The mission of Student Affairs Learning and Strategic Initiatives (LSI) is to improve organizational effectiveness in Student Affairs by coordinating planning, assessment, and research activities and providing staff development opportunities that facilitate learning and build community.

To achieve this mission, LSI offers a variety of services to departments in UGA Student Affairs, including assessment and research support, data request fulfillment, staff development support, and providing participant tracking devices to departments in the division.

As a reminder, departments in UGA Student Affairs are required to track the following:

- Members of student organizations advised by a staff member in your department
- Attendees at events with anticipated student attendance of 25+
- Students enrolled in academic courses hosted by your department
- Participants in Pillars of Student Success PRIME Experiences
Please complete this form to request participant tracking devices from LSI.

Please provide the following.

Your Name
Your Position
Your Email Address
Your Phone Number
Today's Date (mm/dd/yyyy)

Please provide the requested information related to the Point of Contact for your event.

Name
Position
Email Address
Phone Number
Please indicate your primary affiliation with UGA Student Affairs.

Academic Partnerships and Initiatives
Center for Leadership and Service
Disability Resource Center
Greek Life
International Student Life
LGBT Resource Center
Multicultural Services and Programs
Office of the Dean of Students
Office of the Vice President for Student Affairs
Recreational Sports
Student Affairs Communications and Marketing Initiatives
Student Affairs Development
Student Affairs Learning and Strategic Initiatives
Student Care & Outreach
Student Conduct
Student Veterans Resource Center
Tate Student Center
University Health Center
University Housing
University Testing Services

Other

Is the sponsoring department different than your affiliation with UGA Student Affairs?

Yes
No
Provide the name of the sponsoring department.

Academic Partnerships and Initiatives
Center for Leadership and Service
College Student Affairs Administration (CSAA) Student without an assistantship in a UGA Student Affairs Department
Disability Resource Center
Greek Life
International Student Life
LGBT Resource Center
Multicultural Services and Programs
Office of the Dean of Students
Office of the Vice President for Student Affairs
Recreational Sports
Student Affairs Communications and Marketing Initiatives
Student Affairs Development
Student Affairs Learning and Strategic Initiatives
Student Care & Outreach
Student Conduct
Student Veterans Resource Center
Tate Student Center
University Health Center
University Housing
University Testing Services
Other

Is this a modification of a previously submitted participant log request?

Yes
No
Provide the **title** of the event.

Provide a **description** of the event.

Is a student organization associated with the event?

Yes

No

Provide the name of the associated student organization(s)?

Is this event part of a **Pillars of Student Success PRIME** Experience?

Yes

No

Is this a recurring event?

Yes

No

Indicate the dates (mm/dd/yyyy), start and end times, and location of all
occurrences of the event.

Indicate the event date (mm/dd/yyyy).

Indicate the start time of the event.

Indicate the end time of the event.

Indicate the estimated attendance at the event.

Indicate the location of the event.
Will WiFi be available at the event location?

- No
- Yes
- Unknown

Indicate the number of codeREADr devices you are requesting.

Some factors to consider when requesting devices include: anticipated attendance, number of entrances at your venue, and timing for guest arrival (will everyone arrive at approximately the same time, or over an extended period).

1
2
3
4
5
Other

Have you used codeREADr enabled devices to track participation at other events?

- Yes
- No

A staff member from Learning and Strategic Initiatives (LSI) will contact you to schedule and coordinate training on codeREADr and codeREADr enabled devices.
Do you need the codeREADr enabled devices to capture participation or validate scans against a database?

Capture participation: the devices scan and collect 81X numbers from UGACards. Validate scans: the devices scan the 81X numbers on a UGACard and compare them against a database for validation.

Capture Participation
Validate Scans Against a Database

Describe what information will need to be validated against a database.

Do you need any assessment functions when scanning?
Questions can be asked before or after submitting a scan. Questions can be answered either with the device's keyboard, or in a multiple choice style with choices that you provide to the user. Multiple choices can have multiple answers, so the question's flexibility is fully customizable.

Yes
No

Indicate what you need to assess.
You will receive a participant log within 5 business days of the conclusion of your program/event. Because this file contains sensitive information, you must maintain current FERPA certification. Have you previously provided proof of UGA Employee FERPA Certification for this academic year?

Please note that the participant log will automatically include 81X numbers, names, and email address of participants. If additional information about the participants is desired, please complete the data access request form available here.

Yes
No

Please provide proof of UGA Employee FERPA Certification.

After logging into the Employee Certification section of the FEPRA website, and verifying that current certification is complete, click on the "View Results" link. Take a screen shot or save the results page and upload the screenshot using the browse box below.

Provide the names and email addresses of any individuals other than you who may have access to the participant log.
Do you agree to the following?

- I agree that I will be trained by a member of Student Affairs Learning and Strategic Initiatives (LSI) to utilize the codeREADr system and devices for my event needs.
- I agree that I will return the codeREADr devices by 4:00 on the next business day.
- I agree that my department or organization will be held fiscally responsible for lost or damaged codeREADr devices.
- I agree that I will not share the participant log with any individuals not included in this form.

Yes
No

Would you like to submit this request to Learning and Strategic Initiatives?

Yes
No

Powered by Qualtrics