Self-Service for Advisors

Access

Allow Registration

Academic Plan

Archive

Approve
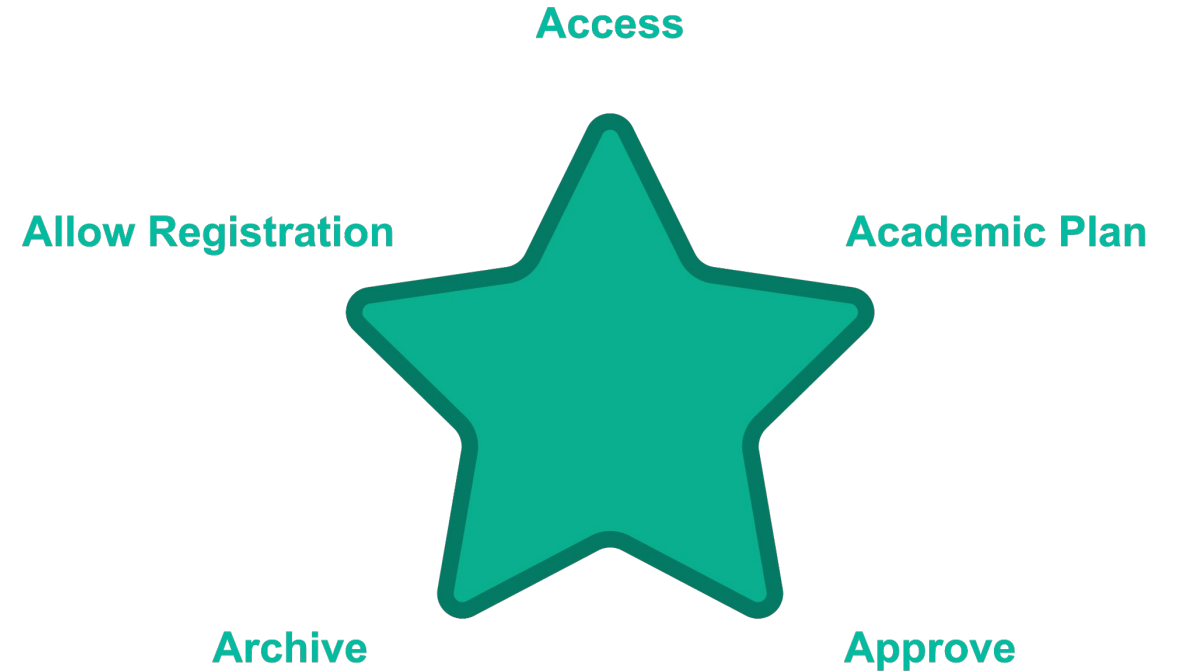
Empowering your Students In a Five Easy Steps

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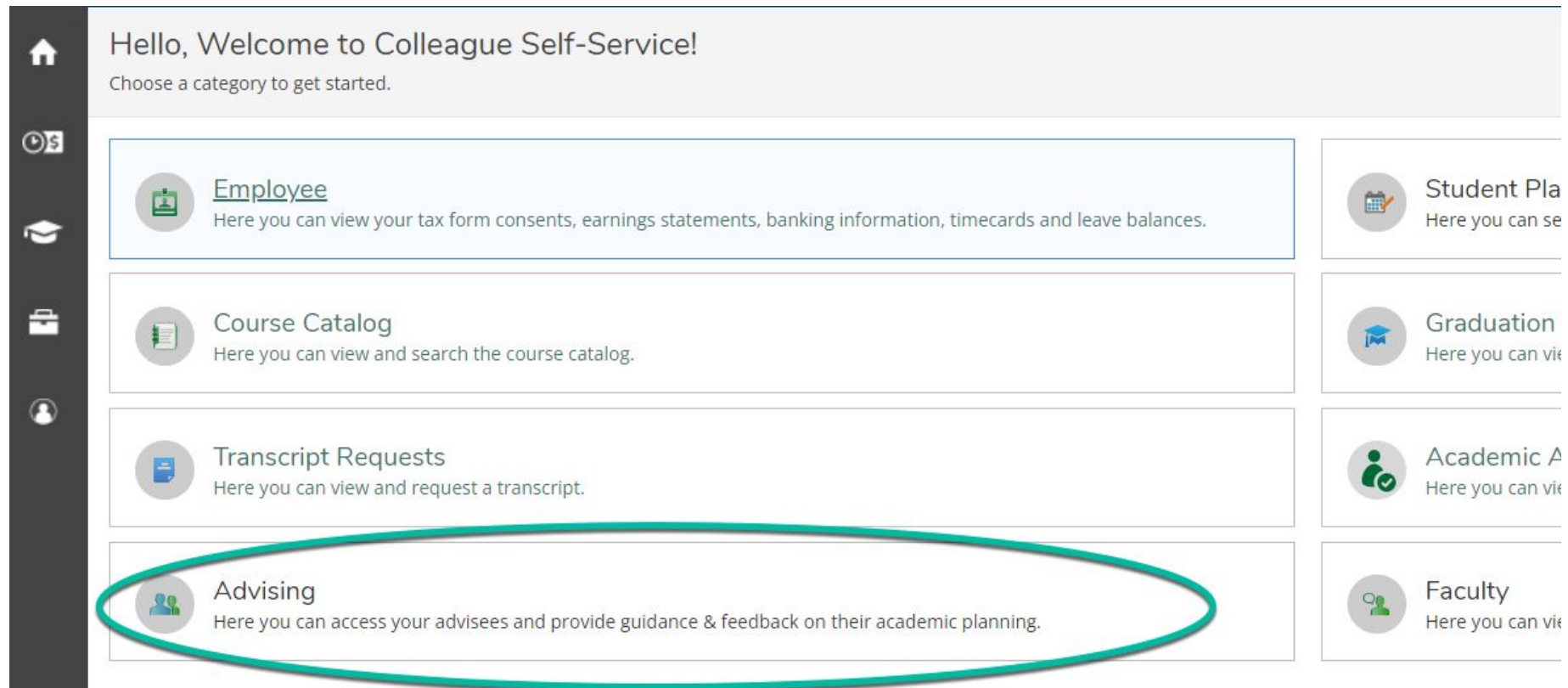
Information you have been used to accessing in Aviso, is now available in Self-Service

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*

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*
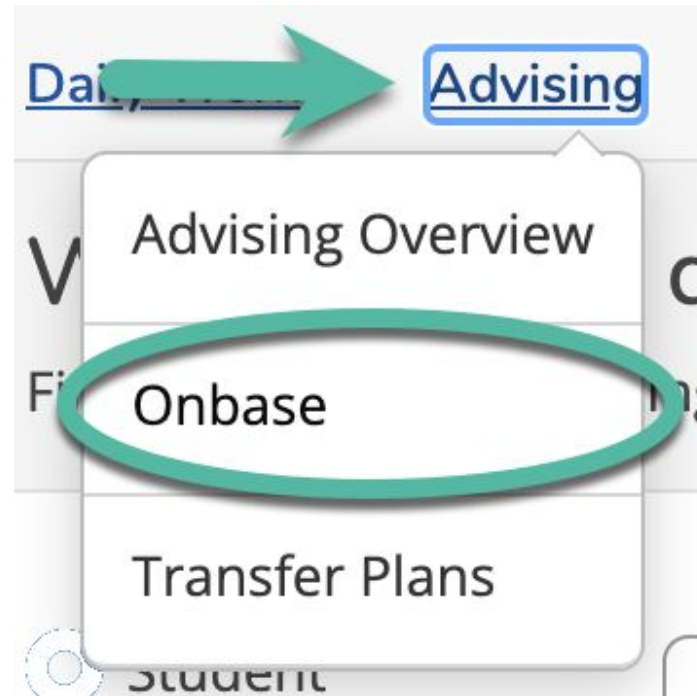
Access - Student Information

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

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

Tools in Self-Service allow both students and advisors to monitor and communicate short and long term academic goals.

Academic Planning

Initially, you will want to consult the UTAC Checklist from the Student's file
- Use the spreadsheet to organize the courses you wish to add
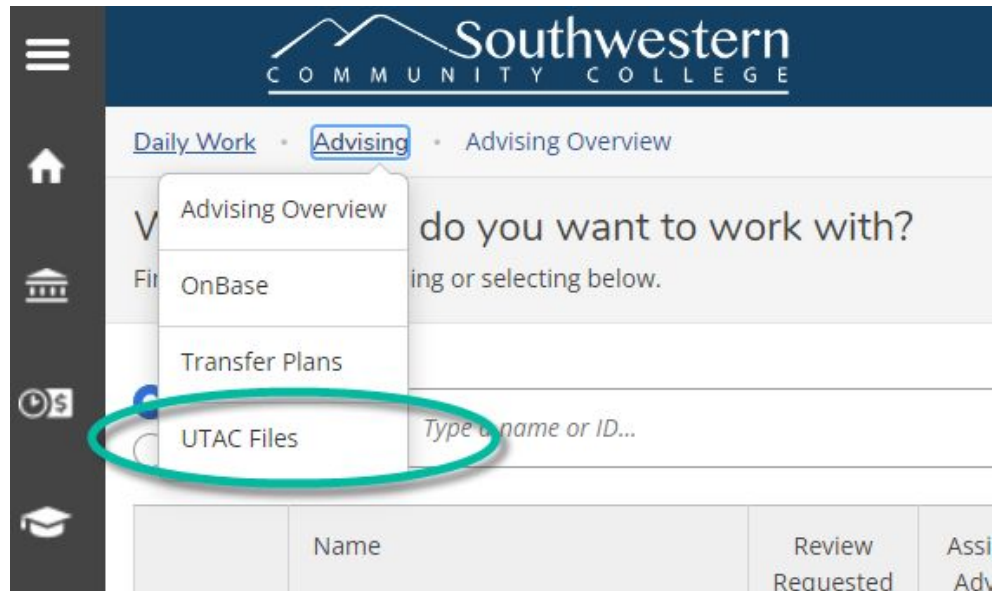
Associate in Arts College Transfer Checklist for:

Student's Catalog Year: Total Credits: 0   checklist reviewed May 2023

This worksheet shows all course options at a glance and can be used to plan and document **completed** classes. It is an alternate version of the My Progress tab that students can see in mySCC dashboard-> Self-Service-> Advising/Registration -> MyProgress.

	Course	Intended Semester	Credits Earned	Notes (Ex. D? TR?)
English Composition-6 hours	ENG 111			
	ENG 112			
Humanities/Fine Arts-12 hours	Choose 3: ART 111,114,115; COM 120,231; ENG 231,232,241,242; MUS 110,112; PHI 215,240			
Choose 2+ different disciplines.				
	Choose 4th course: COM 140; GER 111, 112; HUM 110, 115, 121, 122, 130, 160; REL 111,112; SPA 111, 112; or from list above			
Social/Behavior Sciences -12 hours	Choose 3 courses: ECO 251, 252; HIS 111,112,131,132; POL 120; PSY 150; SOC 210			
Choose 2+ different disciplines.				
Recommended: one history				
	Choose 4th: HIS 121,122; PSY 237,241,281; SOC 213,220,225 or from list above			
Mathematics -7 hours	Choose 2 courses: MAT 143 (3), 152 (4), 171 (4), 172(4), 271 (4) **WCU pre-Ed majors ONLY may subst. 141 and 142 (6 hrs) & add 1 hour to electives -See advisor re: subst. request**			
	MAT			
	MAT			
Natural Sciences -8 hours	Choose 1 course: AST111/111A, BIO 110*, 111*; CHM 151, PHY 110/110A			

Academic Planning

For new students, be sure to plan at a minimum:

- ACA (As early as possible)
- At least one Math or English requirement
- Any courses which must be taken in a sequence
- Any courses requiring a pre or corequisite
- Any absolute requirements from the student's BDP
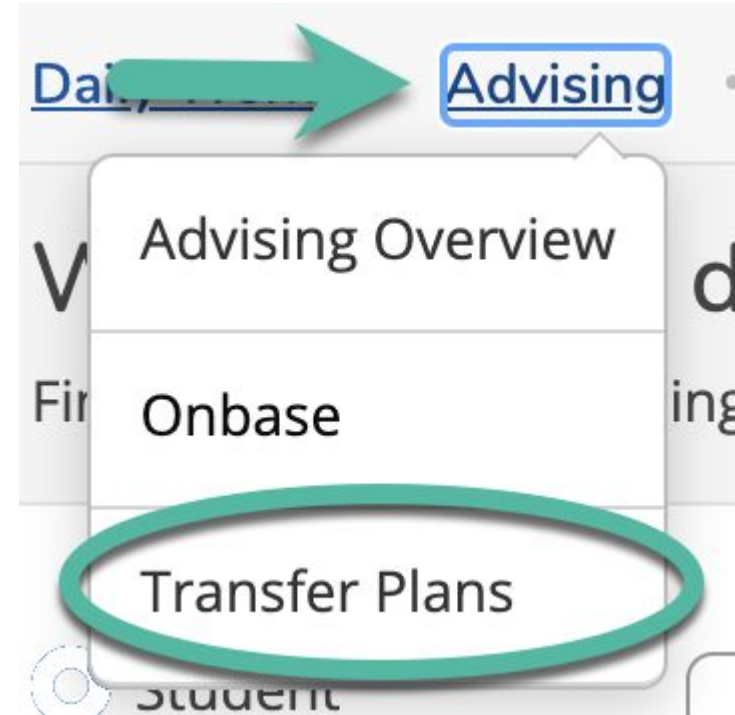
Note: We have added a link to the UNC System Transfer Plans in Self Service for easy reference

Academic Planning

Once your worksheet is up to date, you will need to update Self Service. 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:

Academic Planning

A list of possible sections will appear.

- Click *Add Section to Schedule*

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*

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
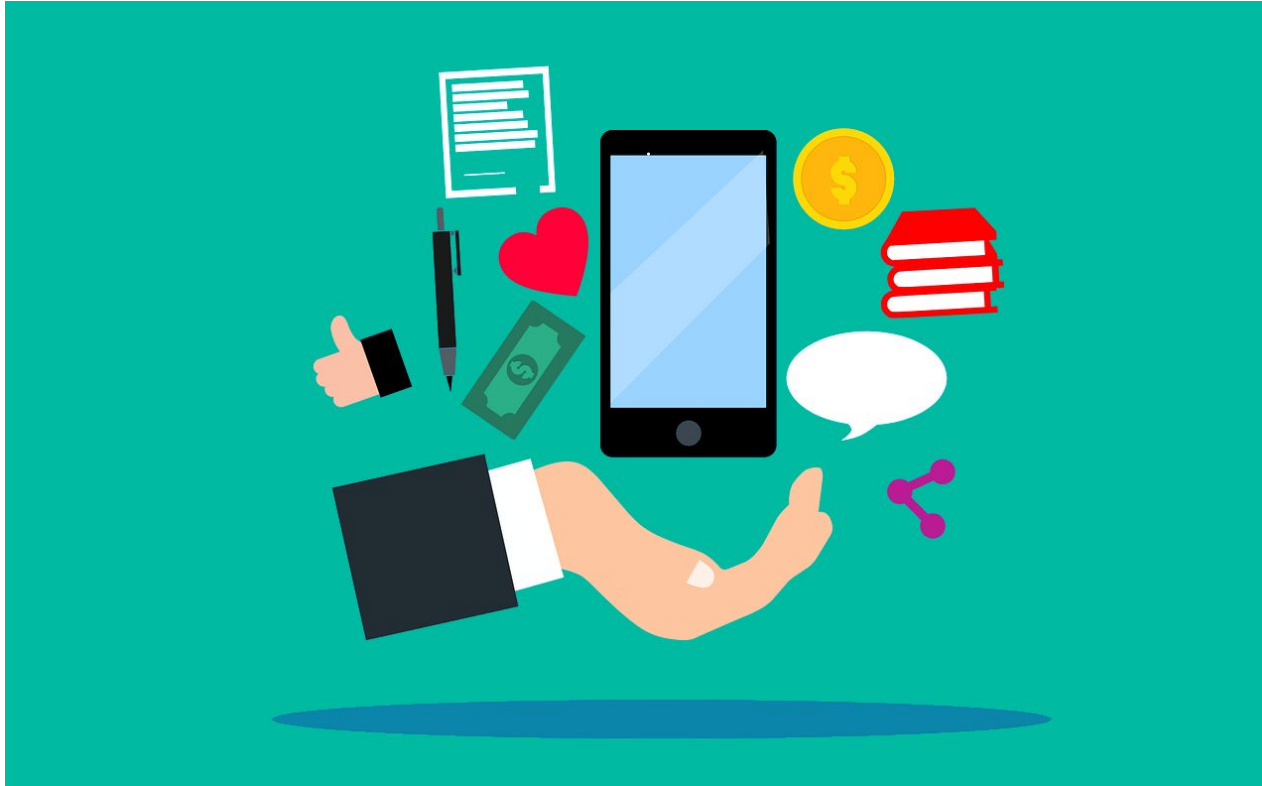
Image by Mohamed Hassan from Pixabay

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

Special Credit Students -You SHOULD document notes in Self Service in lieu of building a complete UTAC file. This will take the place of using Aviso for this group.

For Other Students - You may want to add SHORT notes, but these are *supplemental* to the normal UTAC processes. These optional notes should **only** include information you would want advisors outside of the UTAC to have access to.
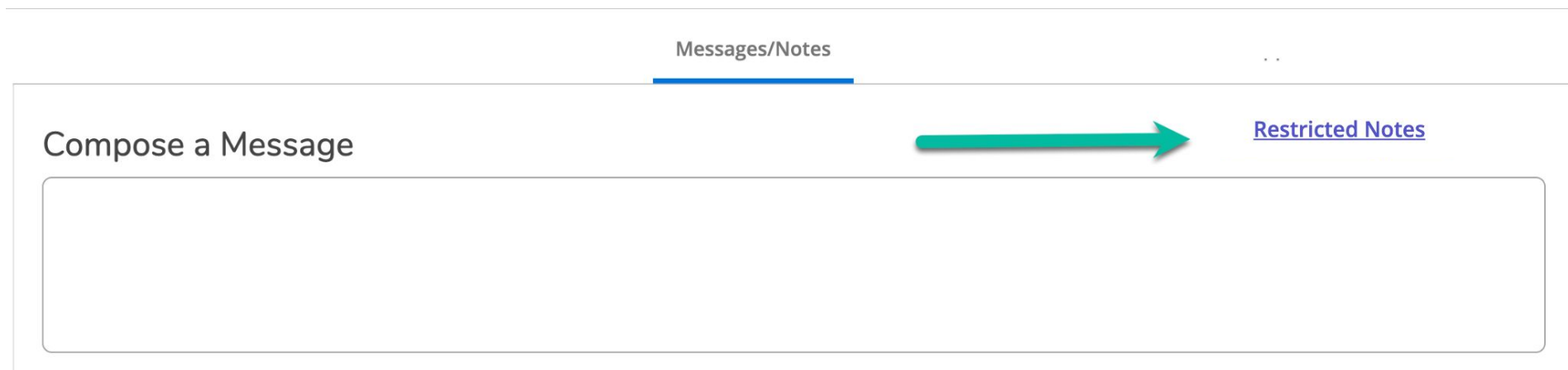
Archive

To add notes:
- On the Messages \ Notes Tab
- Click *Restricted Notes*

Messages/Notes

Compose a Message   Restricted Notes
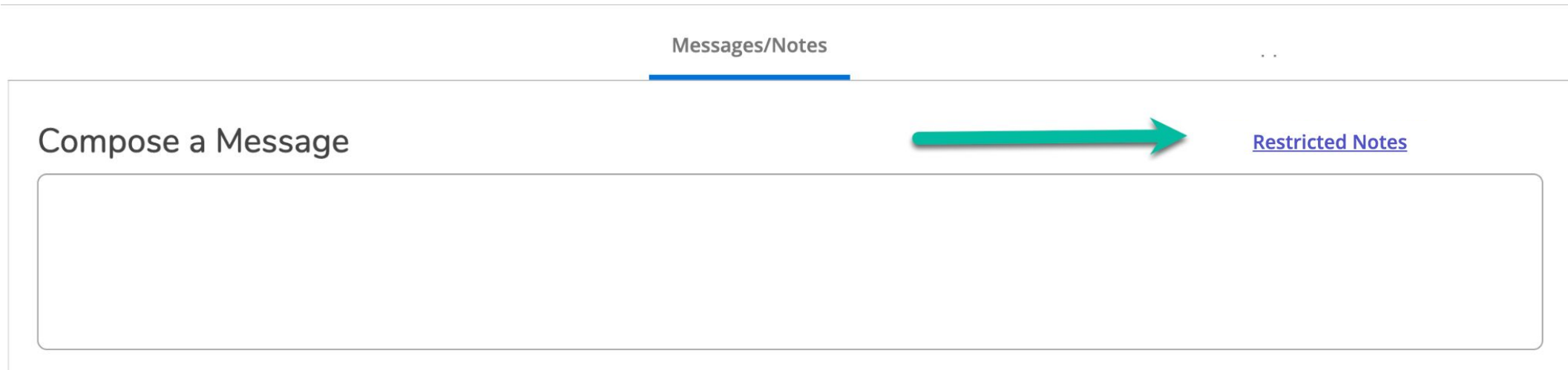
Archive

In the Messages \ Notes Tab
- Record details of the sessions; these are hidden from students, but become part of their record.
- Again, these notes do NOT take the place of notes in Student's file, but 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
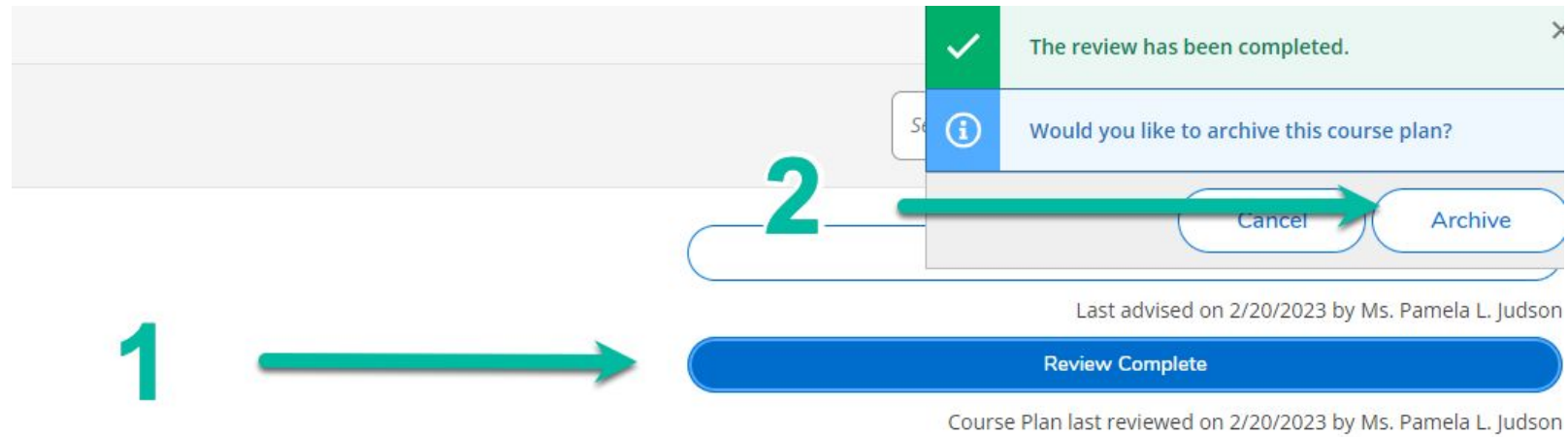
Archive

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

Plan Archive

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
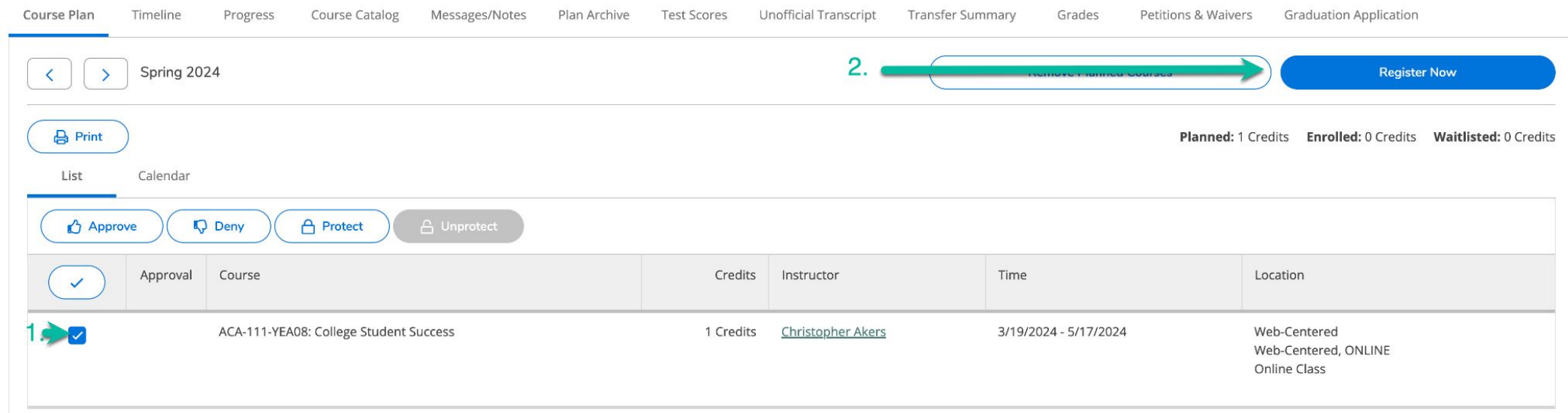
Image by Mohamed Hassan from Pixabay

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
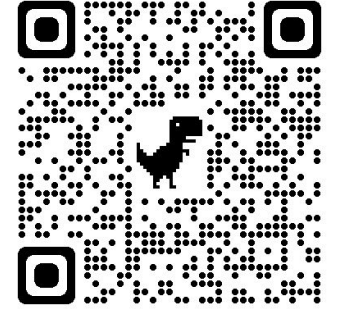
Cheat Sheet
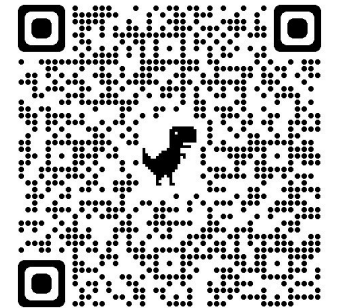
The Advising committee will send information to students before Advising Day

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 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	Summer 2024
ENG-111-SD1: Writing and Inquiry Credits: 3 Credits ✓	**ENG-112: Writing/Research in the Disc** Credits: 3 Credits ✕
HIS-132-SD2: American History II Credits: 3 Credits ✓	

Questions - What I know the student has completed the pre- or corequisite and there is still an error message?

Just as we'd have done in Colleague, contact the Registrar's Office. Once they correct the pre- or coreq coding, the error will go away and student will be able to register.

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._**
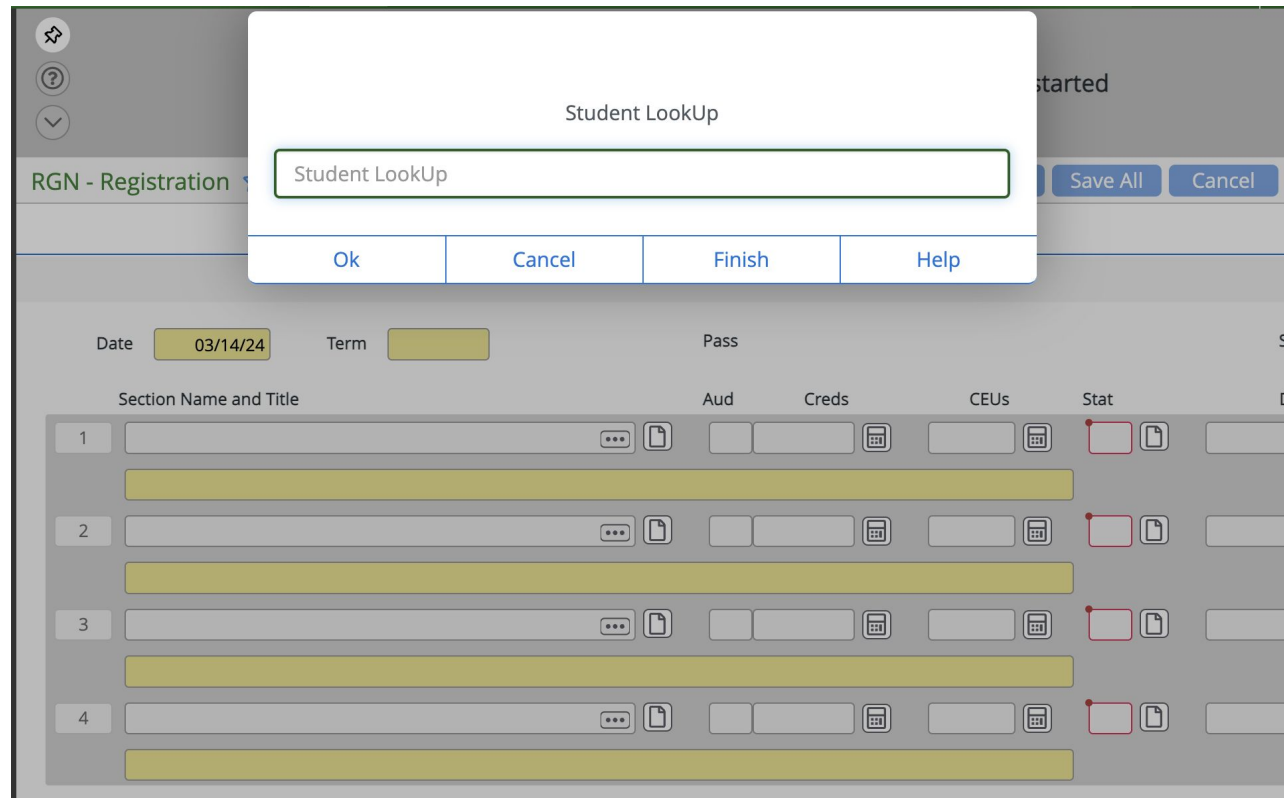
- Click the **_Course Plan_** Tab
- Click the **_Calendar_** option
- Click the **_Drop_** Button

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

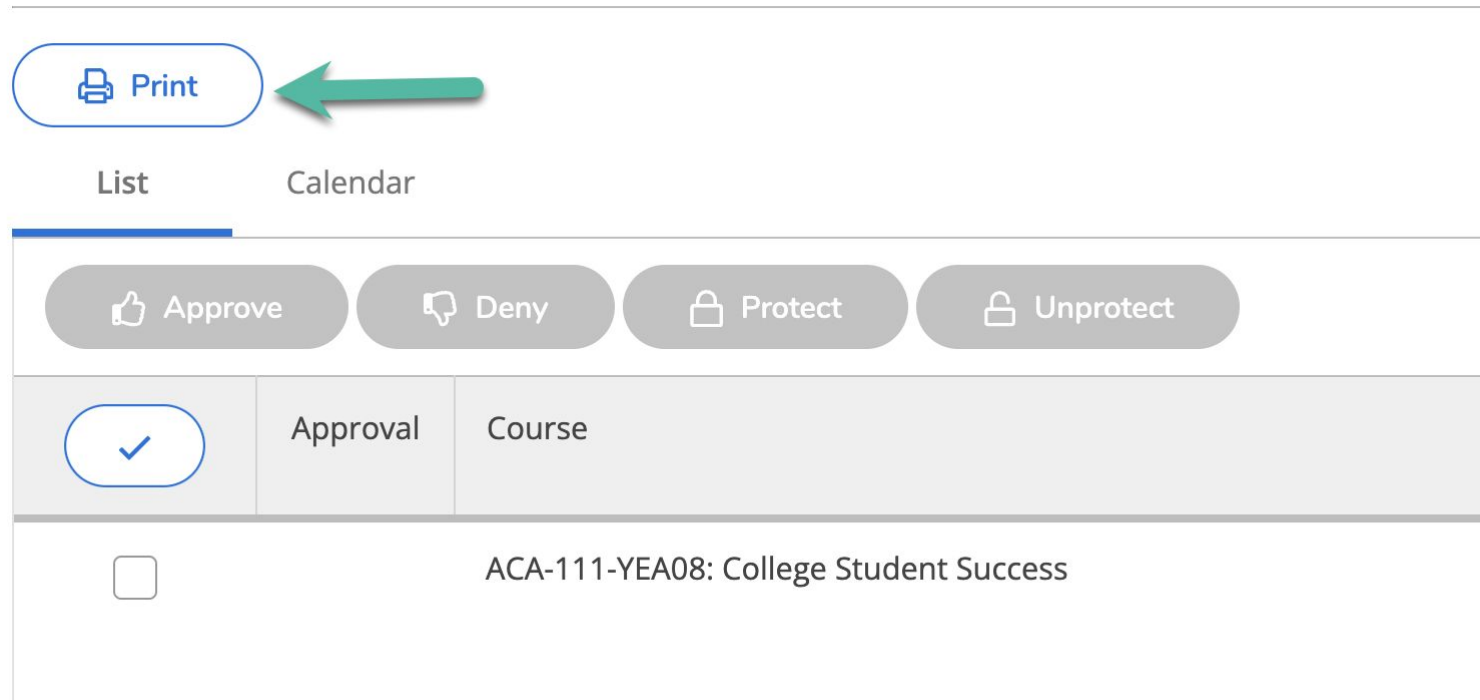Once a class has begun, **process all drop / adds in Colleague**
- Remember to process the drop and add in the same transaction

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
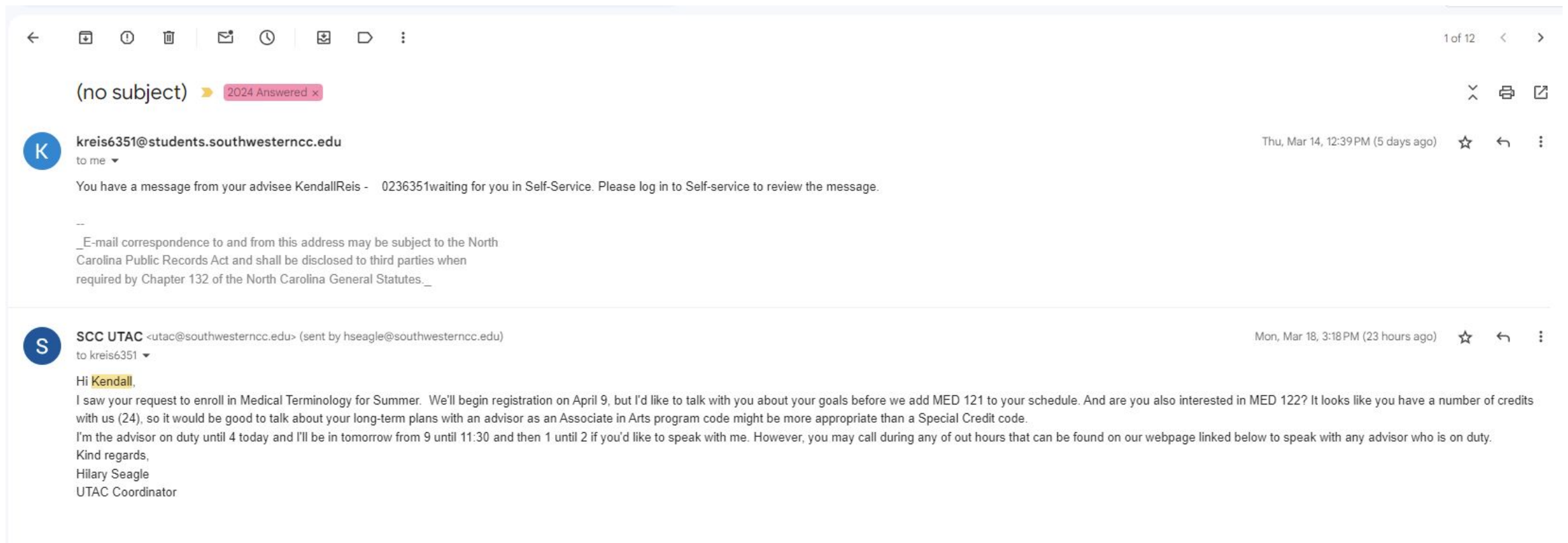- Click **Print** and choose download PDF for email

Questions - What happens with messages?

- When students request a Review or send a message to the advisor, it comes to UTAC email.
- Login to Self-Service, find the message and answer from the UTAC email. Otherwise the email will appear to have come from YOUR account.

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:

Dropdown:
✓ 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:

[   ] 🔍
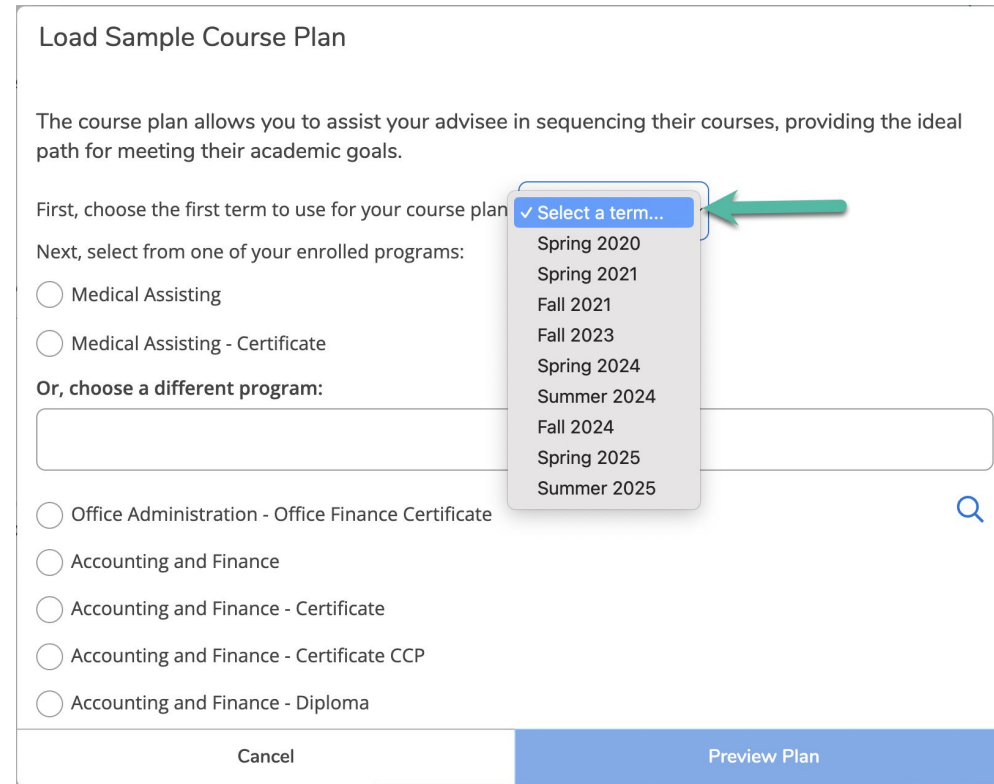
○ Office Administration - Office Finance Certificate
○ Accounting and Finance
○ Accounting and Finance - Certificate
○ Accounting and Finance - Certificate CCP
○ Accounting and Finance - Diploma

Search for a different program

Cancel   Preview Plan

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**