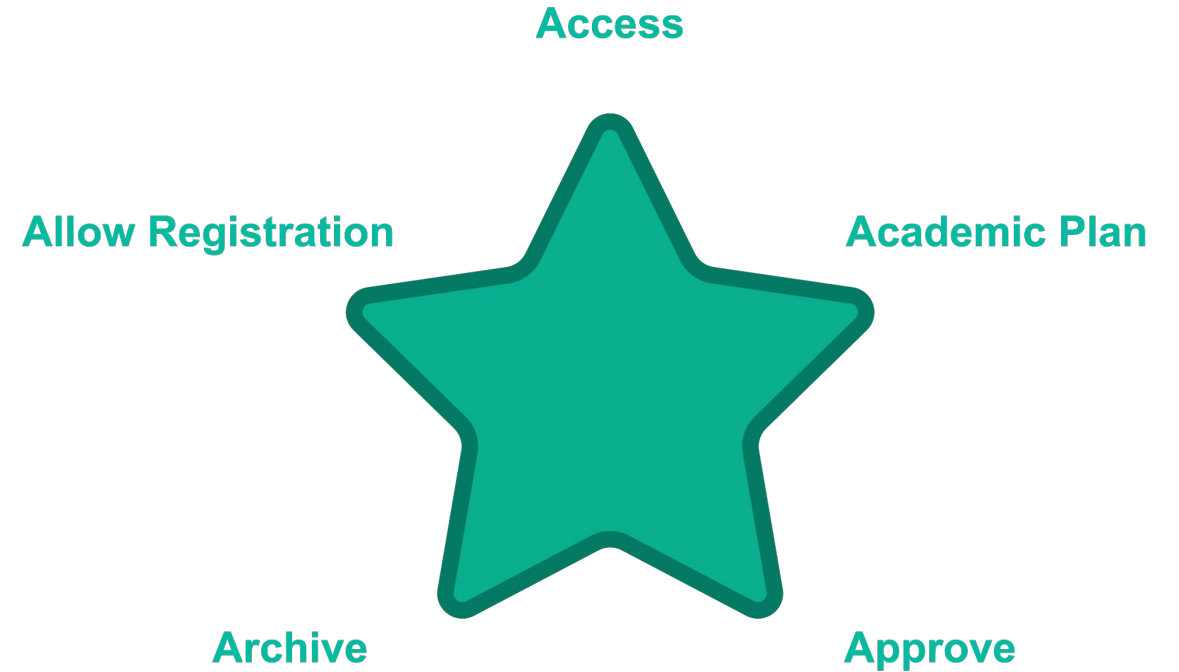


Self-Service for Advisors



Empowering your Students In a Five Easy Steps

Access

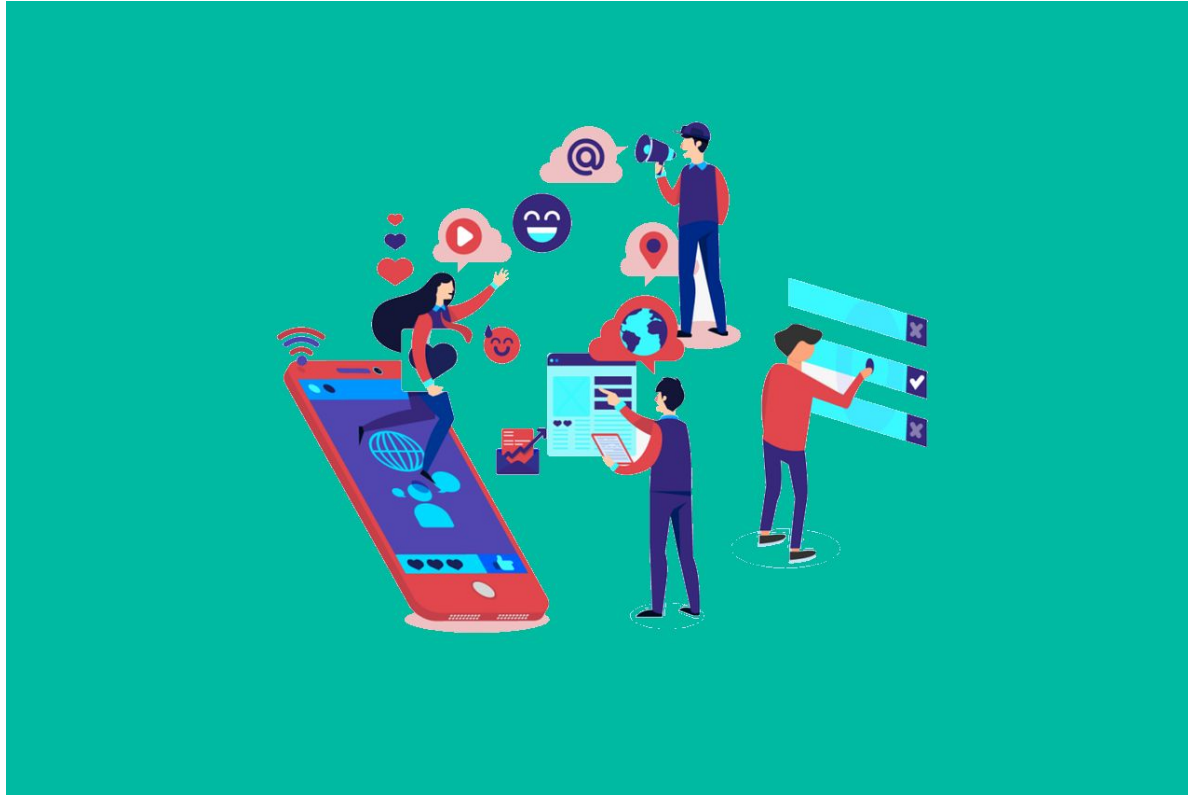


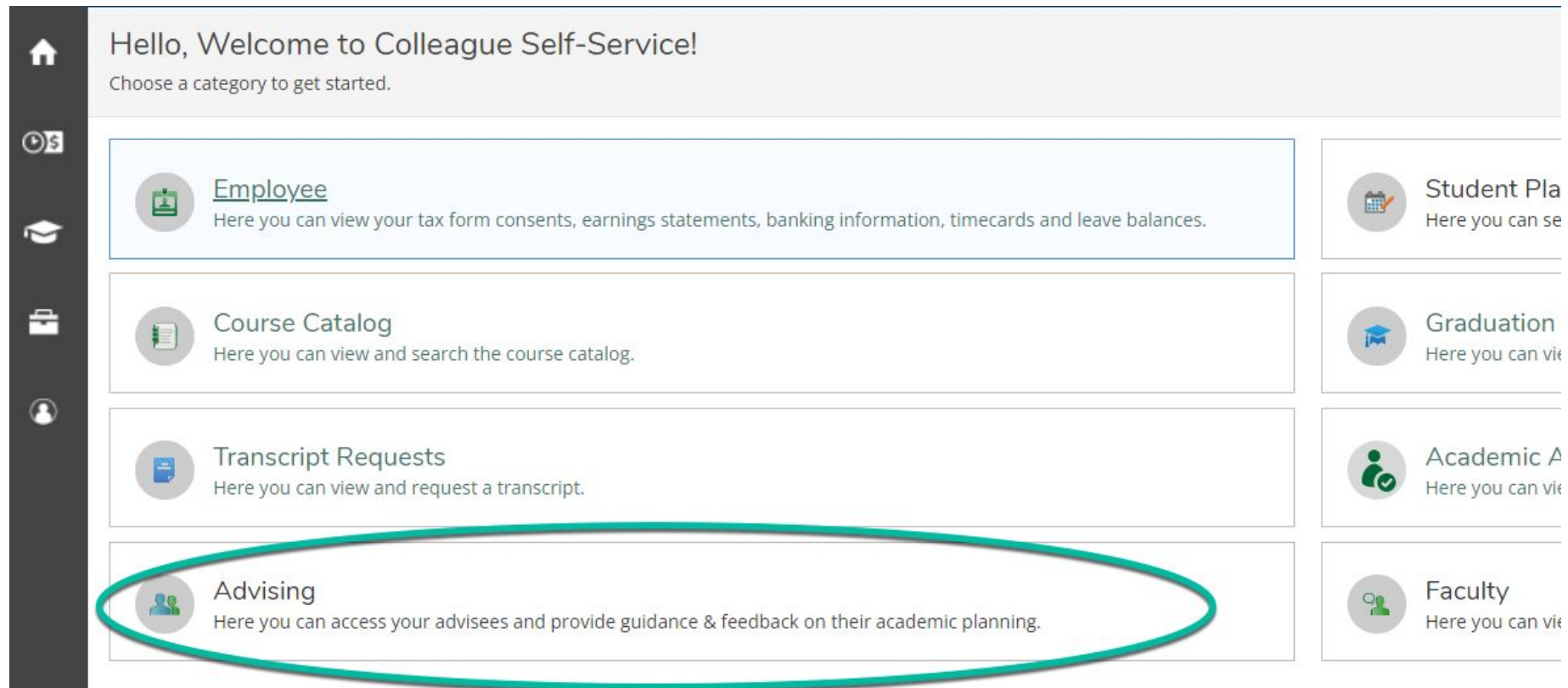
Image by [Joseph Mucira](#) from [Pixabay](#)

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**



The screenshot shows the 'Colleague Self-Service' dashboard. At the top, it says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below this, there are several category tiles. The 'Advising' tile, located in the bottom-left quadrant, is circled in green. It features an icon of two people and the text 'Advising' and 'Here you can access your advisees and provide guidance & feedback on their academic planning.' Other visible tiles include 'Employee', 'Course Catalog', 'Transcript Requests', 'Student Planning', 'Graduation', 'Academic Advising', and 'Faculty'.

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**

Student
 Advisor

Type a name or ID...

	Name	Review Requested	Assigned Advisee	ID	Program(s)	
	Beggars, Chris			023	Associate in Arts - Early College Criminal Justice Technology	View Details
	Monopoly, Sue			024	College Transfer Pathway - Associate in Arts	View Details
	Swanson, Thom			024	Business Administration - Entrepreneurship Track	View Details

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

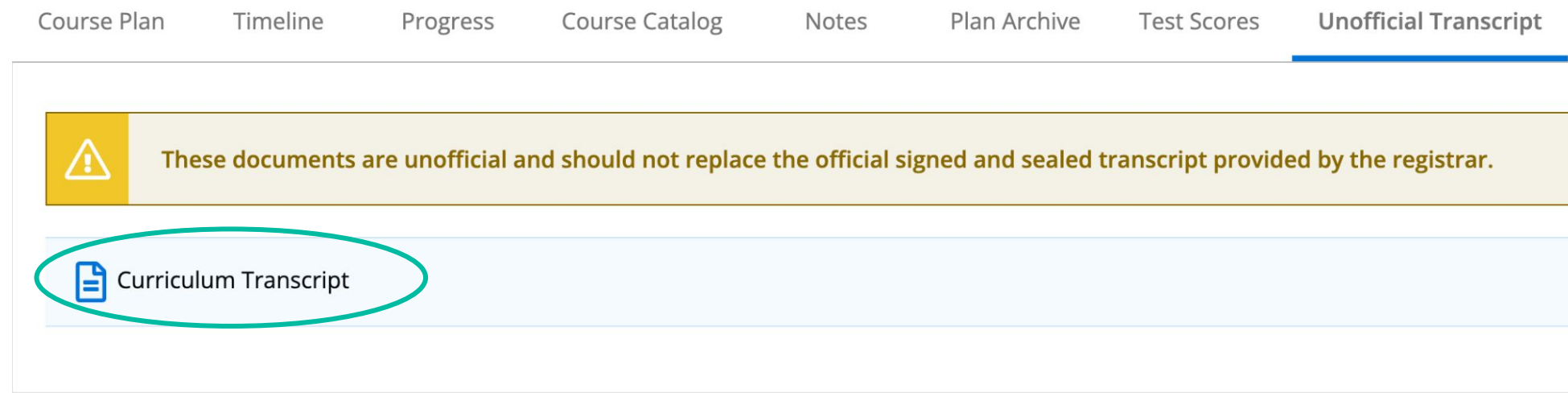
Test	Date Taken	Score
RISE GPA 2.8+	1/5/2022	

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



The screenshot shows a navigation menu at the top with the following items: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, and Unofficial Transcript. The Unofficial Transcript tab is highlighted with a blue underline. Below the menu is a yellow warning banner with a triangle icon and the text: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below the banner is a light blue area containing a document icon and the text "Curriculum Transcript", which is circled in green.

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

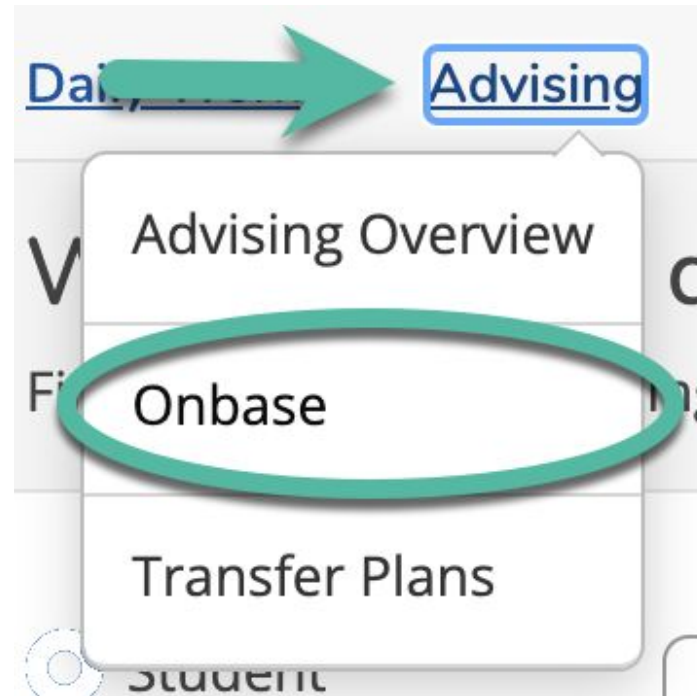
PSY-370/Social/Emotional Development	4.00	A	12/1/2013	PSY-237	3.00	TR	Curriculum
HLTH-210/Introduction to Public Health	4.00	A	5/1/2014	HEA-120	3.00	TR	Curriculum
MAT-130/Precalculus	4.00	A	7/20/2014	MAT-171	4.00	TR	Curriculum
BIO-192/Gen/Biology II	4.00	A	5/1/2015	BIO-110	4.00	TR	Curriculum
				ENG-002	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

				Graduation Application
Program of Study	Automotive Systems Technology - Basic Certificate	CCD	Certificate	
Graduation Term	Spring 2024			
Diploma				
Major	Automotive Systems Technology			
✓ Application submitted on 2/14/2024				
Program of Study	Automotive Systems Technology - Diploma	CCD	Diploma	
Graduation Term	Spring 2024			
Diploma				
Major	Automotive Systems Technology			
✓ Application submitted on 2/14/2024				

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*

Progress

< > Office Administration
(2 of 2 programs)

View a New Program... Load Sample Course Plan

Print

At a Glance

Cumulative GPA:	(0.000 required)
Institution GPA:	(2.000 required)
Degree:	Associate in Applied Science
Majors:	Office Administration
Departments:	Office Administration
Catalog:	2023
Anticipated Completion Date:	8/14/2025

Program Completion must be verified by the Registrar.

Progress

Total Credits 0 of 67

Academic Planning

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

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**

Dropdown menu options: ✓ Select a term..., Spring 2020, Spring 2021, Fall 2021, Fall 2023, Spring 2024, Summer 2024, Fall 2024, Spring 2025, Summer 2025

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:

Next, select from one of your enrolled programs:

Medical Assisting

Medical Assisting - Certificate

Active Programs

Or, choose a different program:

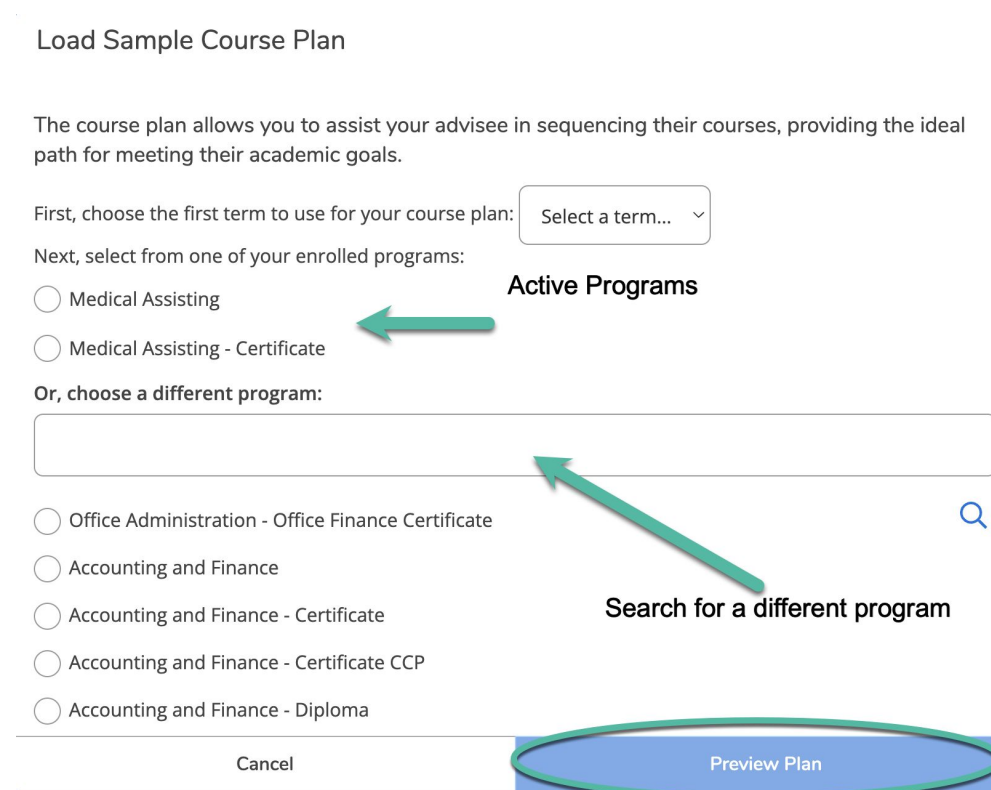
Office Administration - Office Finance Certificate

Accounting and Finance

Accounting and Finance - Certificate

Accounting and Finance - Certificate CCP

Accounting and Finance - Diploma



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

<input checked="" type="checkbox"/>	Approval	Course	Credits
<input type="checkbox"/>		ACA-111: College Student Success	1 Credits
<input type="checkbox"/>		ENG-111: Writing and Inquiry	
<input type="checkbox"/>		HSE-110: Intro to Human Services	
<input type="checkbox"/>		HSE-112: Group Process I	
<input type="checkbox"/>		HSE-123: Interviewing Techniques	
<input type="checkbox"/>		SAB-110: Substance Abuse Overview	

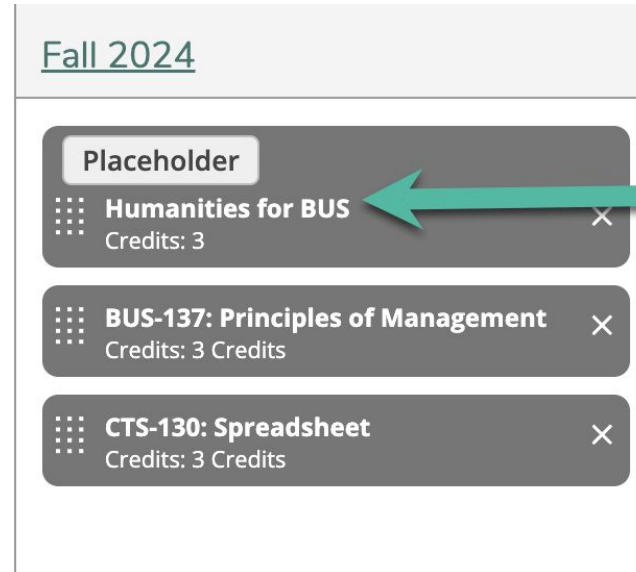
Timeline

Fall 2024	Spring 2025	Summer 2025
<div data-bbox="1302 793 1607 836">ACA-111: College Student Success Credits: 1 Credits</div> <div data-bbox="1302 851 1607 893">ENG-111: Writing and Inquiry Credits: 3 Credits</div> <div data-bbox="1302 908 1607 951">HSE-110: Intro to Human Services Credits: 3 Credits</div> <div data-bbox="1302 965 1607 1008">HSE-112: Group Process I Credits: 2 Credits</div> <div data-bbox="1302 1022 1607 1065">HSE-123: Interviewing Techniques Credits: 3 Credits</div> <div data-bbox="1302 1079 1607 1122">SAB-110: Substance Abuse Overview Credits: 3 Credits</div>	<div data-bbox="1646 793 1951 836">HSE-125: Counseling Credits: 3 Credits</div> <div data-bbox="1646 851 1951 893">HSE-210: Human Services Issues Credits: 2 Credits</div> <div data-bbox="1646 908 1951 951">HSE-225: Crisis Intervention Credits: 3 Credits</div> <div data-bbox="1646 965 1951 1008">HUM-115: Critical Thinking Credits: 3 Credits</div> <div data-bbox="1646 1022 1951 1065">SAB-240: Sab Issues in Client Serv Credits: 3 Credits</div> <div data-bbox="1646 1079 1951 1122">SAB-250: Prevention & Education Credits: 2 Credits</div>	<div data-bbox="1989 793 2295 836">PSY-150: General Psychology Credits: 3 Credits</div> <div data-bbox="1989 851 2295 893">SAB-125: SA Case Management Credits: 3 Credits</div> <div data-bbox="1989 908 2295 951">SAB-135: Addictive Process Credits: 3 Credits</div>
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



The screenshot shows a vertical timeline for the Fall 2024 semester. At the top, the text "Fall 2024" is displayed in a light blue font. Below this, there are three course entries, each in a dark grey rounded rectangle. The first entry is labeled "Placeholder" in a white box, followed by "Humanities for BUS" and "Credits: 3". A green arrow points to the "Humanities for BUS" text. The second entry is "BUS-137: Principles of Management" with "Credits: 3 Credits". The third entry is "CTS-130: Spreadsheet" with "Credits: 3 Credits". Each entry has a small 'x' icon on the right side.

Academic Planning

- Click *Search Catalog*

Course Placeholder Details

[Search Catalog](#)

Humanities for BUS
Take HUM-115 or HUM 230

Credits 3

Term

[Close](#) [Update Course](#)

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)

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](#)

[Add Course to Plan](#)

MUS-110 Music Appreciation (3 Credits)

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.

[Add Course to Plan](#)

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

A. English/Communications


Take ENG-111 and ENG-114

Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

1. Complete 3 credits. Take course ENG-111. ⌚ Fully Planned ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
⌚ Planned	ENG-111 Writing and Inquiry		

2. Complete 3 credits. Choose from the courses COM-120, COM-140, COM-231, ENG-112, ENG-114. ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
⌚ Not Started	COM-120 Intro Interpersonal Com		
⌚ Not Started	COM-140 Intro Intercultural Com		
⌚ Not Started	COM-231 Public Speaking		
⌚ Not Started	ENG-114  Writing Research in the Disc		

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:

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.


Offered:
All

[View Sections for HUM-110](#)  

Academic Planning

A list of possible sections will appear.

- Click [Add Section to Schedule](#)

HUM-115-SD1 Critical Thinking				Add Section to Schedule
Seats ⓘ	Times	Locations	Instructors	
18 / 6 / 24 / 0	M/W 8:05 AM - 9:20 AM 1/16/2024 - 5/17/2024	Main Campus - Jackson, Burrell Bldg 305 Classroom Hours	Hannah Sykes (Classroom Hours)	
HUM-115-WC1 Critical Thinking Runs from 1/16/2024 - 3/12/2024				 Add Section to Schedule
Seats ⓘ	Times	Locations	Instructors	
5 / 25 / 30 / 0	1/16/2024 - 3/12/2024	Web-Centered, Web-Centered ONLINE Online Class	Mr. James C. Cox (Online Class)	

Approve and / or Protect



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

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**

The screenshot shows the 'Course Plan' tab selected in a navigation menu. Below the navigation, there are navigation arrows and 'Spring 2024'. A 'Print' button is visible. Below that, there are 'List' and 'Calendar' tabs. A row of action buttons includes 'Approve', 'Deny', 'Protect', and 'Unprotect'. A table below shows a list of courses with checkboxes for selection. The first row is highlighted in light blue. A green arrow labeled '1.' points to the checkbox for the first course, and another green arrow labeled '2.' points to the 'Approve' button.

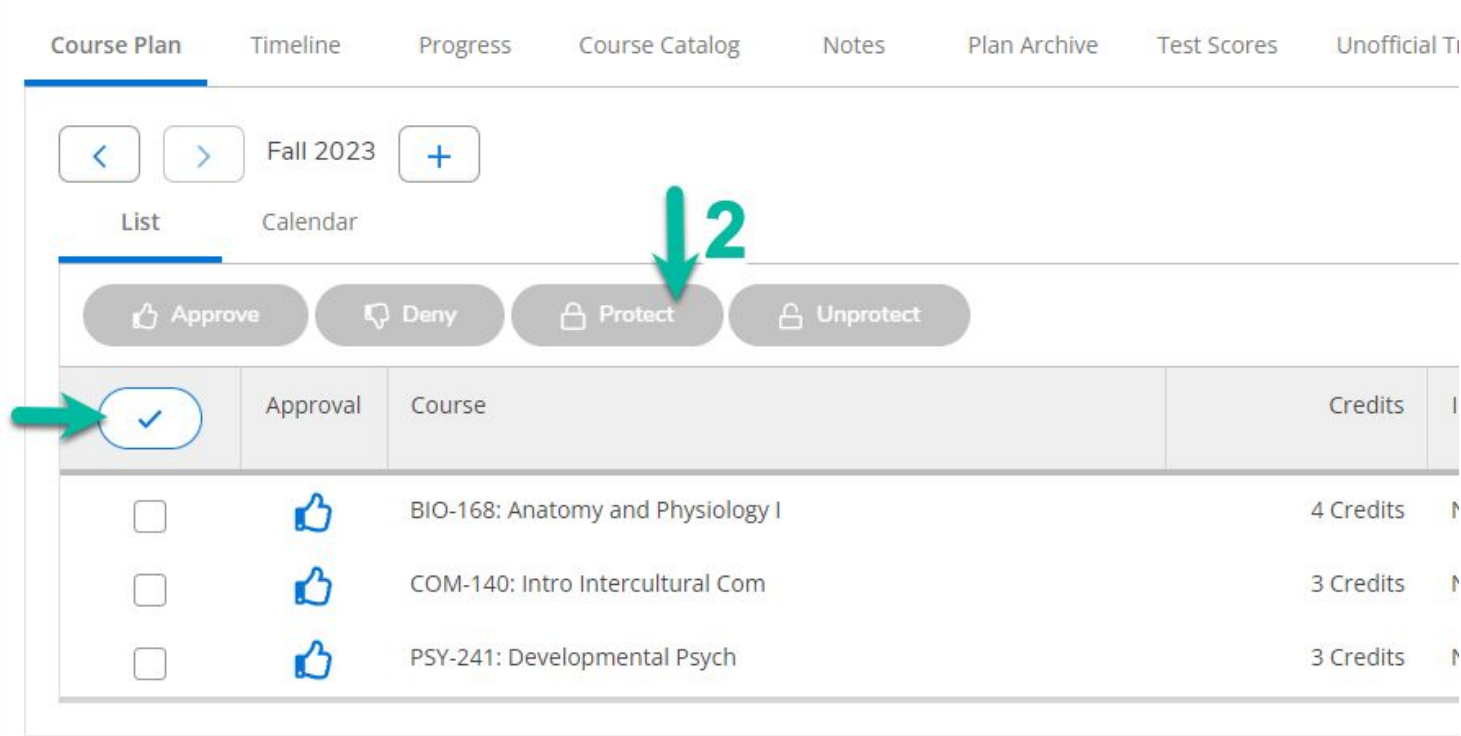
<input checked="" type="checkbox"/>	Approval	Course
<input type="checkbox"/>		ACA-122-YEA08: College Transfer Success
<input type="checkbox"/>		COM-120: Intro Interpersonal Com
<input type="checkbox"/>		HUM-115-YEA08: Critical Thinking

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**



The screenshot shows a course management interface with a navigation bar at the top containing tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, and Unofficial T. Below the navigation bar, there are navigation controls for the semester (Fall 2023) and a '+' button. There are two tabs: 'List' and 'Calendar'. Below the tabs, there are four buttons: 'Approve', 'Deny', 'Protect', and 'Unprotect'. A green arrow labeled '1' points to a checkmark icon in the 'Approval' column of a table. A green arrow labeled '2' points to the 'Protect' button. The table has columns for 'Approval', 'Course', and 'Credits'. The table contains three rows of course information:







Approval	Course	Credits
<input type="checkbox"/>	BIO-168: Anatomy and Physiology I	4 Credits
<input type="checkbox"/>	COM-140: Intro Intercultural Com	3 Credits
<input type="checkbox"/>	PSY-241: Developmental Psych	3 Credits

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

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		BIO-168: Anatomy and Physiology I	4 Credits	No Section Selected	No Section Selected	No Section Selected 
<input type="checkbox"/>		COM-140: Intro Intercultural Com	3 Credits	No Section Selected	No Section Selected	No Section Selected 
<input type="checkbox"/>		PSY-241: Developmental Psych	3 Credits	No Section Selected	No Section Selected	No Section Selected 

Archive

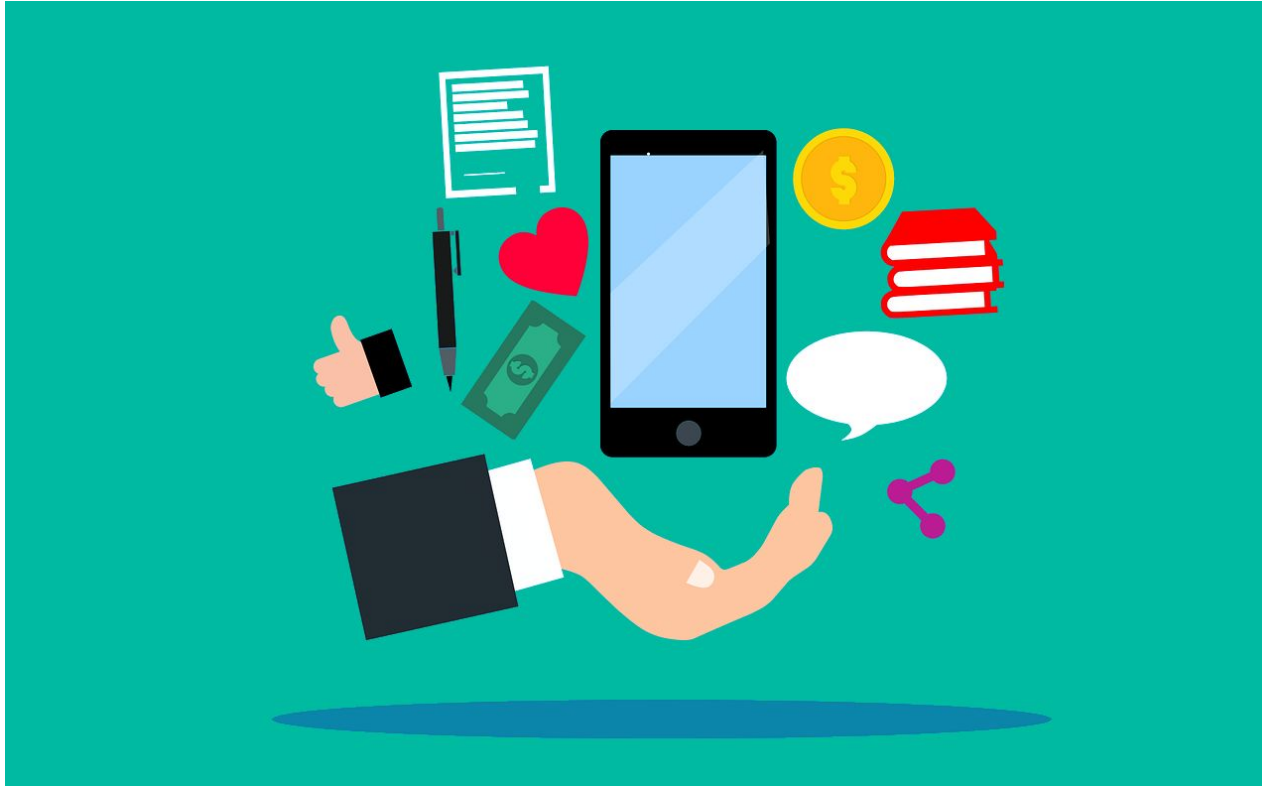


Image by [Mohamed Hassan](#) from [Pixabay](#)

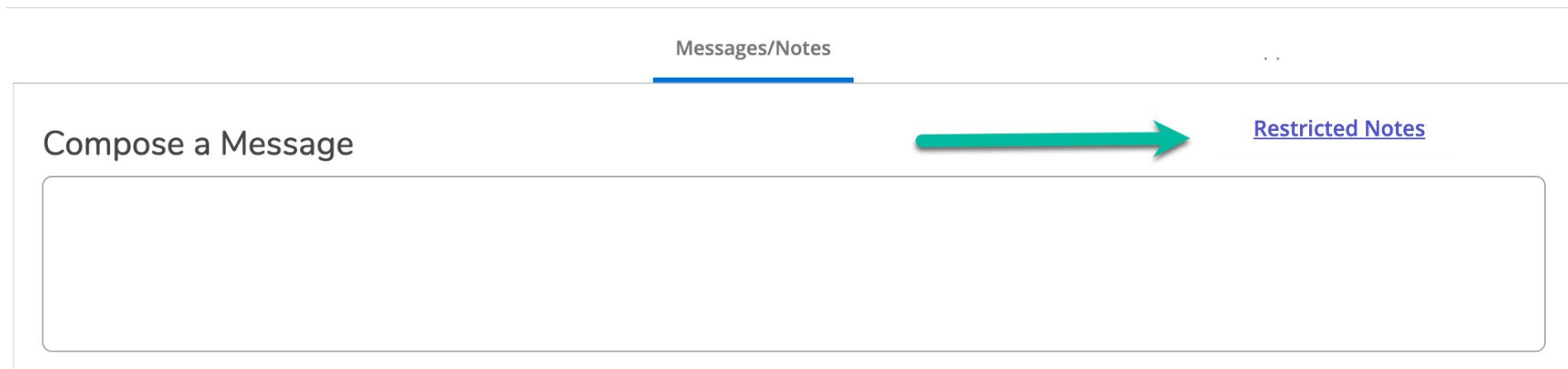
Notes and academic plans shared in Self-Service can be viewed by all advisors
This process will replace the advising notes process in Aviso

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 

Archive

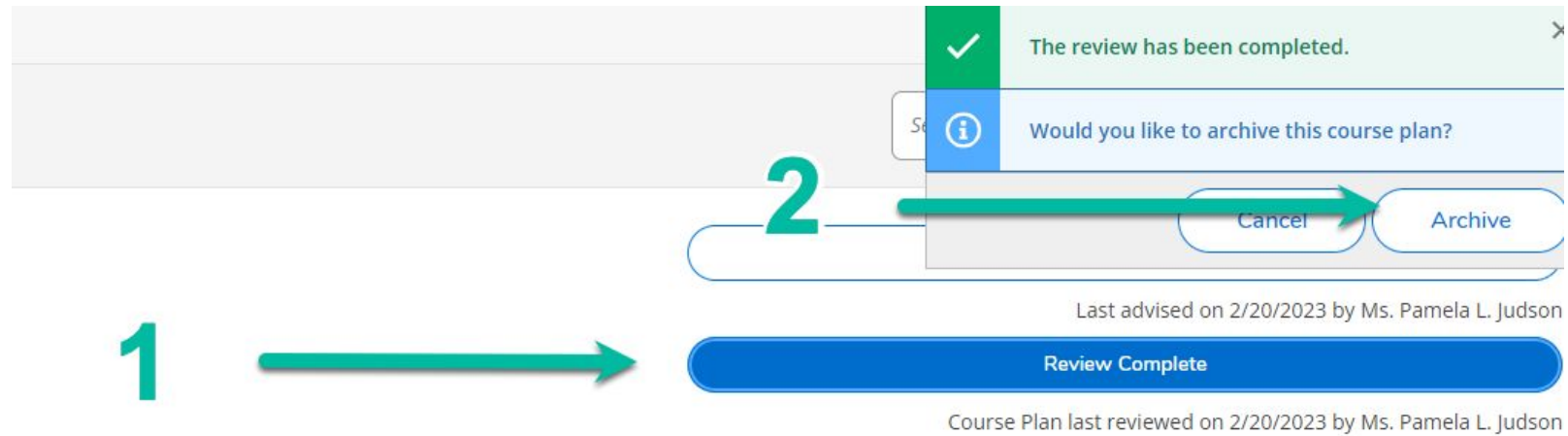
Advisors can/should create an optional record of the advising session using the archive tool

- 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

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

The screenshot shows the 'Course Plan' tab in a web application. At the top, there is a navigation menu with options: Course Plan, Timeline, Progress, Course Catalog, Messages/Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions & Waivers, and Graduation Application. Below the menu, there is a header area with a left navigation bar containing 'Spring 2024' and a 'Print' button. On the right of the header, there is a 'Register Now' button and a status summary: 'Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits'. Below the header, there is a table with columns: Approval, Course, Credits, Instructor, Time, and Location. The table contains one row for 'ACA-111-YEA08: College Student Success' with 1 Credit, instructor 'Christopher Akers', and time '3/19/2024 - 5/17/2024'. The location is 'Web-Centered Web-Centered, ONLINE Online Class'. A green arrow labeled '1.' points to a checkmark in the 'Approval' column, and another green arrow labeled '2.' points to the 'Register Now' button.

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)

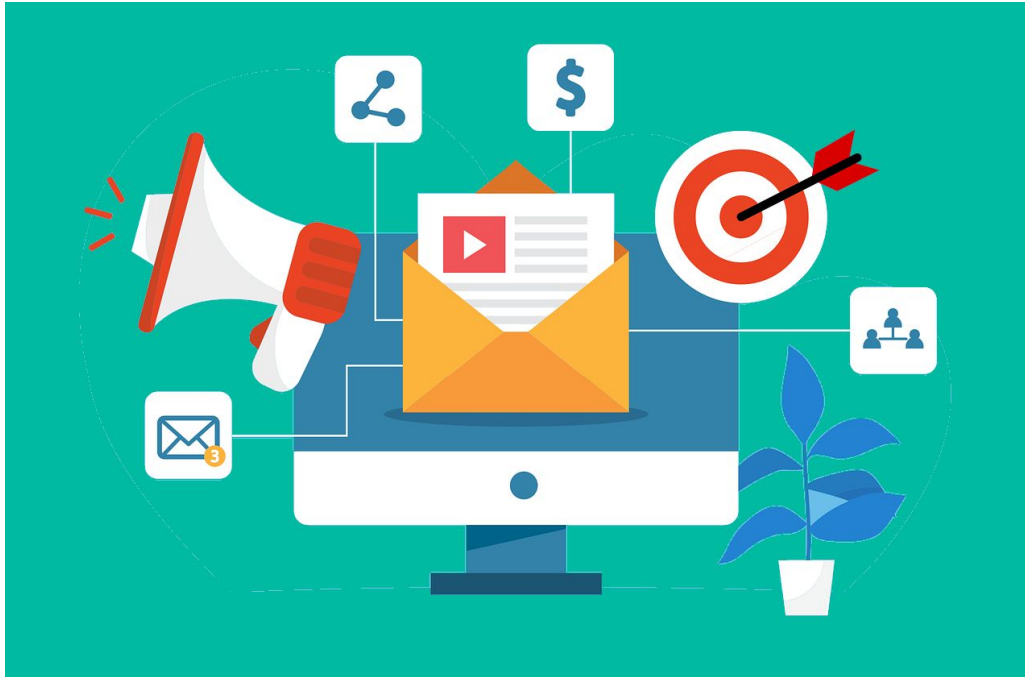
If you want to allow students to select and register for sections:

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

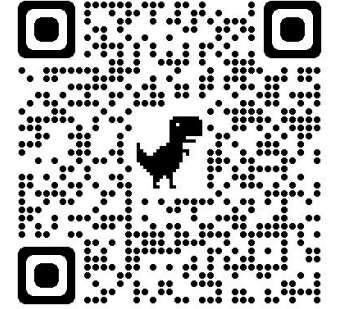
The screenshot shows a web interface for an advisee's profile. At the top, there is a breadcrumb trail: [Daily Work](#) · [Advising](#) · [Advising Overview](#). A notification banner at the top right displays a green checkmark and the text "Student advisement marked complete". Below this is a search bar with the placeholder text "Search for courses...". The main section is titled "Advisee Details" and includes a "Back to Advisees" link. On the left, there is a profile card with a placeholder image, the text "Student ID: C", and an email address ending in "@students.southwesterncc.edu". To the right of the profile card, the following information is listed: "Program(s): Pre-Occupational Therapy (AGE)", "Educational Goal: Degree, Diploma, or Cert", and "Advisor(s): Anna M. Walls". A green arrow points from the "Advisement Complete" button to the "Review Complete" button. The "Advisement Complete" button is highlighted in blue and has the text "Last advised on 2/20/2023 by Ms. Pamela L. Judson" below it. The "Review Complete" button is also highlighted in blue and has the text "Course Plan last reviewed on 2/20/2023 by Ms. Pamela L. Judson" below it. At the bottom, there is a navigation menu with the following items: [Course Plan](#), [Timeline](#), [Progress](#), [Course Catalog](#), [Notes](#), [Plan Archive](#) (which is underlined), [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!

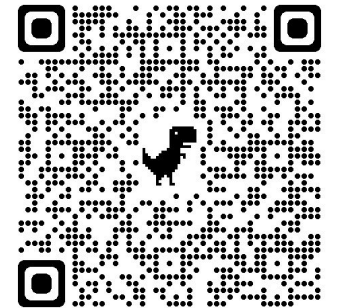
Tools for Students



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

The screenshot shows a course plan interface with two columns: Summer 2023 and Fall 2023. The Summer 2023 column contains one course: ENG-112: Writing/Research in the Disc (3 Credits). The Fall 2023 column contains three courses: BIO-168: Anatomy and Physiology I (4 Credits), COM-140: Intro Intercultural Com (3 Credits), and PSY-241: Developmental Psych (3 Credits). A green arrow points from the PSY-241 course in the Fall 2023 column to the Summer 2023 column. At the bottom, it shows '3 Planned Credits' for Summer 2023 and '10 Planned Credits' for Fall 2023.

The screenshot shows the Course Details modal for BIO-168: Anatomy and Physiology I. The course description is: "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." The course details are: Credits: 4, Locations Offered: TBD, Requisites: (empty), and Term: Fall 2023. A green arrow labeled '1' points to the Term dropdown menu, and another green arrow labeled '2' points to the Update Course button.

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, there is a section titled "At a Glance" with the following details:

Cumulative GPA:	(0.000 required)
Institution GPA:	(2.000 required)
Degree:	Associate in Applied Science
Majors:	Office Administration
Departments:	Office Administration
Catalog:	2023
Anticipated Completion Date:	8/14/2025

On the right side of the page, there is a blue information banner that reads "Program Completion must be verified by the Registrar." Below this banner, there is a "Progress" section with a progress bar and the text "Total Credits" followed by "0 of 67". A "Print" icon is located 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

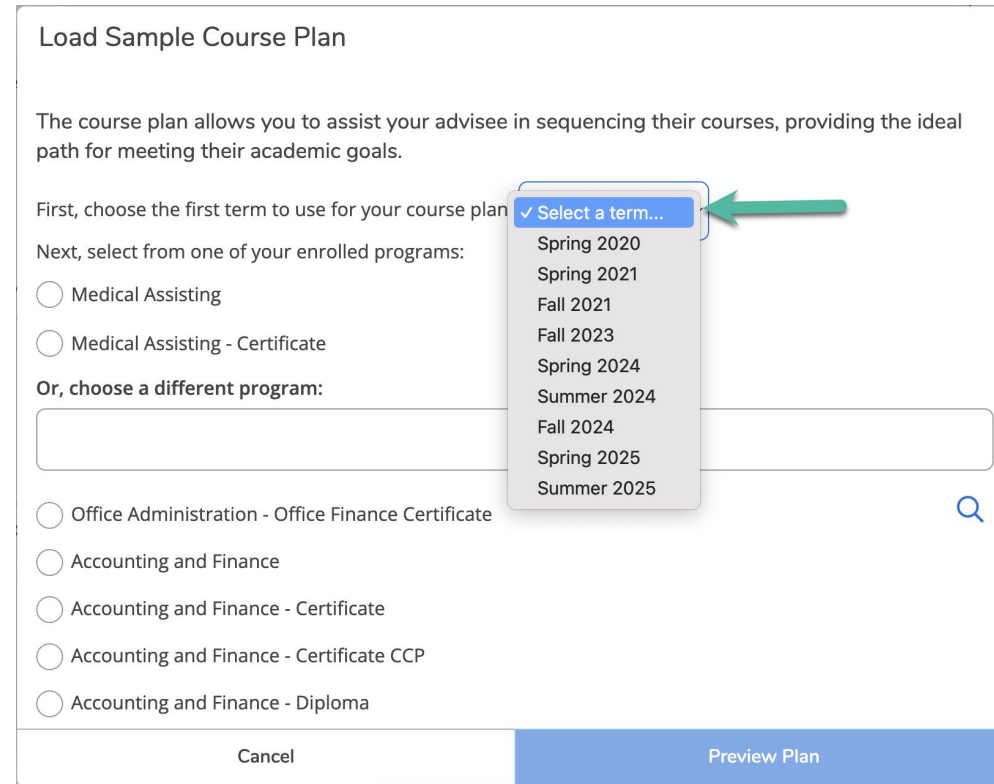
Accounting and Finance

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

Spring 2024

ACA-111: College Student Success
Credits: 1 Credits

ENG-111: Writing and Inquiry
Credits: 3 Credits

⚠ Take ENG-011 - Must be taken either prior to or at the same time as this course.

⚠ Take 1_group; # Take ENG-011; # Take DRE-098(S23644); # Take ENG-111(S25433); # Take ENG-002; From rule RGMINP1; # Take BSP-4002;



Spring 2024

ACA-111: College Student Success
Credits: 1 Credits

ENG-011: Writing and Inquiry Support
Credits: 2 Credits

ENG-111: Writing and Inquiry
Credits: 3 Credits

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 registration system. The left panel, titled "Spring 2024", shows two courses listed with checkmarks, indicating successful registration: "ENG-111-SD1: Writing and Inquiry" (3 Credits) and "HIS-132-SD2: American History II" (3 Credits). The right panel, titled "Summer 2024", shows a course "ENG-112: Writing/Research in the Disc" (3 Credits) with a dark grey error message box overlaid on it, containing a red 'X' icon, indicating a registration error.

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.***

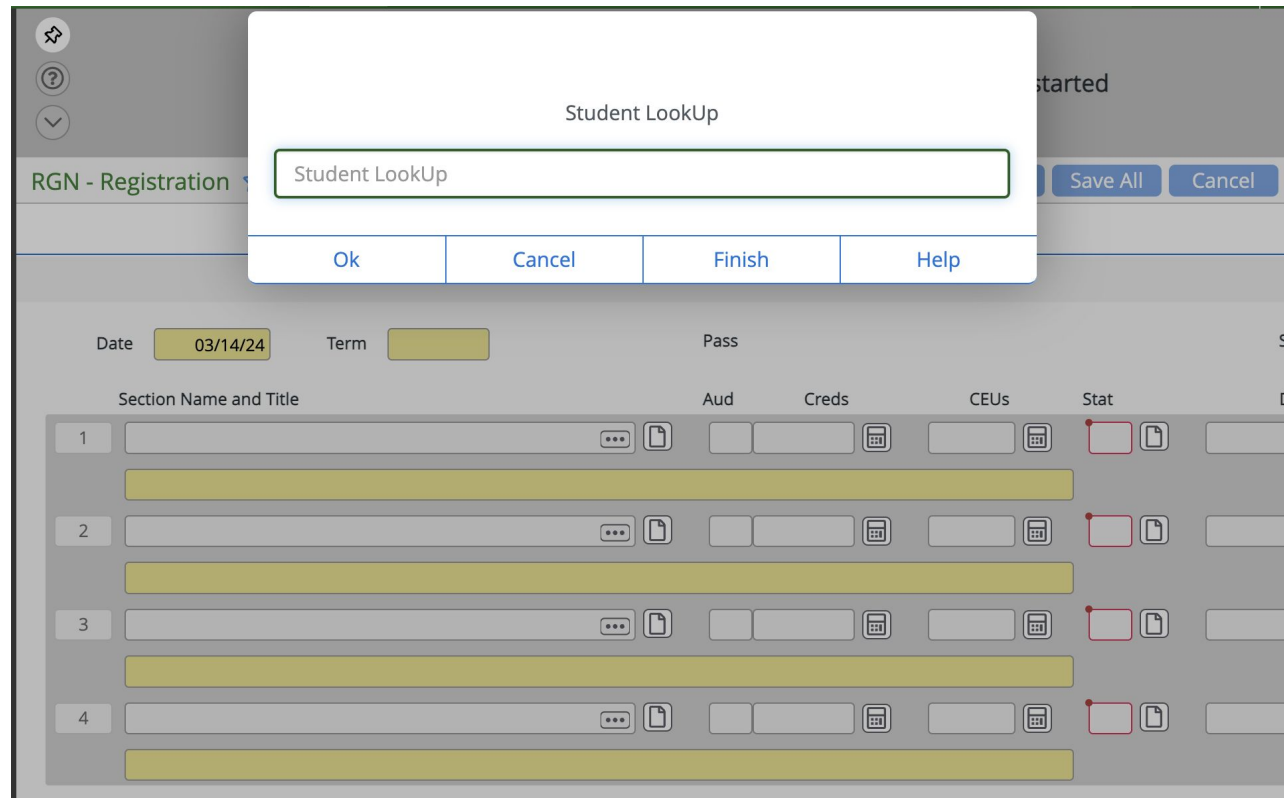
- Click the **Course Plan** Tab
- Click the **Calendar** option
- Click the **Drop** Button

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 this, there are navigation arrows and a 'Spring 2024' term selector. A 'Print' button is visible. The 'Calendar' tab is selected, indicated by a green arrow and the number '2.'. The main content area shows details for the course 'ECO-251-YEA07: Prin of Microeconomics'. The status is 'Approved' and 'Registered, but not started'. Course details include 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Mr. Ernest A. Morgan', and '3/26/2024 to 5/17/2024'. A 'Meeting Information' section is expanded, showing a blue button labeled 'Drop', which is highlighted by a green arrow and the number '3.'. Below the 'Drop' button 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**

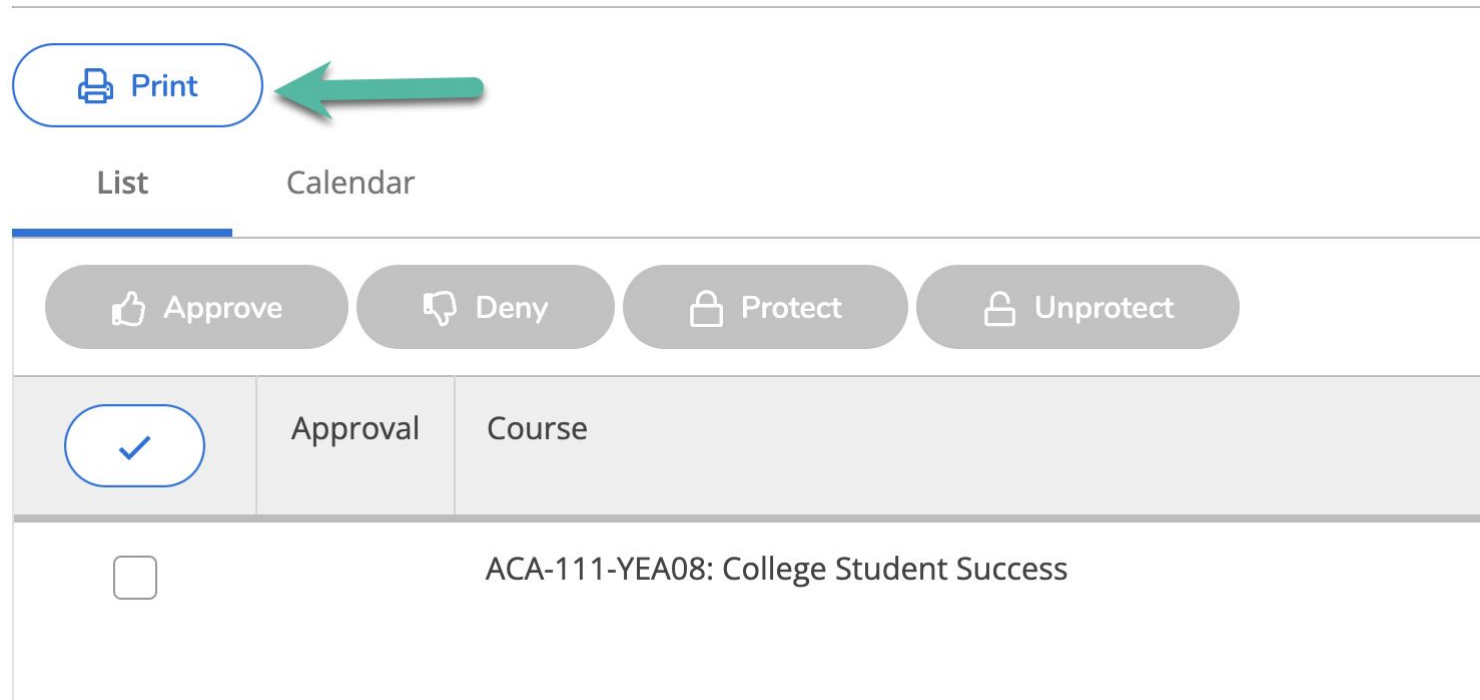
- Remember to process the drop and add in the same transaction



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 this row is a table with three columns: 'Approval', 'Course', and an empty column. The 'Approval' column has a checkmark icon. The 'Course' column has the text 'ACA-111-YEA08: College Student Success'. A green arrow points to a 'Print' button located above the 'List' tab.

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