

Dropbox Student Folder instructions:

Our Dropbox Digital Student Record System was established with the class of 2021. Dropbox is a fast and secure means of providing documents, eliminating the need for you to keep track of paper advisee folders. We have now reached our goal of eliminating all paper advising files officially! Hurray for sustainability!

Using Dropbox:

- 1) Follow the links provided for you (we suggest bookmarking them on your browser)
- 2) When you open the link, you should see several folders, each with the name of an advisee and the course numbers of their primary and secondary majors (for students who are double majors)
- 3) In each folder you will find:
 - An updated Student Profile, which is essentially an overview of the student's progress through the degree;
 - Various important documents related to the individual student, such as:
 - a. Double major petitions
 - b. Committee on Academic Performance letters
 - c. Completed UROPs
 - d. Relevant previous transcripts (primarily for transfer students)

Undergraduate Program Coordinator Michal Holland will be routinely adding documents to the student folders as needed. You can add comments within the folder that will only be visible to you, Mike, and Academic Administrator Cathy Modica.