mfischer@coastal.edu">mfischer@coastal.edu</a></td>
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<td>Fokken</td>
<td>Jessica</td>
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</tr>
</tbody>
</table>
## Beacon: Process for Creating and Responding to Alerts

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cassidy</td>
<td>Jennie</td>
<td><a href="mailto:jcassidy@coastal.edu">jcassidy@coastal.edu</a></td>
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<tr>
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<tr>
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<tr>
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</tr>
</tbody>
</table>
Beacon: Process for Creating and Responding to Alerts

Departments using Beacon

The following departments are currently using Beacon. Some departments, such as the Dean of Students, are strictly using Beacon as a resource and will not be creating notifications within Beacon.

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<thead>
<tr>
<th>Departments</th>
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<tbody>
<tr>
<td>COB Advisors</td>
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<td>COE Advisors</td>
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<tr>
<td>COHFA Advisors</td>
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<tr>
<td>COS Advisors</td>
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<td>HC Advisors</td>
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<tr>
<td>Academic Coaching Experience Dept.</td>
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<tr>
<td>Athletic Advisors</td>
</tr>
<tr>
<td>Counseling Services</td>
</tr>
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<td>University Housing</td>
</tr>
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<td>Dean of Students</td>
</tr>
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</table>

The Academic Coaching Experience Department has a general account in Beacon, meaning that this account may be added to an alert or update.

Alerts for Counseling Services may be submitted in Beacon. To do so, please select any of the counselors listed above in the Beacon Users that may be Added to Any Notification section of this guide in the “Additional Audience Members” option in Beacon. The description should not contain details. Instead, the alert should be followed up with a phone call to Counseling Services at 843-349-2305 or to the Dean of Students Office at 843-349-4161 to share details.

Alerts for Dean of Students, including any conduct issues, should not be submitted to the Dean of Students Office via Beacon.

Students using Beacon

The only student users in Beacon are graduate students in the Academic Coaching Experience Department. These graduate students only have access to contact information for undergraduate students, as well as any alerts and updates where “Full Network” has been selected.
Can I have different office hours for different weeks?

At this time, there is not a way to set different office hours for future weeks. The office hours that you currently have set will be available to students to schedule for any future date. In order to avoid schedule conflicts, it is recommended to NOT select “Automatically accept meeting requests” in Beacon → Profile → Office Hours. Instead, you can approve each meeting request as they are made.

Can I manually add students to groups?

Students can only be added to groups by using pre-defined fields under the Groups tab.

Why are there so many courses under the Dropped Courses list for Grades & Absences for some students?

The Dropped Courses list will pick up three types of dropped courses:

1. courses that were dropped prior to the beginning of the term,
2. courses that were dropped during the drop/add period, and
3. courses that were dropped after the drop/add period.

Courses for the third case will be denoted with a “W” in the space for the grade.

Is there a way for students to access files stored under the Files tab?

At this time, there is not a way for students to access documents under the Files tab. This is only intended as a repository for advisors to electronically store documents. You may keep these documents private or share them with the student’s network.

What can students see in Beacon?

Students can see the Assessments tab and the Involvement tab, as well as their success network and the alerts/updates that have been made available to them in their success stream. Note that at this time, the assessments have been disabled so that a student will not see his or her results. You may enter Beacon as a student using the link:
https://coastal.campuslabs.com/beacon/students/me

Do faculty have access to Beacon?

In general, faculty will not utilize the Beacon site as an advisor would. Only faculty advisors will have access to Beacon. Faculty should be using the Faculty Experience to make alerts about students on their course rosters, using the following link:
https://coastal.campuslabs.com/faculty

How do I ensure that an alert or update is private?

When an alert or update is made available to a student’s full network or professional staff, certain additional Beacon users will be able to view the alert, such as Associate Dean’s or staff in student support offices such as Counseling Services and the Dean of Student’s Office. In order to make an alert or update private or to select only certain individuals that can view the alert or
update, you will need to indicate those that are able to see the alert or update using “Specific Network Members” or “Additional Audience Members.”

What information should be included in the Assessments tab?

The Assessments tab is used for displaying the results of the Students Strengths Inventory (SSI) and the Continuing Student Inventory (CSI). Please contact Institutional Research for more information. The majority of students will not have information here, as this is intended for incoming students. Beginning in Fall 2019, these assessments will be administered to all new students.

For reporting purposes, how do I keep track of the number of meetings I have had with students?

In order to identify meetings with students by advisor or any other faculty/staff member, you must create an update and select the category “Advising Notes.” Dashboards for departments and/or individuals will be created upon request.
Questions?

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Updated Beacon reference guides and information can be found at ........