Self-Service for Advisors
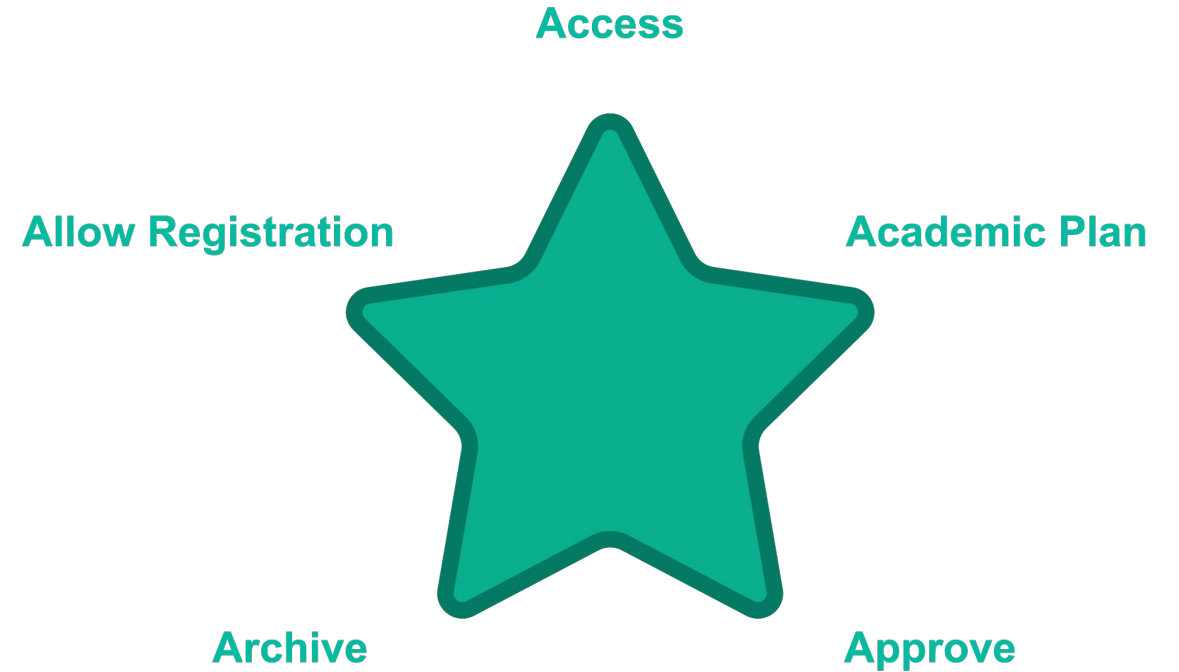
Access

Academic Plan

Allow Registration

Approve

Archive

Empowering your Students In a Five Easy Steps

Access

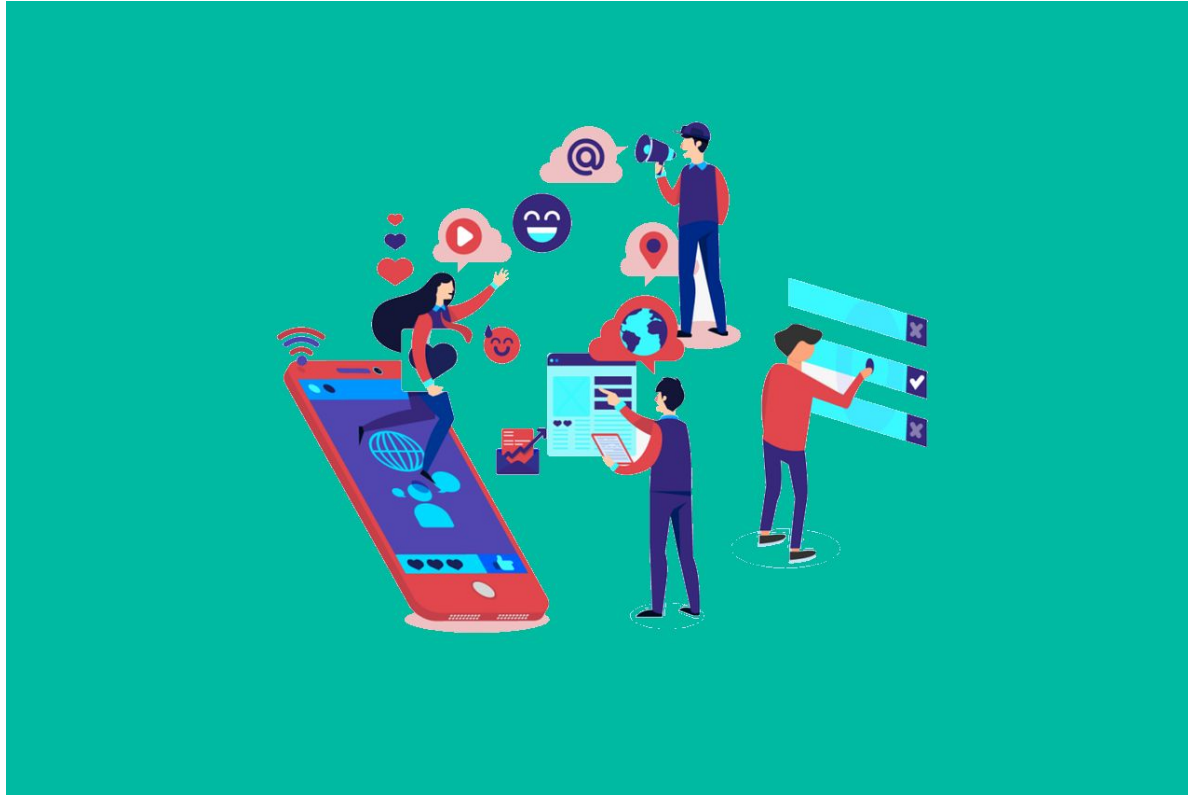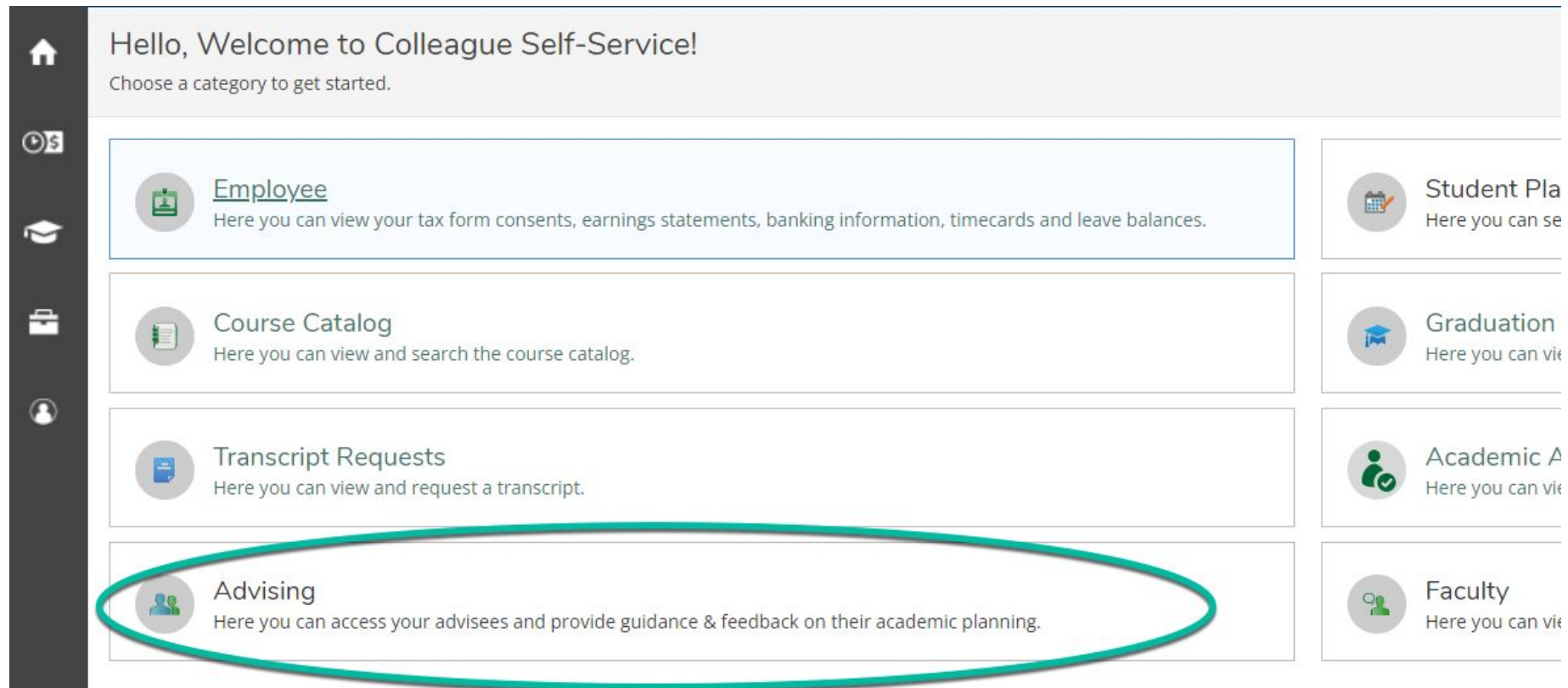Image by Joseph Mucira from Pixabay

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

Access - Student Information

Advisors can monitor common progress points using Self Service. To Begin,

- Click *Advising*

Access - Student Information

From the main advising screen, advisors can find advisees by:

- Searching for a student by Name or ID# OR
- Choosing from the list of advisees displayed on screen
- Once you have located the student you wish to work with, click *View Details*

4

Access - Student Information

Test Scores are available in the Test Scores Tab

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   **Test Scores**
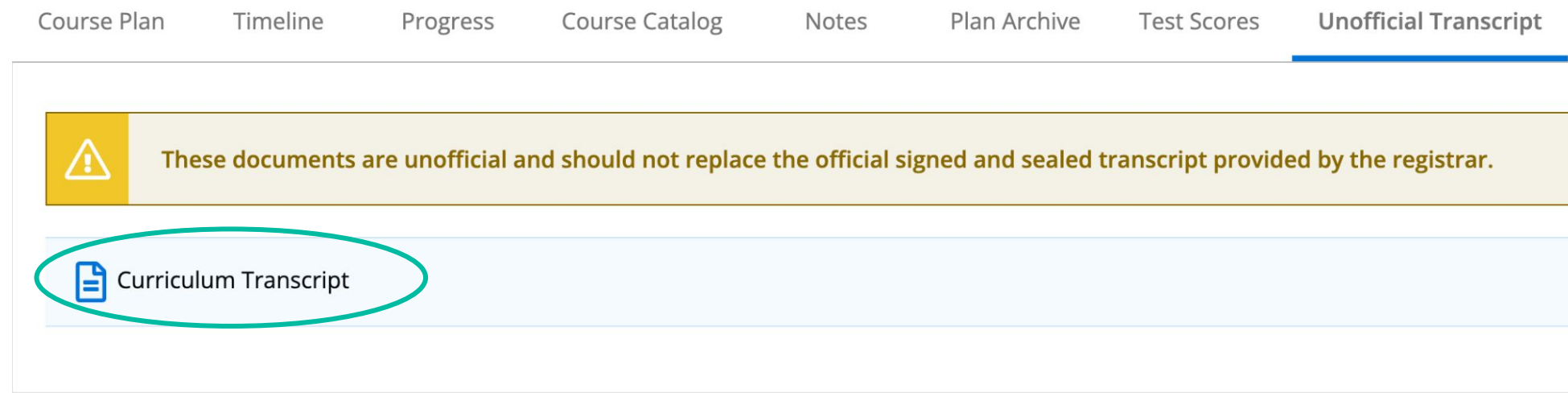
Admission Tests

Test	Date Taken	Score
RISE GPA 2.8+	1/5/2022	

Placement Tests

Test	Date Taken	Score
RISE English Tier 1	6/15/2020	62 of 100

Access - Student Information

An Unofficial SCC Transcript is available on the Unofficial Transcript tab

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript |

⚠️ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

📄 Curriculum Transcript

There may be a Curriculum and a Continuing Education transcript included here.

The unofficial transcript contains both SCC Courses and those accepted for Transfer credit

Access - Student Information

All courses transferred in for SCC Credit are shown on the Transfer Summary tab

PSY-370/Social/Emotional Development	4.00	A	12/1/2013	PSY-237	3.00	TR	Curriculum
HLTH-210/Introduction to Public Health	4.00	A	5/1/2014	HEA-120	3.00	TR	Curriculum
MAT-130/Precalculus	4.00	A	7/20/2014	MAT-171	4.00	TR	Curriculum
BIO-192/Gen/Biology II	4.00	A	5/1/2015	BIO-110	4.00	TR	Curriculum
				ENG-002	3.00	-	Curriculum
				ENG-011	2.00	-	Curriculum
				MAT-003	3.00	-	Curriculum
				MAT-010	1.00	-	Curriculum
				MAT-021	2.00	-	Curriculum
				MAT-043	2.00	-	Curriculum
				MAT-052	2.00	-	Curriculum
				MAT-071	2.00	-	Curriculum
Transfer Credit Total	16.00			**Equivalent Credit Total**	31.00		

This tab will show only courses approved for transfer, and credit assigned.

Access - Student Information

Official Transcripts from other schools remain available from OnBase. To access Those quickly:

- Click *Advising Resources*
- Click *OnBase*
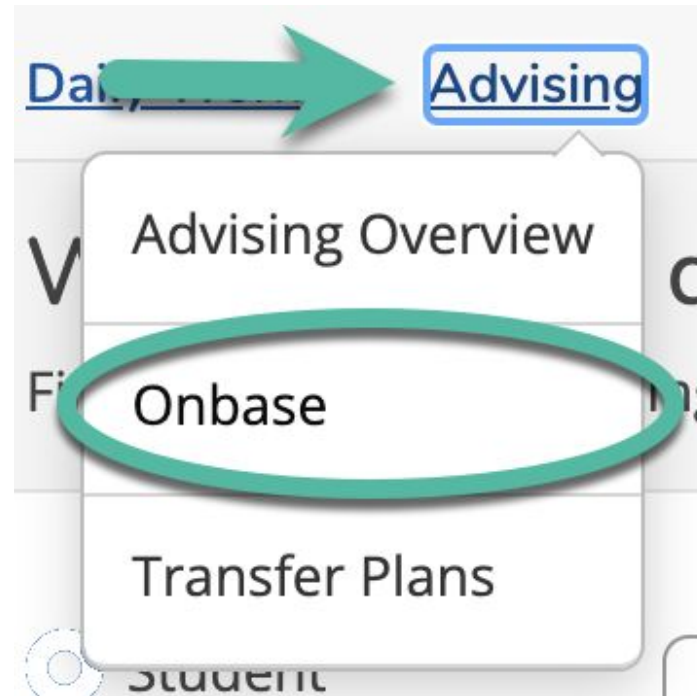
Access - Student Information

The Conditional Registration tab shows any approved Conditional Registrations processed for the student

Conditional Registration

Conditional registrations are revoked at the start of classes if an official transcript has not been received by the registrar office. It is the students' responsibility to follow up with the transcript issuer and ensure that transcripts are received prior to the start date of the class.

Allowed Conditional Registrations

Course	Section	Term/Period	Status	Requisites
ENG-111		Spring 2024	Waived	Prerequisite: College-ready English placement OR P2 grade in ENG-002 OR ENG-011 waiver

Access - Student Information

The Graduation Application tab shows any graduation applications that have been submitted for the current semester

Once a student graduates the graduation application information is removed

Academic Plan

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

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

- All courses can be removed with one click

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

Academic Planning

To add all the courses from a degree or diploma:
- Click the *Progress* tab
- Click *Load Sample Plan*

Academic Planning

- Choose the term the student began or will begin working on the program
- Click *Preview Plan*

Be aware that SCC has only created course plans for catalog years 2023-2024 and newer, remember to adjust the planned courses for students who will complete their credentials based on prior college catalogs.

Academic Planning

- Select from the active programs at the top
- Or scroll to find a new 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   ←   Active Programs

◯ Medical Assisting - Certificate

Or, choose a different program:

[   ]

🔍

◯ Office Administration - Office Finance Certificate

◯ Accounting and Finance

◯ Accounting and Finance - Certificate   Search for a different program

◯ Accounting and Finance - Certificate CCP

◯ Accounting and Finance - Diploma

Cancel   Preview Plan

Academic Planning

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

- To add the courses to the student's 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

Academic Planning

Planned courses now appear in both the course plan and timeline tabs

Course Plan

✓	Approval	Course	Credits
☐		ACA-111: College Student Success	1 Credits
☐		ENG-111: Writing and Inquiry	
☐		HSE-110: Intro to Human Services	
☐		HSE-112: Group Process I	
☐		HSE-123: Interviewing Techniques	
☐		SAB-110: Substance Abuse Overview	
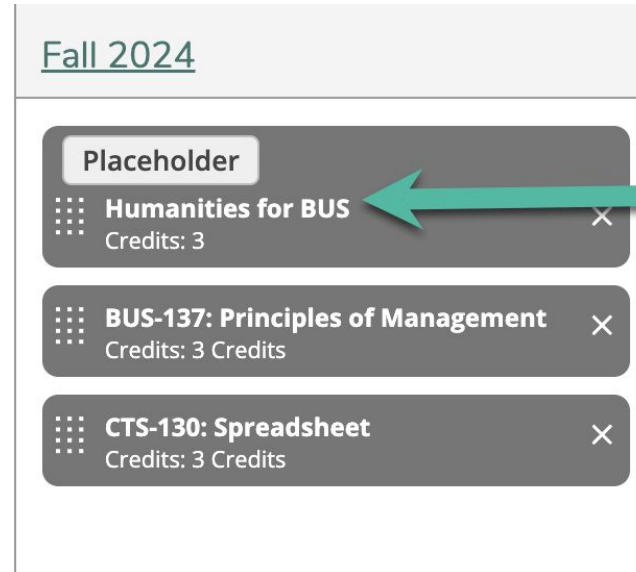
Timeline

Fall 2024	Spring 2025	Summer 2025
ACA-111: College Student Success Credits: 1 Credits	HSE-125: Counseling Credits: 3 Credits	PSY-150: General Psychology Credits: 3 Credits
ENG-111: Writing and Inquiry Credits: 3 Credits	HSE-210: Human Services Issues Credits: 2 Credits	SAB-125: SA Case Management Credits: 3 Credits
HSE-110: Intro to Human Services Credits: 3 Credits	HSE-225: Crisis Intervention Credits: 3 Credits	SAB-135: Addictive Process Credits: 3 Credits
HSE-112: Group Process I Credits: 2 Credits	HUM-115: Critical Thinking Credits: 3 Credits	
HSE-123: Interviewing Techniques Credits: 3 Credits	SAB-240: Sab Issues in Client Serv Credits: 3 Credits	
SAB-110: Substance Abuse Overview Credits: 3 Credits	SAB-250: Prevention & Education Credits: 2 Credits	
15 Planned Credits	**16 Planned Credits**	**9 Planned Credits**

Academic Planning

For programs with elective choices, a placeholder is added to the timeline. These must be replaced with course selections.

- Click on the placeholder name from the timeline

Academic Planning

- Click *Search Catalog*

Academic Planning

This will display the list of all courses that satisfy the elective, find the course you want to include and click ***Add Course to Plan***

The following results match requirement: Humanities for BUS

Filters Applied: None

HUM-110 Technology and Society (3 Credits)

Add Course to Plan

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Requisites:
Prerequisite: College-ready English placement OR P2 grade in ENG-002 OR ENG-011 waiver - Must be completed prior to taking this course.
Corequisite: Concurrent enrollment in ENG-111 with ENG-011 - Must be taken either prior to or at the same time as this course.
Offered:
All

View Sections for HUM-110 ⌄

MUS-110 Music Appreciation (3 Credits)

Add Course to Plan

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Academic Planning

- Depending on the needs of the student, you can also click **_View Sections for…_** and choose a specific section for the current term and add it to the student's timeline

The following results match requirement: Humanities for BUS

Filters Applied: None

HUM-110 Technology and Society (3 Credits)

Add Course to Plan

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Requisites:
Prerequisite: College-ready English placement OR P2 grade in ENG-002 OR ENG-011 waiver - Must be completed prior to taking this course.
Corequisite: Concurrent enrollment in ENG-111 with ENG-011 - Must be taken either prior to or at the same time as this course.
Offered:
All

View Sections for HUM-110

MUS-110 Music Appreciation (3 Credits)

Add Course to Plan

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Academic Planning

Once you have added a specific course to the academic plan
- Click the Timeline Tab
- Delete the placeholder using the "X"

The following results match requirement: Humanities for BUS

Filters Applied: None

HUM-110 Technology and Society (3 Credits)

Add Course to Plan

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Requisites:
Prerequisite: College-ready English placement OR P2 grade in ENG-002 OR ENG-011 waiver - Must be completed prior to taking this course.
Corequisite: Concurrent enrollment in ENG-111 with ENG-011 - Must be taken either prior to or at the same time as this course.
Offered:
All

View Sections for HUM-110

MUS-110 Music Appreciation (3 Credits)

Add Course to Plan

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Academic Planning

Either an Advisor or a Student can also add individual courses to a student's academic plan.

- When loading, any courses already taken or for which transfer credit has been given will not be able to be selected

- All courses can be removed with one click

- This process works may work better for continuing students, part time students and those who are completing a certificate

Academic Planning

On the *Progress* tab,

- Scroll down to see course options
- Click the course number you want to add to the academic plan

Academic Planning

This will open the course description. At this point you can either click *Add Course to Plan* (to allow students to select their own sections):

The following results match requirement: Humanities for BUS

Filters Applied: None

HUM-110 Technology and Society (3 Credits)   Add Course to Plan

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Requisites:
Prerequisite: College-ready English placement OR P2 grade in ENG-002 OR ENG-011 waiver - Must be completed prior to taking this course.
Corequisite: Concurrent enrollment in ENG-111 with ENG-011 - Must be taken either prior to or at the same time as this course.
Offered:
All

View Sections for HUM-110

Academic Planning

OR… From the course description. Click ***View Sections*** to search for, and add a section to the students plan:

Academic Planning

A list of possible sections will appear.

- Click *Add Section to Schedule*

Approve and / or Protect

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

Approve

Before a student *or an Advisor* can register for classes, *they must be approved*. From the *Course Plan* tab,

- Select all of the courses (Using the check mark at the top, or those next to each course)
- Click *Approve*

Note - the Approve button will be grayed out until you select at least one course or section

Protect

If you wish to restrict **a student's** ability to move or change a course, you will want to protect them.

- Select any courses you wish to protect or select all using the check mark at the top)

- Click ***Protect***

Note - the Protect button will be grayed out until you approve and select at least one course

Approve and / or Protect

Note - once courses are approved and protected you and your advisees will see icons to indicate their status

List   Calendar

👍 Approve   👎 Deny   🔒 Protect   🔓 Unprotect

✓	Approval	Course	Credits	Instructor	Time	Location	
☐	👍	BIO-168: Anatomy and Physiology I	4 Credits	No Section Selected	No Section Selected	No Section Selected	🔒
☐	👍	COM-140: Intro Intercultural Com	3 Credits	No Section Selected	No Section Selected	No Section Selected	🔒
☐	👍	PSY-241: Developmental Psych	3 Credits	No Section Selected	No Section Selected	No Section Selected	🔒

Archive
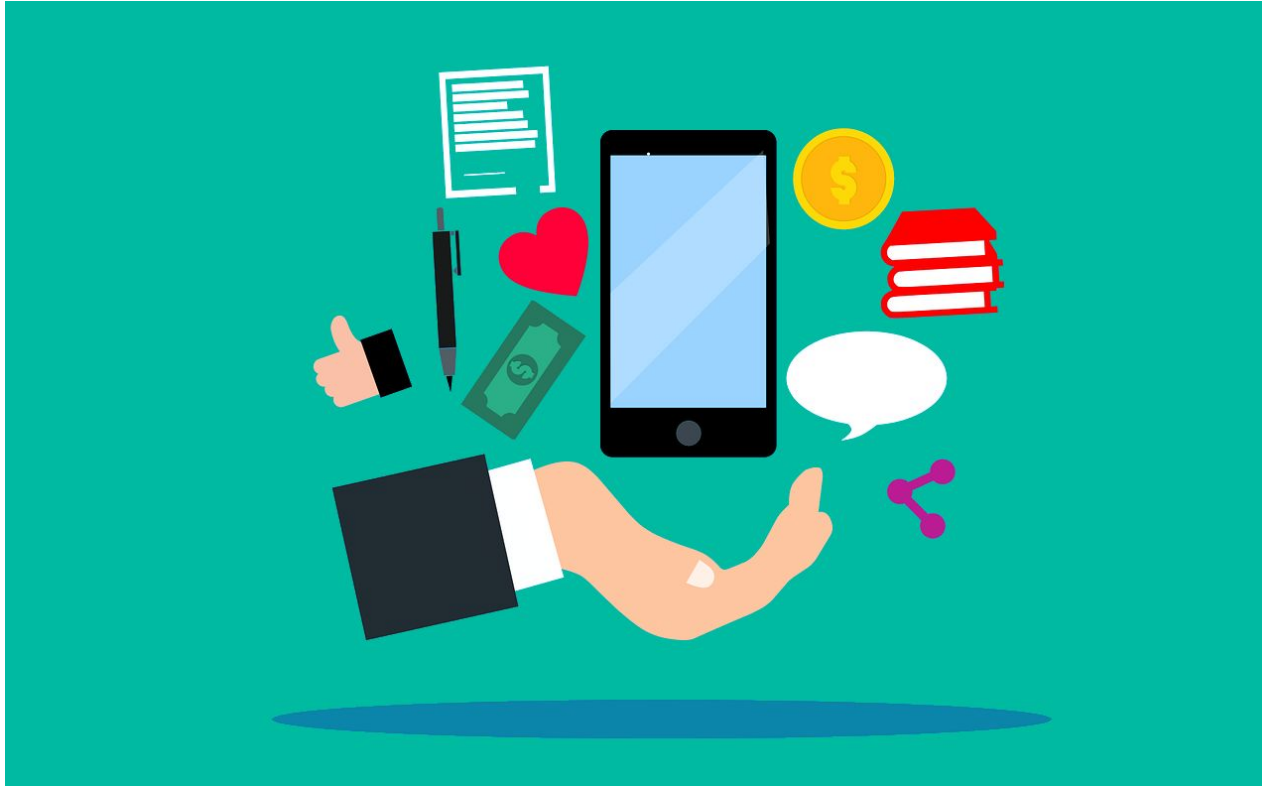
Image by Mohamed Hassan from Pixabay

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

To document advising notes in Self Service.

To add notes:

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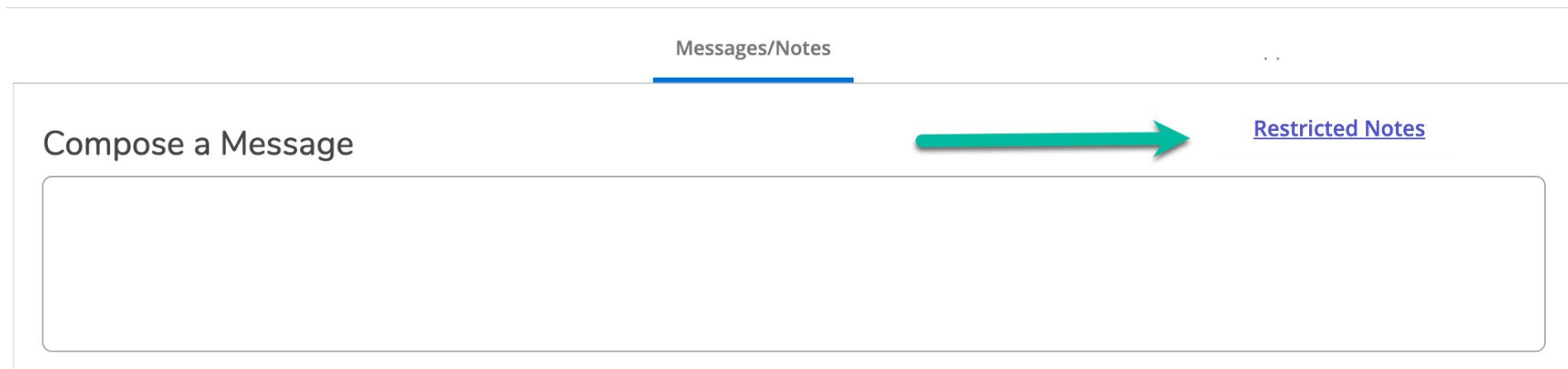
Archive

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

34

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

35

Archive

From any tab
- Click the *Review Complete* button
- Choose *Archive* from the pop up message
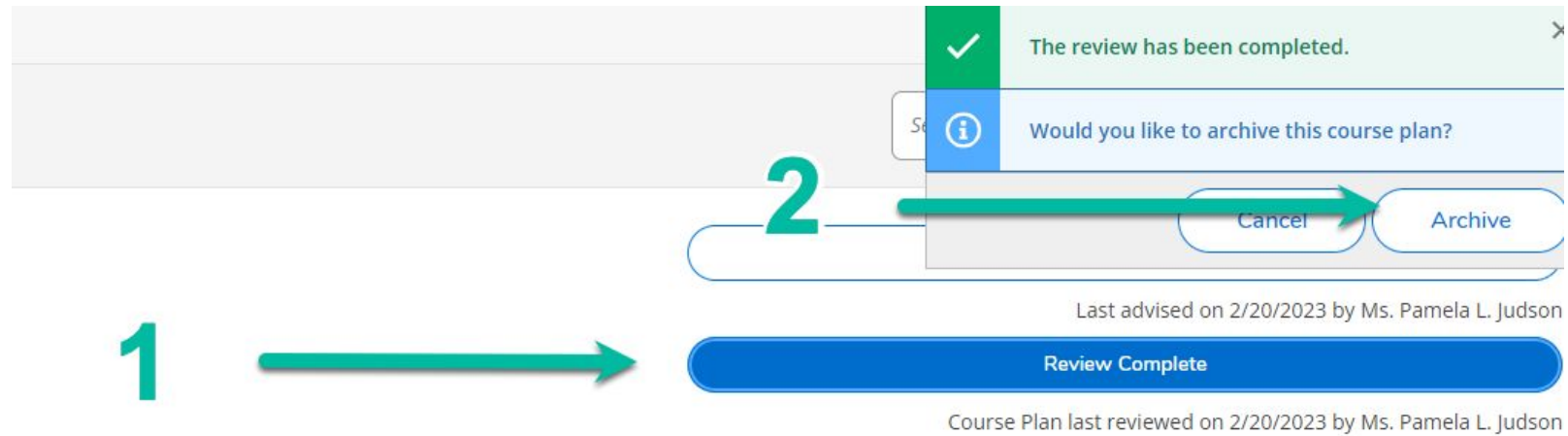
Archive

To review courses planned at the prior advising sessions
- Click the *Plan Archive* Tab

Archived PDF	Archive Date	Archived By
📄 Download	3/14/2024 12:51:31 PM	Dr. Bethany L. Emory
📄 Download	3/14/2024 12:51:25 PM	Dr. Bethany L. Emory

Allow Registration

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

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!

Tools for Students
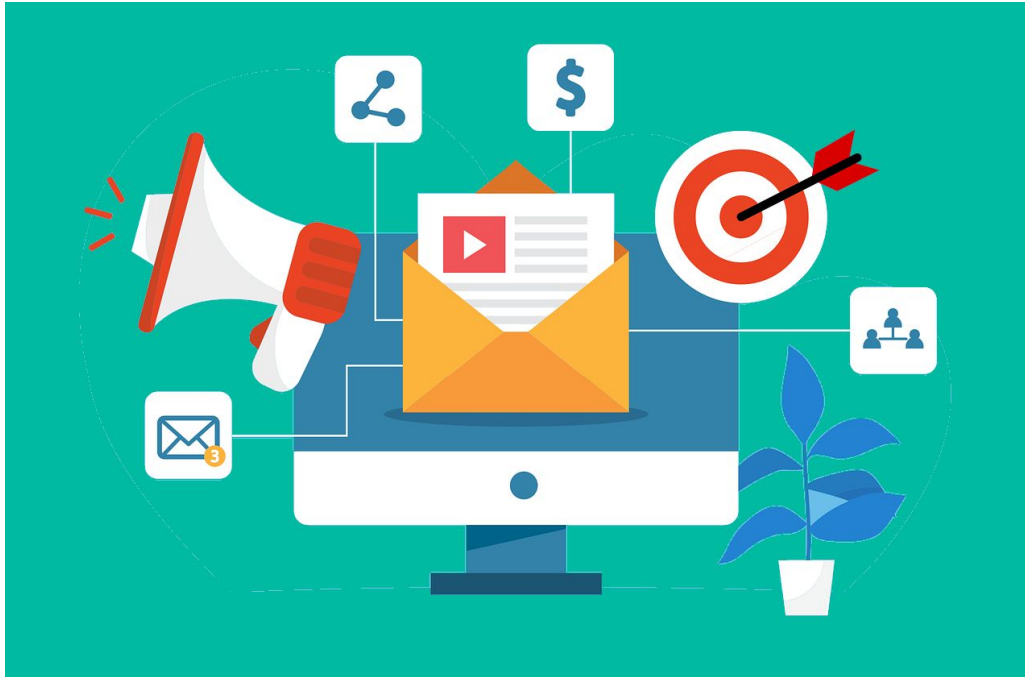
Video
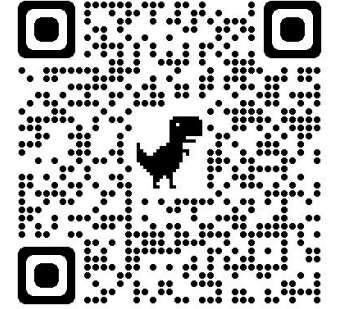
Cheat Sheet
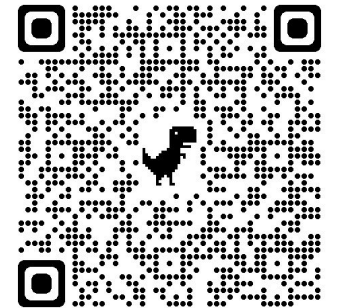
The Advising committee will send information to students before Advising Day

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

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

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

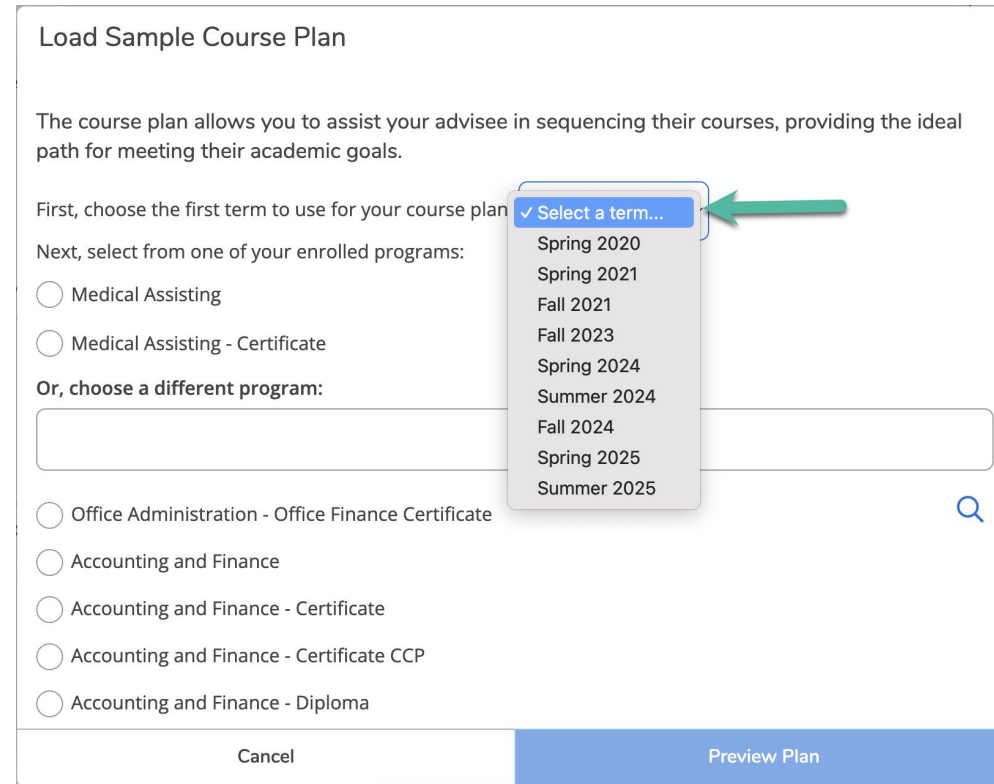○ Accounting and Finance

○ Accounting and Finance - Certificate

○ Accounting and Finance - Certificate CCP

○ Accounting and Finance - Diploma

Search for a different program

Cancel   Preview Plan

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.

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?

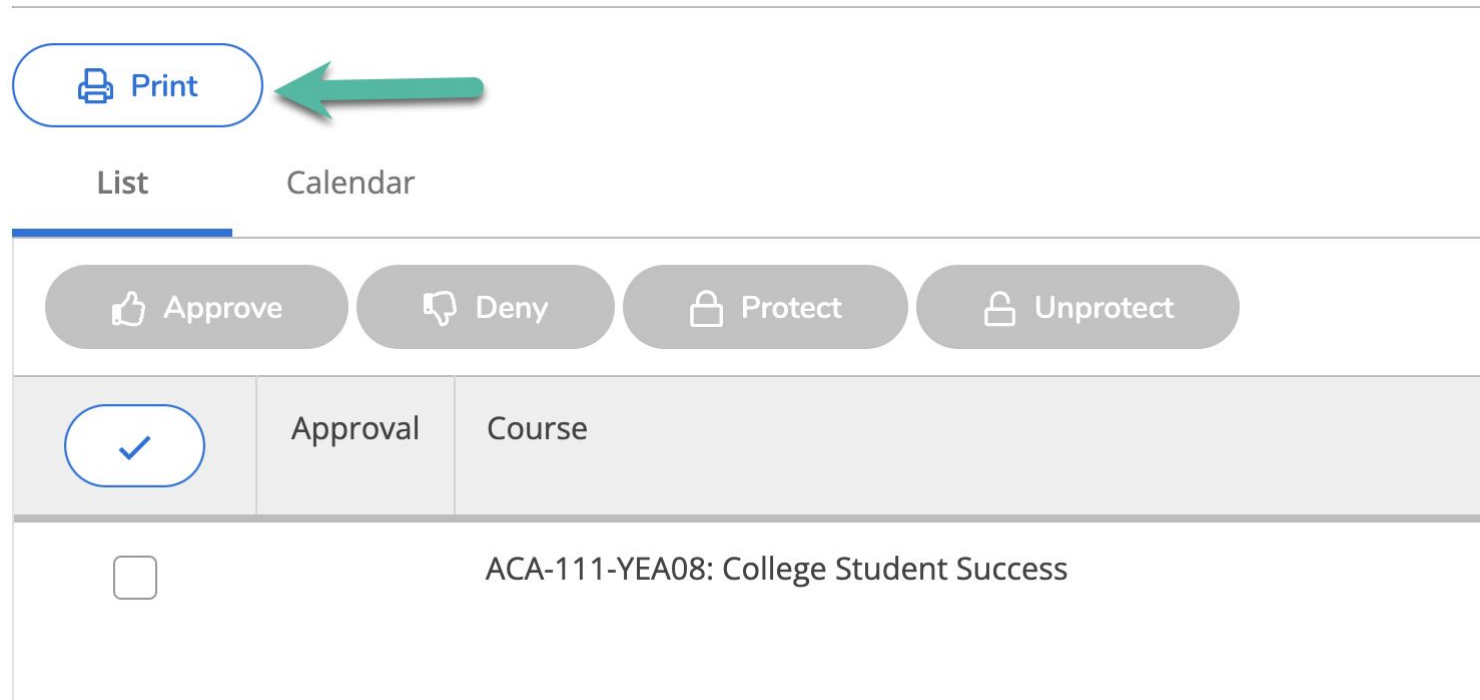Once a class has begun, **process all drop / adds in Colleague**
- Remember to process the drop and add in the same transaction
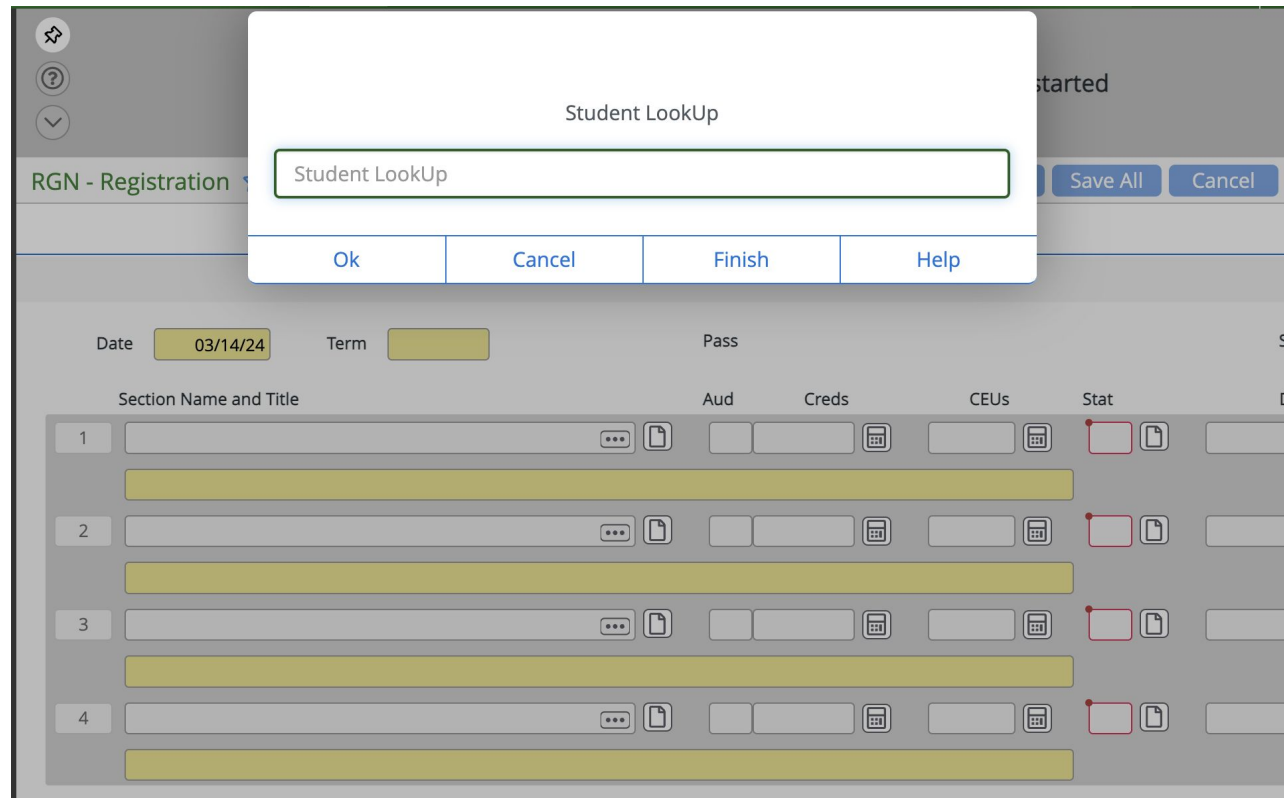
Questions - How do I print a schedule?

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