

# Intake Survey Repository Updates | 2020

As your campus considers and adjusts in response to the spread of COVID- 19, you may consider sending out a new intake survey in Navigate Students to gauge student needs. Intake surveys are mandatory questionnaires that students respond to in Navigate Student. These questions can be pushed out at any time. Responses to these questions appear in the advanced search in Navigate (for staff) and are available in a separate excel report. The following response choices are examples to accommodate for a variety of situations that our partners are exploring, including virtual instruction or extended breaks. Please choose and customize the response choices that make the most sense for your students.

Response Choice	Outreach Opportunity
I am concerned about [finding/paying for] transportation to go home once campus closes.	Send to students prior to or shortly after announcing a transition to virtual instruction. Financial Aid office can connect with students with appropriate resources.
I am concerned about finding a safe place to stay once campus closes.	Gauge students' abilities to find safe accommodations in preparation for virtual instruction.
I am concerned about having a place to stay for the rest of the term.	Ensure that students have a dependable space to call home off campus if your institution is considering, encouraging, or transitioning to virtual instruction.
I need assistance moving out or finding a place to store the belongings I have on campus.	Appropriate offices to reach out with options for funding/support (you may consider sending information about corporations that offering discounts or free services at this time).
I would like to [hear from/receive support from] the counseling center while campus is closed.	Identify students that are proactively interested in connecting with the counseling center. Counselors can follow up to provide support.
I have concerns about covering food expenses while living off campus.	Gauge students that are or anticipate being food insecure while living off campus. Provide relevant resources or information to these students.
I am considering [withdrawing/disenrolling] from classes for the rest of the term.	Provide information and resources to help students make an informed decision during this stressful time.
I do not have access to a working computer/tablet off campus.	Appropriate offices to reach out with options for funding/support (you may consider sending information about corporations that offering discounts or free services at this time).
I am concerned about having reliable or working internet access while off campus.	Appropriate offices to reach out with options for funding/support (you may consider sending information about corporations that offering discounts or free services at this time).
I am currently not passing one or more classes.	Connect with these students proactively to help them stay on track while navigating a shift in campus learning/culture.
I am concerned about my academic standing.	Provide students with resources to help them navigate a shift in campus learning/culture.
I would like to know my options to attend virtual [tutoring sessions/supplemental instruction/office hours].	Inform students about how to access vital academic resources virtually.
I would like to know my options to meet virtually with [my advisor/career center/financial aid office].	Inform students about how to access vital campus resources virtually.
I am concerned about covering everyday expenses while living off campus.	Financial aid office to reach out to students with relevant support resources.
I am concerned about paying tuition for this term while living off campus.	Financial aid office to reach out to students with relevant support resources.
I am concerned about graduating on time because of recent events.	Provide proactive support to students to discuss degree plans or next steps for graduating seniors.
I had a job on campus/off campus and would like to know my options to continue working.	The Career Center to reach out to students to help them navigate virtual opportunities through campus or finding work in their local communities.
I am concerned that I will not be able to find a summer internship or permanent job while off campus.	The Career Center to reach out to upperclassmen who are concerned with navigating the job search at this time.