

SELF SERVICE for Advisors

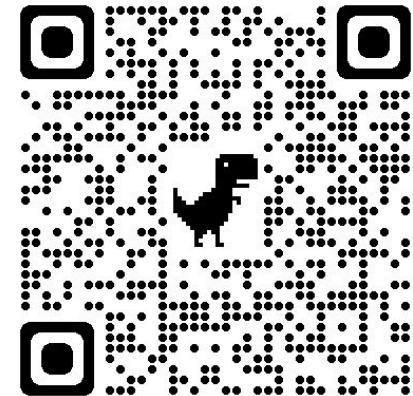
Empowering your Students In 5 Easy Steps

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.



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



Access Student Info

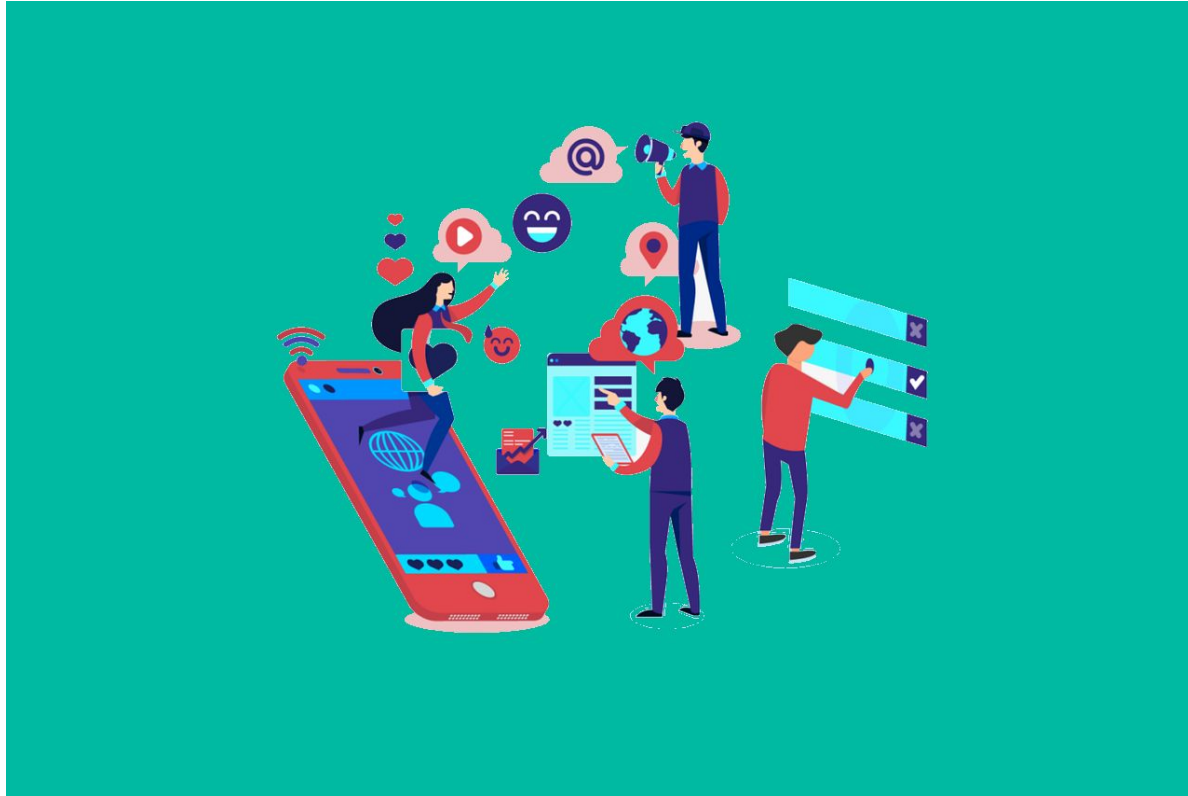


Image by [Joseph Mucira](#) from [Pixabay](#)

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

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”

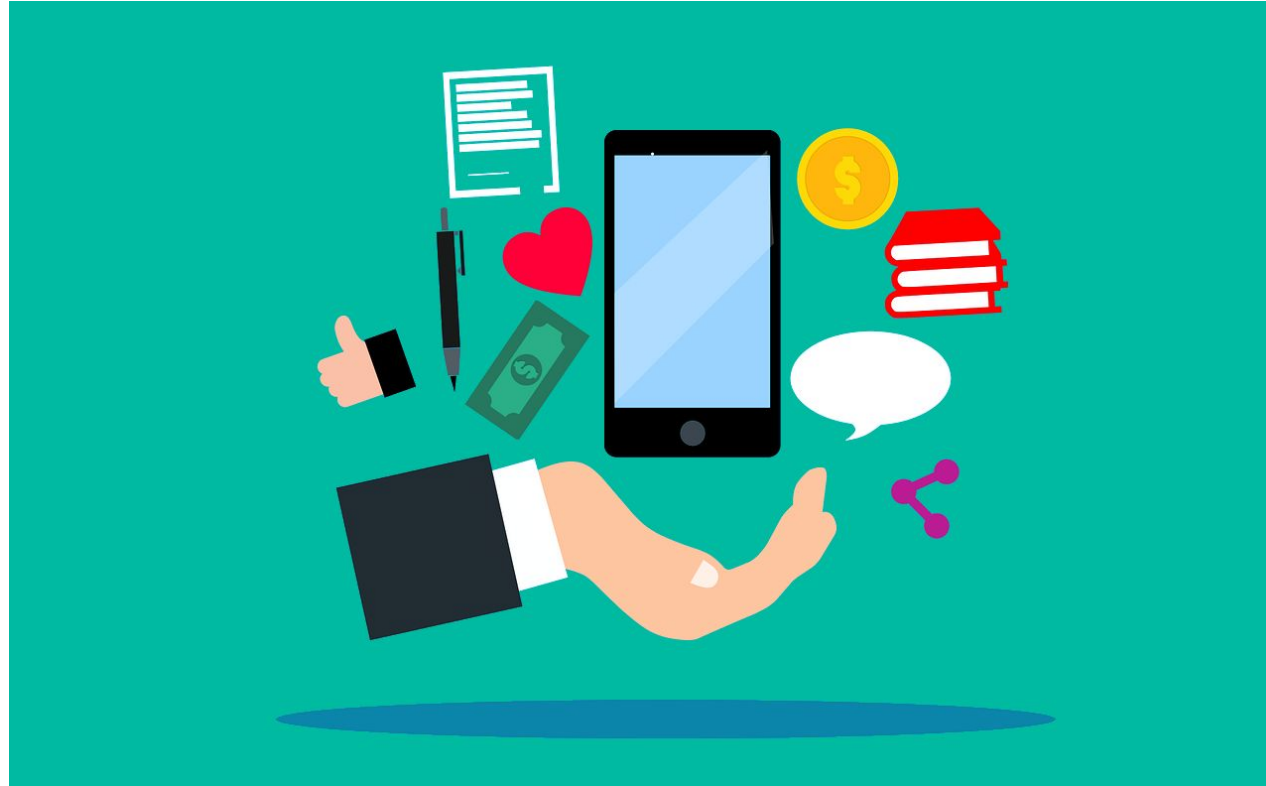


Image by [Mohamed Hassan](#) from [Pixabay](#)

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

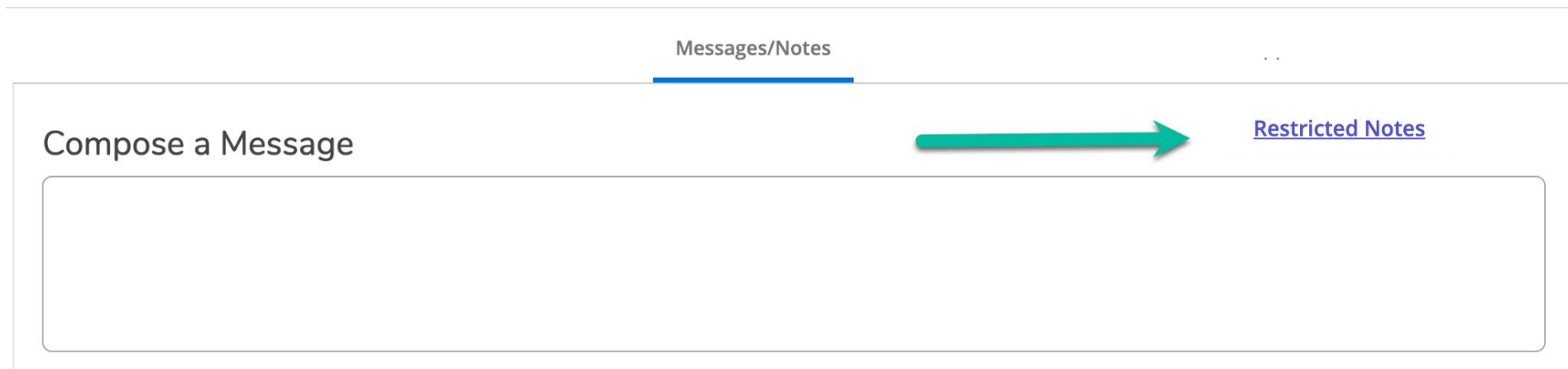
- Archives can be downloaded and emailed to students easily
- Archives create a record of the planning session in case there are questions down the road
- Archives can be especially helpful should a student decide to change programs / advisors

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 

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

The screenshot shows the 'Course Plan' tab in a web application. At the top, there is a navigation bar with tabs: Course Plan, Timeline, Progress, Course Catalog, Messages/Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions & Waivers, and Graduation Application. Below the navigation bar, there is a section for 'Spring 2024' with navigation arrows and a 'Print' button. A green arrow labeled '2.' points to a 'Remove Planned Courses' button. To the right of this is a blue 'Register Now' button. Below these buttons, there is a summary: 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. There are also 'List' and 'Calendar' tabs. Below these are buttons for 'Approve', 'Deny', 'Protect', and 'Unprotect'. A table of sections is displayed below, with columns for 'Approval', 'Course', 'Credits', 'Instructor', 'Time', and 'Location'. The first row is selected, indicated by a green arrow and a checkmark in the 'Approval' column. The selected row is: 'ACA-111-YEA08: College Student Success', '1 Credits', 'Christopher Akers', '3/19/2024 - 5/17/2024', and 'Web-Centered Web-Centered, ONLINE Online Class'.

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	ACA-111-YEA08: College Student Success	1 Credits	Christopher Akers	3/19/2024 - 5/17/2024	Web-Centered Web-Centered, ONLINE Online Class

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

The screenshot shows a web interface for an advisee's profile. At the top, there are navigation links: [Daily Work](#), [Advising](#), and [Advising Overview](#). A notification banner at the top right says "Student advisement marked complete" with a green checkmark and a close button. Below this is a search bar labeled "Search for courses...". The main section is titled "Advisee Details" with a "Back to Advisees" link. On the left is a profile card with a placeholder image, "Student ID: C", and an email address "@students.southwesterncc.edu". To the right of the profile card, there are fields for "Program(s): Pre-Occupational Therapy (AGE)", "Educational Goal: Degree, Diploma, or Cert", and "Advisor(s): Anna M. Walls". A green arrow points from the "Program(s)" field to a blue button labeled "Advisement Complete". Below this button is the text "Last advised on 2/20/2023 by Ms. Pamela L. Judson". Another blue button labeled "Review Complete" is below that, with the text "Course Plan last reviewed on 2/20/2023 by Ms. Pamela L. Judson". At the bottom, there is a navigation menu with tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive (highlighted), Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions & Waivers, and Graduation Application.

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

Daily Work · Advising · Advising Overview

Student advisement marked complete

Advisee Details

[Back to Advisees](#)

 Program(s):
Pre-Occupational Therapy (AGE)

Educational Goal: Degree, Diploma, or Cert

Student ID: () Advisor(s):
@students.southwesterncc.edu Anna M. Walls

[View Full Profile](#)

Course Plan Timeline Progress Course Catalog Notes **Plan Archive** Test Scores Unofficial Transcript Transfer Summary Grades Petitions & Waivers Graduation Application

Advisement Complete
Last advised on 2/20/2023 by Ms. Pamela L. Judson

Review Complete
Course Plan last reviewed on 2/20/2023 by Ms. Pamela L. Judson

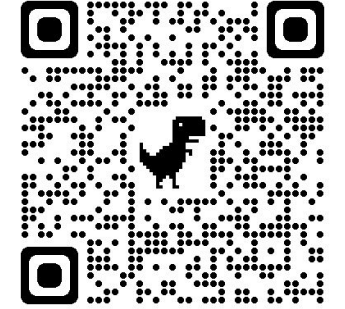
Search for courses...

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

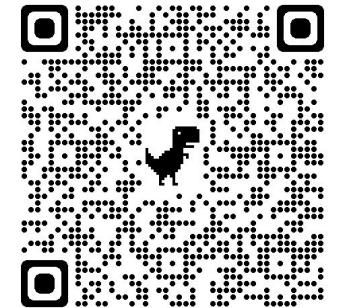
Tools for Students



Video



Cheat Sheet



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

its 3 Planned Credits 10 Planned Credits

Course Details

BIO-168: Anatomy and Physiology I
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Credits 4
Locations Offered TBD
Requisites
Term Fall 2023

Close Update Course

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*:

The screenshot shows a web interface for a student's progress. At the top, a navigation bar contains a tab labeled "Progress", which is circled in green. To the right of the "Progress" tab are two buttons: "View a New Program..." and "Load Sample Course Plan". A green arrow points from the "View a New Program..." button to the "Load Sample Course Plan" button. Below the navigation bar, the page displays "Office Administration (2 of 2 programs)". On the left, under "At a Glance", there is a list of program details: Cumulative GPA: (0.000 required), Institution GPA: (2.000 required), Degree: Associate in Applied Science, Majors: Office Administration, Departments: Office Administration, Catalog: 2023, and Anticipated Completion Date: 8/14/2025. A blue information banner states "Program Completion must be verified by the Registrar." Below this, there is a "Progress" section with a progress bar and the text "Total Credits" followed by "0 of 67". A "Print" icon is visible in the top right corner.

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:

Office Administration - Office Finance Certificate

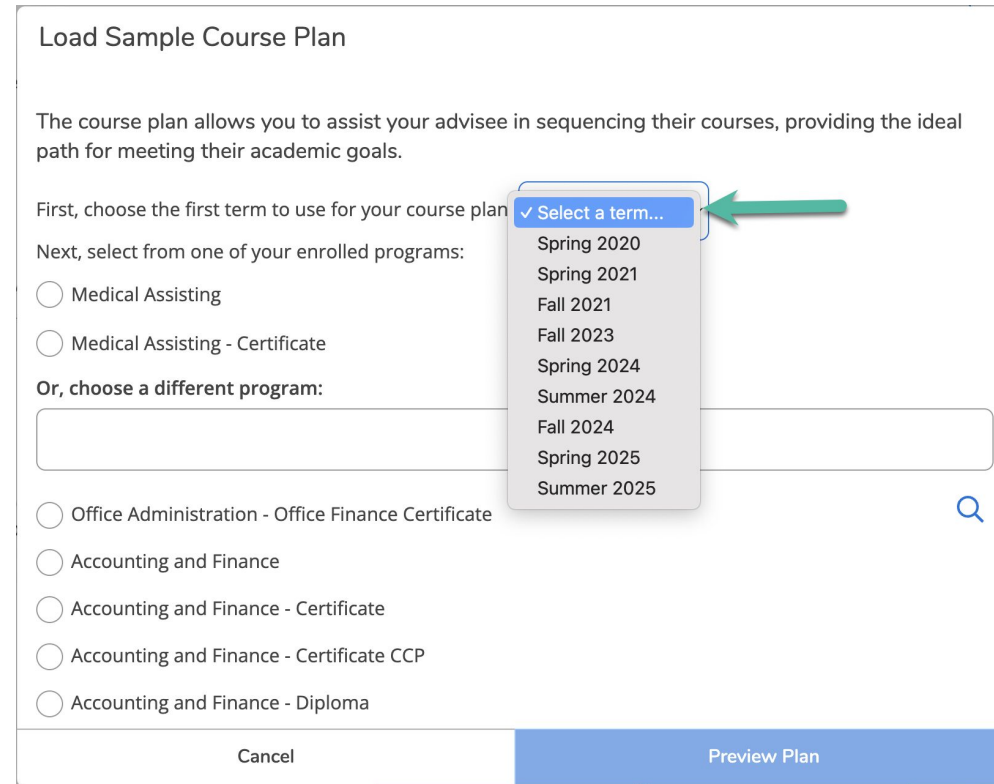
Accounting and Finance

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:

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

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

The image shows two screenshots of a course registration interface for Spring 2024, connected by a teal arrow pointing from left to right. The left screenshot shows a student's cart with two courses: ACA-111: College Student Success (1 credit) and ENG-111: Writing and Inquiry (3 credits). Below the courses are two yellow warning boxes. The first warning box contains the text: "Take ENG-011 - Must be taken either prior to or at the same time as this course." The second warning box contains the text: "Take 1_group; # Take ENG-011; # Take DRE-098(S23644); # Take ENG-111(S25433); # Take ENG-002; From rule RGMINP1; # Take BSP-4002;". The right screenshot shows the same cart after a change. The ACA-111 course remains. The ENG-111 course has been replaced by ENG-011: Writing and Inquiry Support (2 credits). The warning boxes are no longer present.

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.

The image displays two panels representing different semesters in a course registration system. The left panel is for Spring 2024 and shows two courses with checkmarks, indicating they are successfully completed or in progress. The right panel is for Summer 2024 and shows a course with a red X, indicating a prerequisite error.

Semester	Course	Status
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

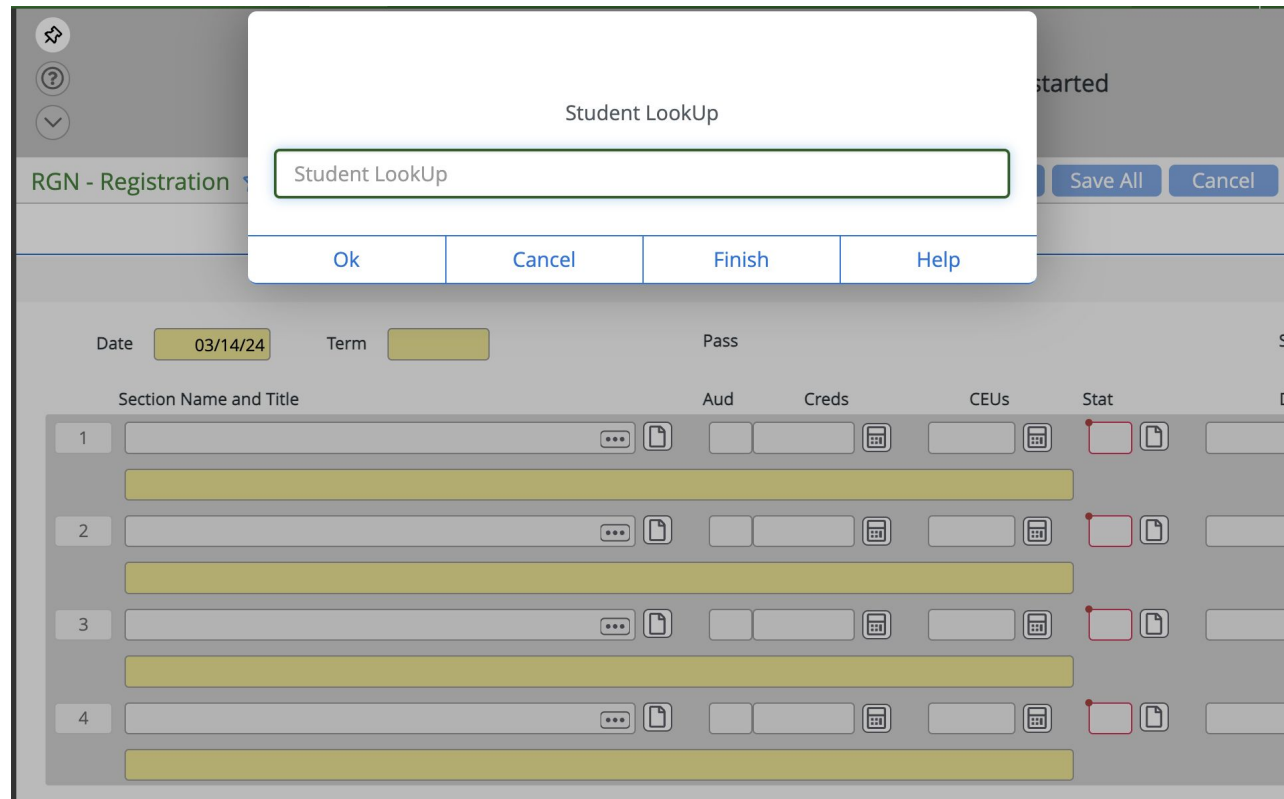
Click the **Drop** Button

The screenshot displays a web interface for a course plan. At the top, the 'Course Plan' tab is selected, indicated by a green arrow and the number '1.'. Below the tab, there are navigation buttons for 'Spring 2024' and a 'Print' button. The 'Calendar' option is selected, indicated by a green arrow and the number '2.'. The course details for 'ECO-251-YEA07: Prin of Microeconomics' are shown, including 'Approved' status, 'Registered, but not started' status, 'Credits: 3 Credits', 'Grading: Graded', and 'Instructor: Mr. Ernest A. Morgan'. A blue button labeled 'Drop' is highlighted with a green arrow and the number '3.'. Below the 'Drop' button, there is a 'View sections' link.

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

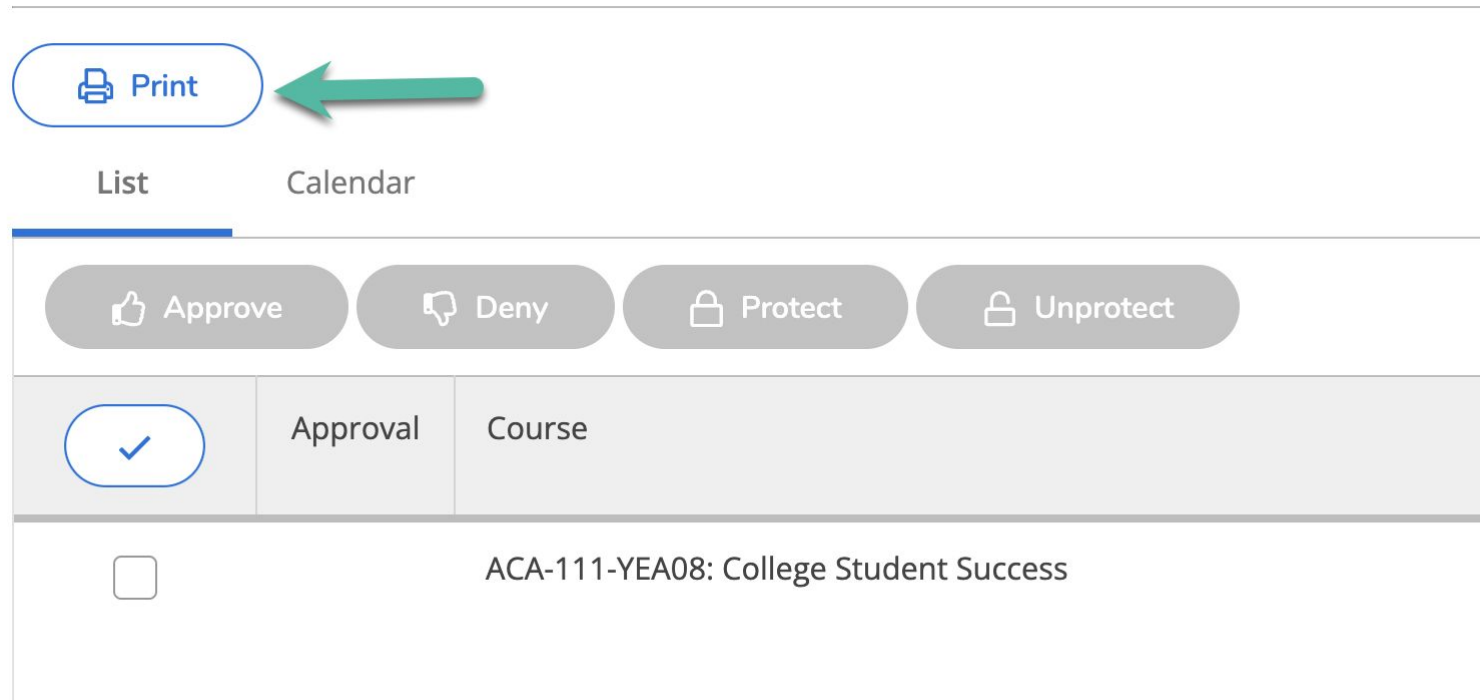


Questions - How do I print a schedule?

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



The screenshot shows a user interface for a course plan. At the top, there are two tabs: 'List' and 'Calendar'. Below the tabs is a row of four buttons: 'Approve', 'Deny', 'Protect', and 'Unprotect'. Below these buttons is a table with two columns: 'Approval' and 'Course'. The 'Approval' column has a checkmark icon in a blue circle. The 'Course' column has the text 'ACA-111-YEA08: College Student Success'. A green arrow points to a 'Print' button (with a printer icon) located above the 'List' tab.

Approval	Course
<input checked="" type="checkbox"/>	ACA-111-YEA08: College Student Success

“IN DREAMS BEGIN
RESPONSIBILITIES.”