SELF SERVICE for Advisors
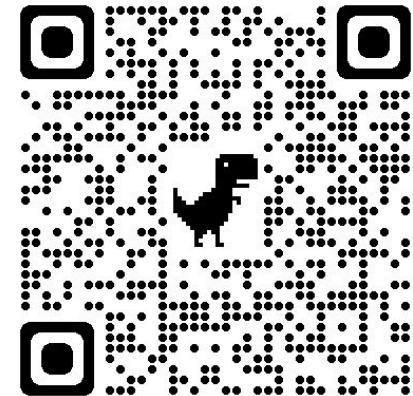
Empowering your Students In 5 Easy Steps

Announcements! Announcements! Announcements!

Make Announcements in Classes!
Let your students know this is happening
for Summer 2024 and Fall 2024 registration.

Student video is available
to walk them through steps.

2

1. **Access Student Info**
2. **Academic Planning**
3. **Approve/Protect**
4. **Archive/Review Complete**
5. **Advisement Complete/ Allow Registration**

Access

Allow Registration

Academic Plan

Archive

Approve

Access Student Info
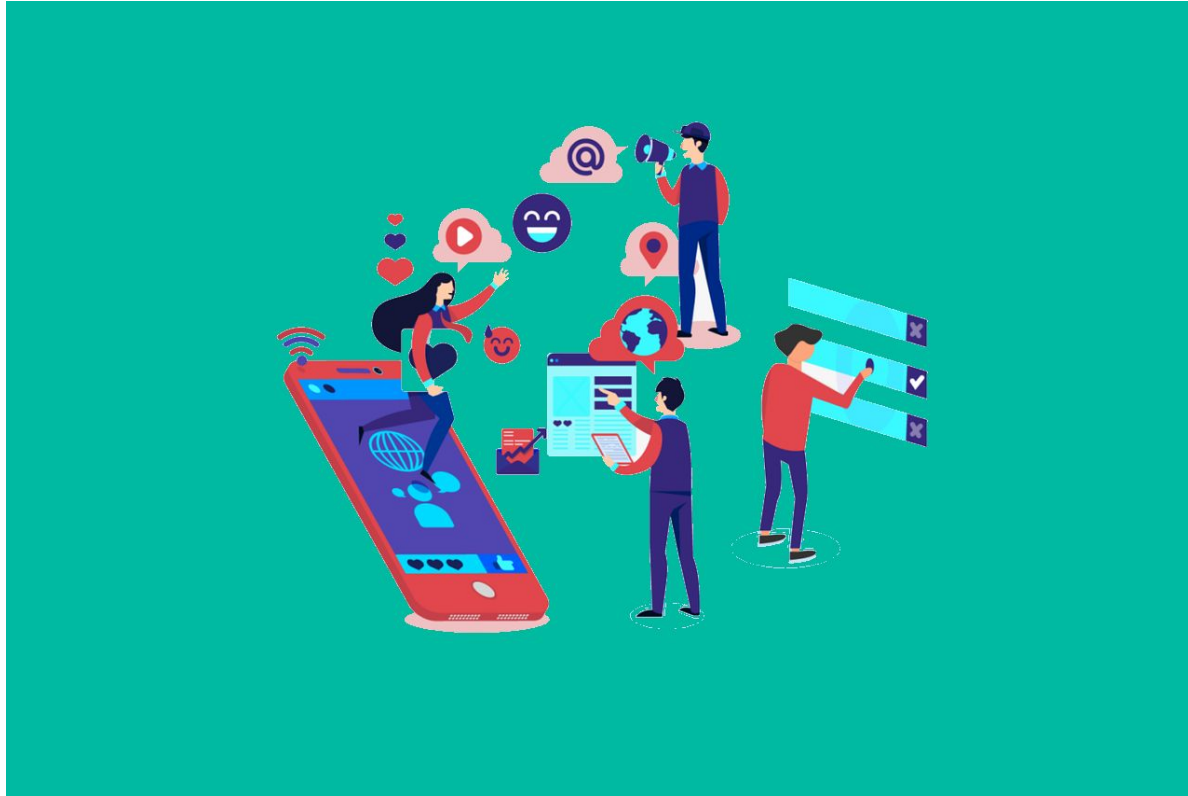

Image by Joseph Mucira from Pixabay

Information you have been used to accessing in Aviso, is now available in Self-Service

Academic Planning

Image by Mohamed Hassan from Pixabay

The tools in Self-Service make short and long term academic planning easier to complete, communicate and monitor

Academic Planning- OPTION A

Either an Advisor or a Student can add all courses in a degree or diploma to a timeline and course plan with a few clicks.

- Courses will be added and separated into terms in the exact order they are listed in the catalog

- When loading, any courses already taken or for which transfer credit has been given will be marked complete (EXCEPT SUBS & PLACEHOLDERS!!!!)

- All courses can be removed with one click

- This process works best for new students, and students who plan to complete their degree or diploma with a full time schedule

6

Used Option A? DOUBLE CHECK!

(Think of this plan "load" as saving you some typing. It is not an "Easy Button"!)

While it saves us time, the "PLAN" does not recognize course substitutions and may miss credits a student has already taken. It will also not recognize Placeholder Courses (Take a PHY course).

For instance, your program requires BIO 163 and your student has taken BIO 168 & 169. It will continue to show that your student needs BIO 163 until a course sub has been completed. If your student has taken a PHY 110/A course, it will not automatically remove the placeholder.

Again, this type of loading works for your first years & new students. The "load" will NOT work for 2nd years.

Academic Plan- OPTION B

Either an Advisor or a Student can add individual courses to a timeline or course plan from the "Course Catalog".

- You can add a course (BIO-168) or a section (BIO-168-SD1) to a term.

- Courses can be removed with one click or dragged to a new semester.

- This process works best for returning students, part-time students and students who are working from an older catalog year.

Approve &/or Protect

Controls available in self service give advisors ability to guide students in section and course selection

Archive/"Review Complete"
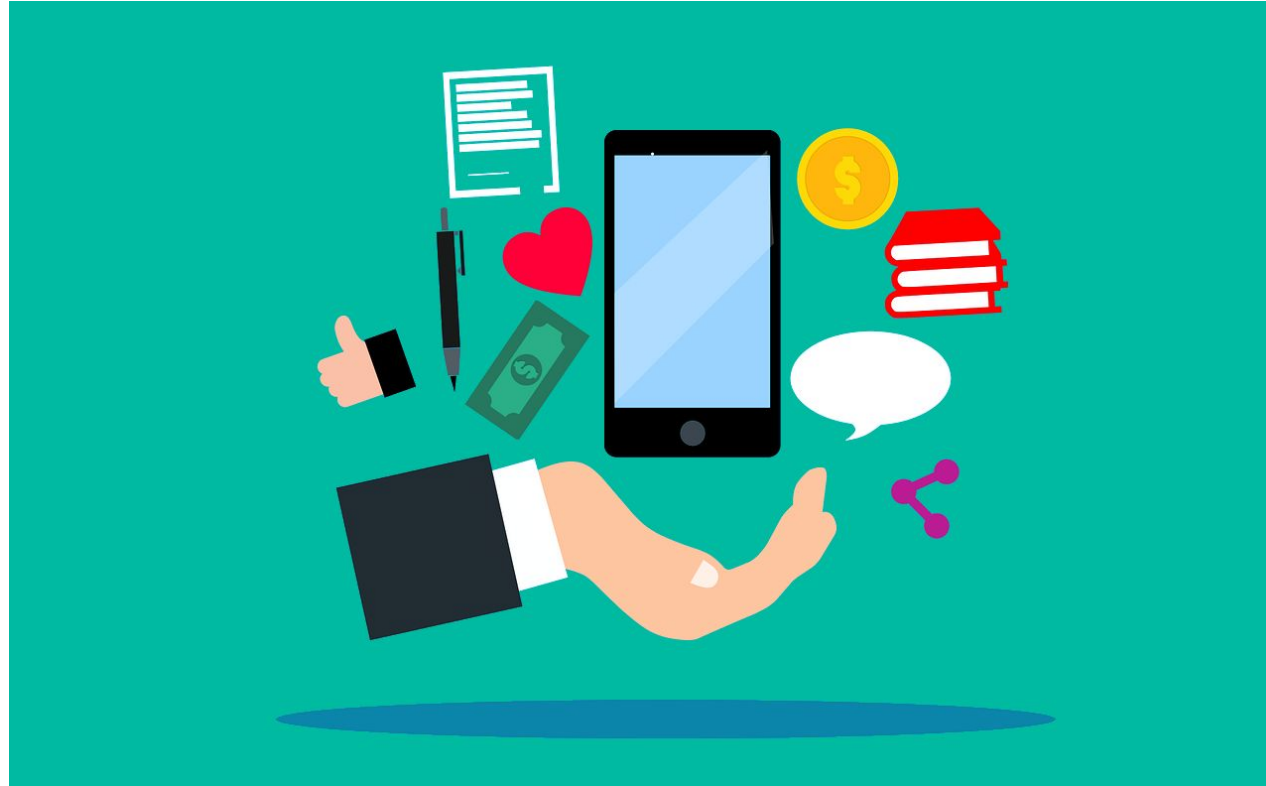
Image by Mohamed Hassan from Pixabay

Notes and academic plans shared in Self-Service can be viewed by all advisors

This process will replace the advising notes process in Aviso

Archive

Advisors can/should create an optional record of the advising session using the archive tool

- Archives can be downloaded and emailed to students easily

- Archives create a record of the planning session in case there are questions down the road

- Archives can be especially helpful should a student decide to change programs / advisors

11

Archive

To document advising notes in Self Service.

To add notes:

- On the Messages \ Notes Tab
- Click *Restricted Notes*
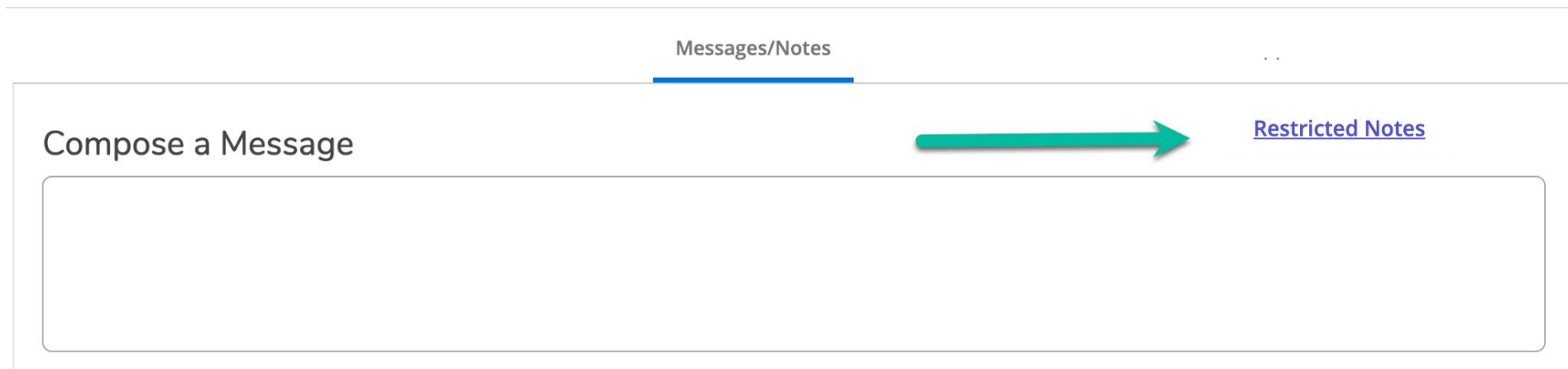
Archive

On the Messages \ Notes Tab
- Record details of the sessions (These are hidden from students, but become part of their record)
- *(Please note that these notes will no longer need to be added to Watermark \ Aviso)*
- Click *Save Advisor Note*

Compose an Internal Advisor Note   Hide

ⓘ   While the student cannot see these notes in their plan, the institution will provide them upon request.

Save Advisor Note

13

Allow Registration ("Advisement Complete")

Image by Mohamed Hassan from Pixabay

Self Service grants advisor the ability to allow students to self register, or complete the registration process during advising sessions.

Register (for Advisor chosen Sections)

If you want to register your students for sections (and registration is open), from the *Course Plan* Tab

- Select the Sections to be registered
- Click the *Register Now* button

15

Register (Opening Access for Student chosen Sections)

If you want to allow students to select and register for sections:

- Open any Tab
- Click *Advisement Complete*
- This will trigger an Email to your advisee that they can register

Note - Failing to click this button, will mean students will be unable to register themselves!

Advisement Complete

From any tab
- Click the Advisement Complete button
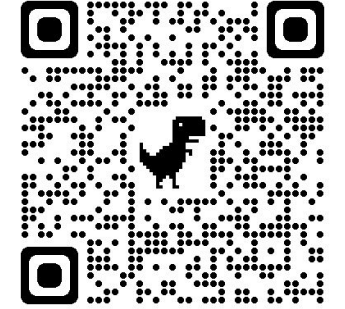

Note - Failing to click this button, will mean students will be unable to register!
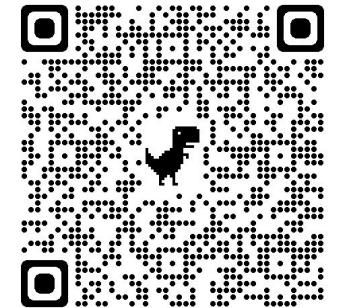
Tools for Students

Video

Cheat Sheet

18

The Advising committee will send information to students before Advising Day

Frequently Asked Questions

Image by Mohamed Hassan from Pixabay

Questions: How do I change courses in the plan?

From the *Timeline* tab, either

- Slide a class from one semester to another
- Click on a course and then change the term

Students can also do this, for any course which has not been protected.

Questions - What if a student wants to consider another program?

On the *Progress* tab, click *Load Sample Plan*:

Questions - What if a student wants to consider another program?

Choose the term the student began or will begin working on the program

Load Sample Course Plan

The course plan allows you to assist your advisee in sequencing their courses, providing the ideal path for meeting their academic goals.

First, choose the first term to use for your course plan

Next, select from one of your enrolled programs:

◯ Medical Assisting

◯ Medical Assisting - Certificate

Or, choose a different program:

Select a term...
Spring 2020
Spring 2021
Fall 2021
Fall 2023
Spring 2024
Summer 2024
Fall 2024
Spring 2025
Summer 2025

◯ Office Administration - Office Finance Certificate

◯ Accounting and Finance

◯ Accounting and Finance - Certificate

◯ Accounting and Finance - Certificate CCP

◯ Accounting and Finance - Diploma

Cancel   Preview Plan

Questions - What if a student wants to consider another program?

Select the from the active programs at the top, or search for a newly assigned program, then click *Preview Plan*:

Load Sample Course Plan

The course plan allows you to assist your advisee in sequencing their courses, providing the ideal path for meeting their academic goals.

First, choose the first term to use for your course plan: Select a term...

Next, select from one of your enrolled programs:

○ Medical Assisting

○ Medical Assisting - Certificate

Active Programs

Or, choose a different program:
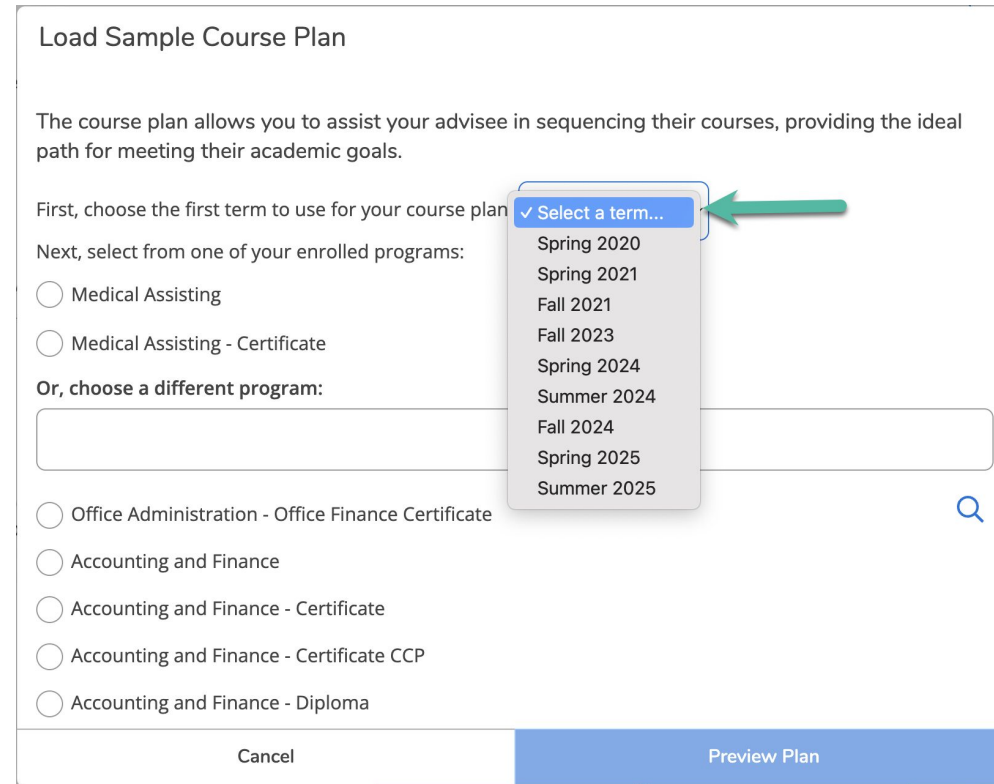
○ Office Administration - Office Finance Certificate

○ Accounting and Finance

○ Accounting and Finance - Certificate

○ Accounting and Finance - Certificate CCP

○ Accounting and Finance - Diploma

Search for a different program

Cancel   Preview Plan

23

Questions - What if a student wants to consider another program?

The complete program will appear, indicating courses which have been completed and / or are in progress.

To add the plan temporarily to the timeline click *Load*

Load Sample Course Plan

Spring 2024	Completed/Enrolled	Credits
ACA-111: College Student Success	✓	1 Credits
BIO-163: Basic Anat & Physiology	✓	5 Credits
ENG-111: Writing and Inquiry		3 Credits
MED-110: Orientation to Med Assist	✓	1 Credits
MED-118: Medical Law and Ethics	✓	2 Credits
MED-121: Medical Terminology I	✓	3 Credits
MED-130: Admin Office Proc I	✓	2 Credits
MED-131: Admin Office Proc II	✓	2 Credits
Summer 2024	**Completed/Enrolled**	**Credits**
MAT-143: Quantitative Literacy		3 Credits
MED-122: Medical Terminology II	✓	3 Credits
MED-140: Exam Room Procedures I	✓	5 Credits
MED-150: Laboratory Procedures I	✓	5 Credits
Fall 2024	**Completed/Enrolled**	**Credits**
ENG-114: Prof Research & Reporting		3 Credits
MED-270: Symptomatology		3 Credits
MED-276: Patient Education		2 Credits

Cancel   Back   Load

Questions - What if a student needs a corequisite class for a course?

Similar to colleague, you will get an error message from the system

    If a student requires a co-requisite course, no registration can be completed until the co-requisite course is added

Questions - What if a student has not yet met prerequisite requirements for a course?

Similar to colleague, you will get an error message from the system

    If a prerequisite course is required, registration is allowed if a course is in progress.

    The student will be contacted and withdrawn if they do not successfully complete the prerequisite course.

Spring 2024	
ENG-111-SD1: Writing and Inquiry Credits: 3 Credits	✓
HIS-132-SD2: American History II Credits: 3 Credits	✓

Summer 2024
ENG-112: Writing/Research in the Disc Credits: 3 Credits

Questions - What if a student needs to remove a course from their schedule?

Students and Advisors can delete a section from their schedule, *up until the start date of the class.*
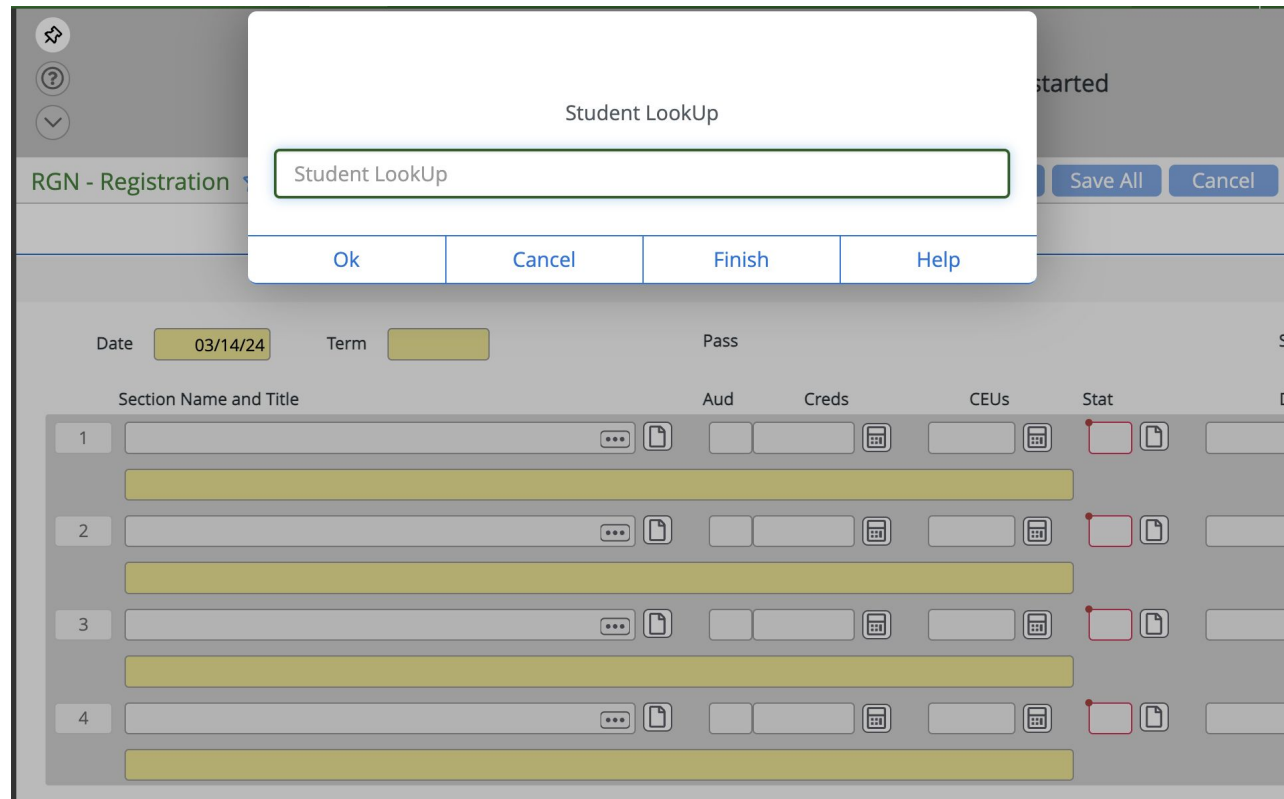
Click the *Course Plan* Tab

Click the *Calendar* option

Click the *Drop* Button

Questions - What if a student needs to remove a course from their schedule?

Once a class has begun, **process all drop / adds in Colleague**
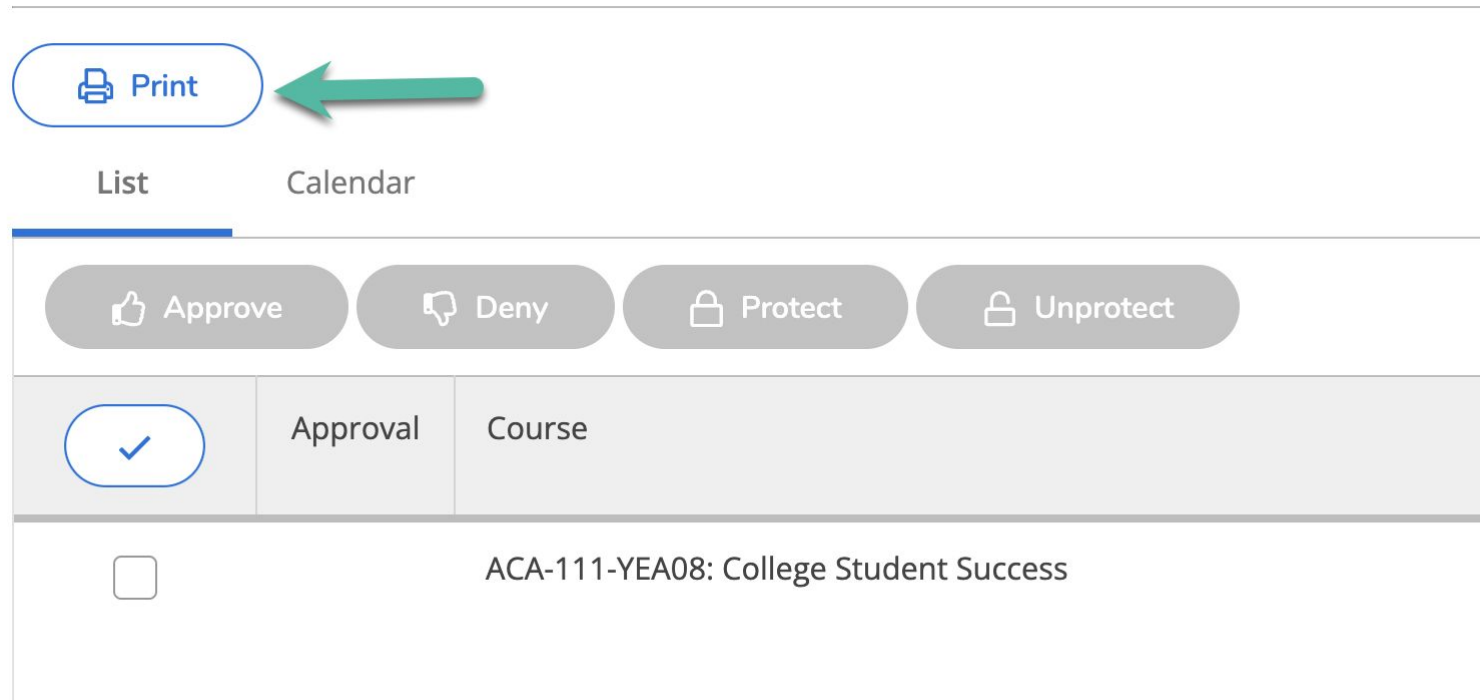Remember to process the drop and add in the same transaction

Questions - How do I print a schedule?

Both advisors and students can print their schedule from the Course Plan area,

Click **_Print_** and choose a printer OR

Click **_Print_** and choose download PDF for email

"IN DREAMS BEGIN RESPONSIBILITIES."