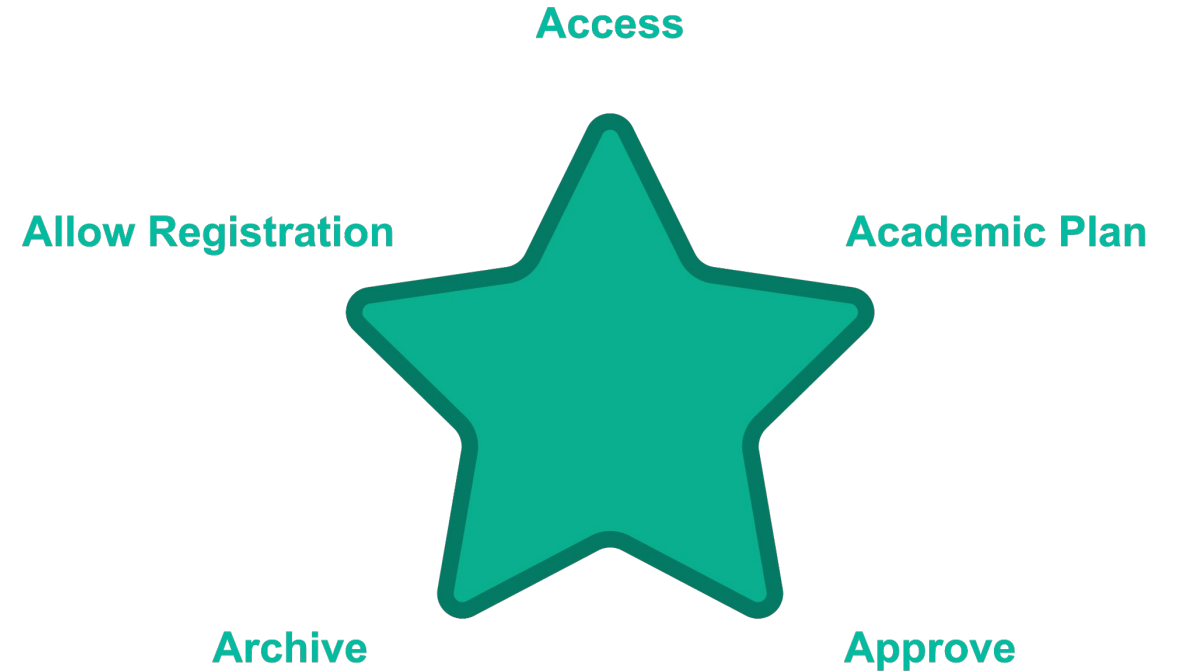


Self-Service for Advisors



Empowering your Students In a Five Easy Steps

Access



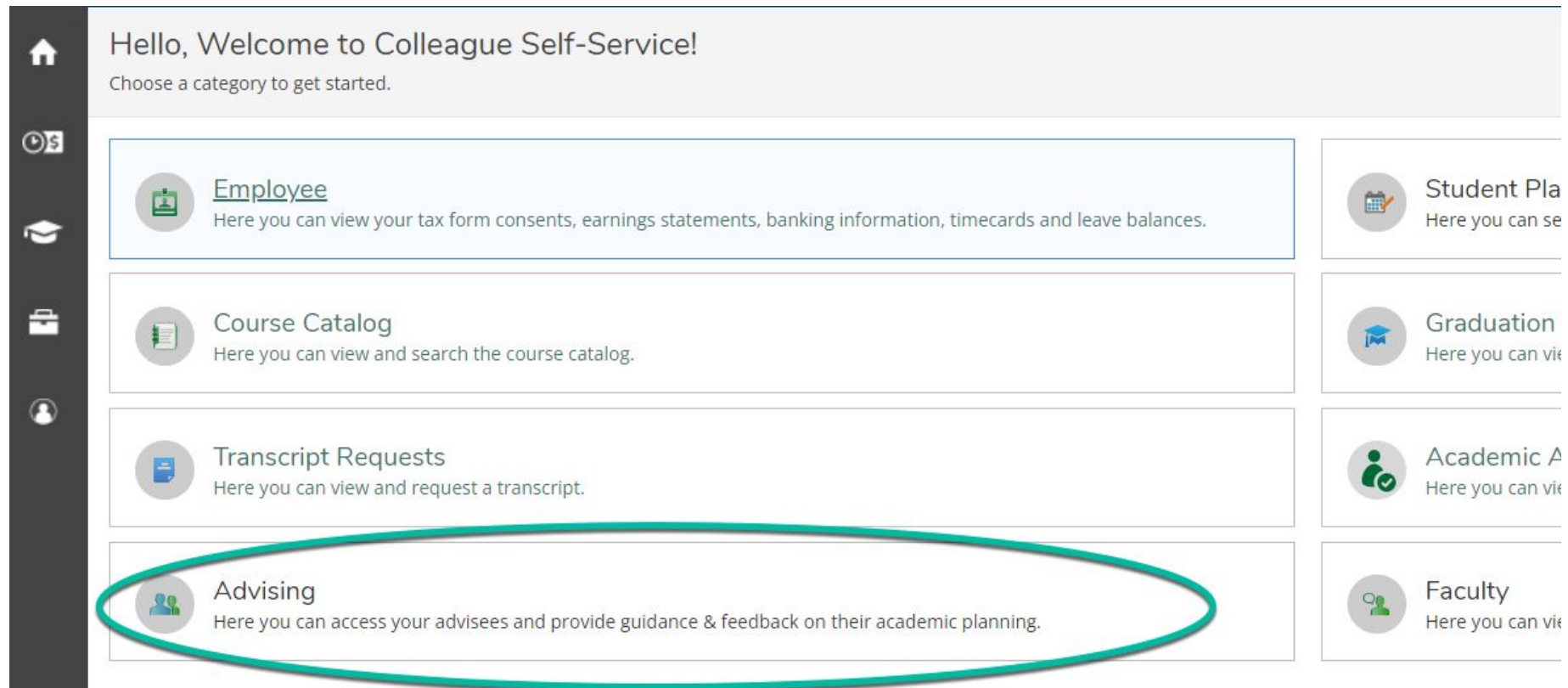
Image by [Joseph Mucira](#) from [Pixabay](#)

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 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 Here you can access your advisees and provide guidance & feedback on their academic planning.' Other visible tiles include 'Employee', 'Course Catalog', 'Transcript Requests', 'Student Pla...', 'Graduation', 'Academic A...', 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

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

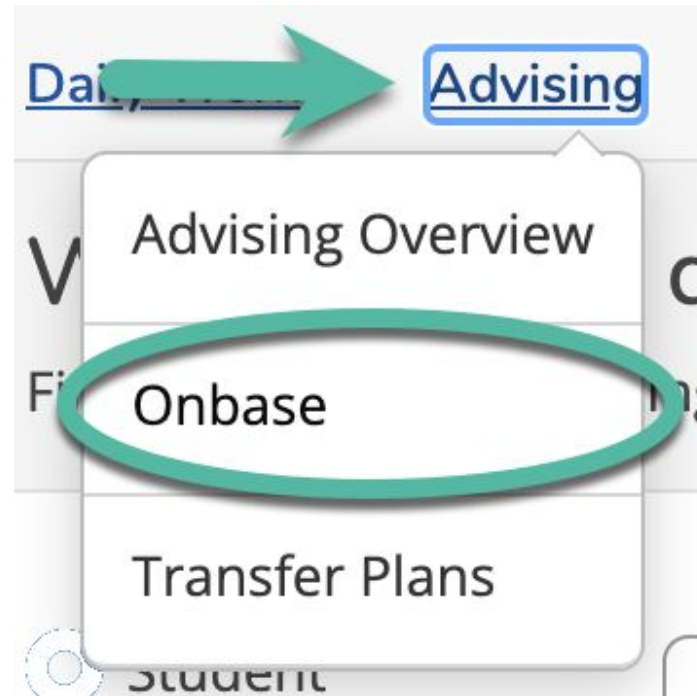
PSY-370/Social/Emotional Development	4.00	A	12/1/2013	PSY-237	3.00	TR	Curriculum
HLTH-210/Introduction to Public Health	4.00	A	5/1/2014	HEA-120	3.00	TR	Curriculum
MAT-130/Precalculus	4.00	A	7/20/2014	MAT-171	4.00	TR	Curriculum
BIO-192/Gen/Biology II	4.00	A	5/1/2015	BIO-110	4.00	TR	Curriculum
				ENG-002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

				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



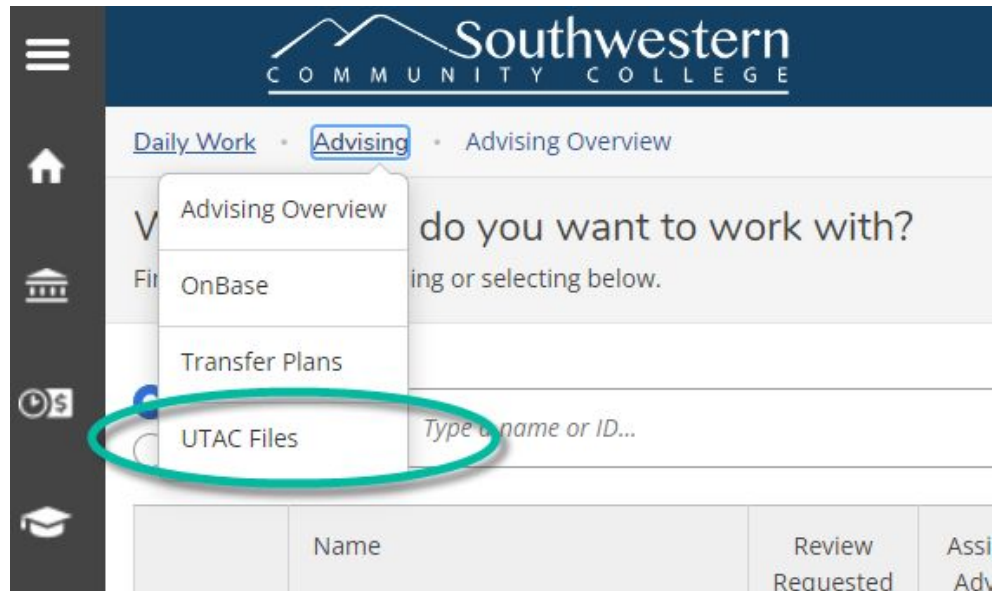
Image by [Mohamed Hassan](#) from [Pixabay](#)

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

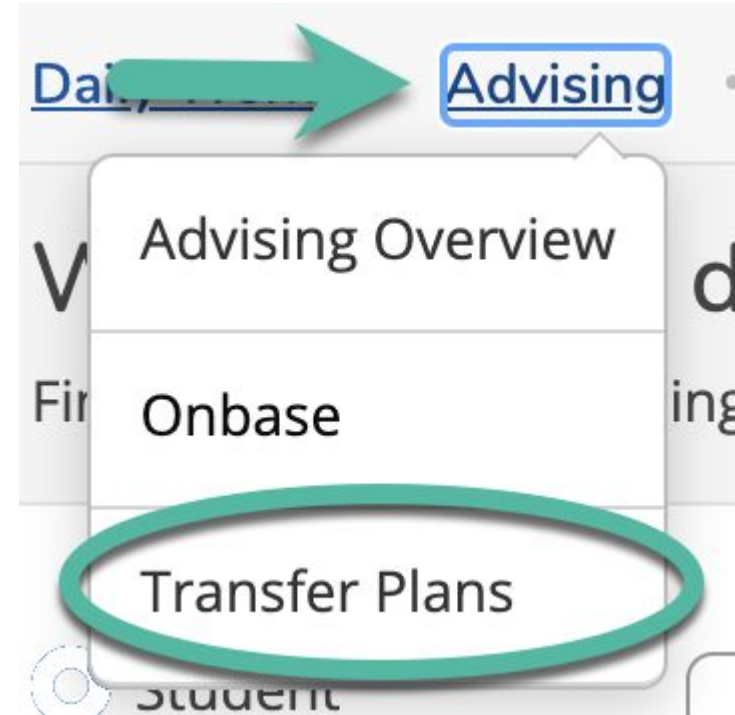


Associate in Arts College Transfer Checklist for:				
Student's Catalog Year:	Total Credits:	0		
<small>checklist reviewed May 2023</small> This worksheet shows all course options at a glance and can be used to plan and document completed classes. It is an alternate version of the My Progress tab that 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 2+ different disciplines.	Choose 3: ART 111,114,115; COM 120,231; ENG 231,232,241,242; MUS 110,112; PHI 215,240			
	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 2+ different disciplines. Recommended: one history	Choose 3 courses: ECO 251, 252; HIS 111,112,131,132; POL 120; PSY 150; SOC 210			
	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	Grade
 Planned	ENG-111 Writing and Inquiry	<input type="button" value="Search"/>

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	Grade
 Not Started	COM-120 Intro Interpersonal Com	<input type="button" value="Search"/>
 Not Started	COM-140 Intro Intercultural Com	<input type="button" value="Search"/>
 Not Started	COM-231 Public Speaking	<input type="button" value="Search"/>
 Not Started	ENG-114  Writing Research in the Disc	<input type="button" value="Search"/>

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)

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



[Add Course to Plan](#)

[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 the text 'Spring 2024'. A 'Print' button is visible. Below that, there are tabs for 'List' and 'Calendar'. 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.

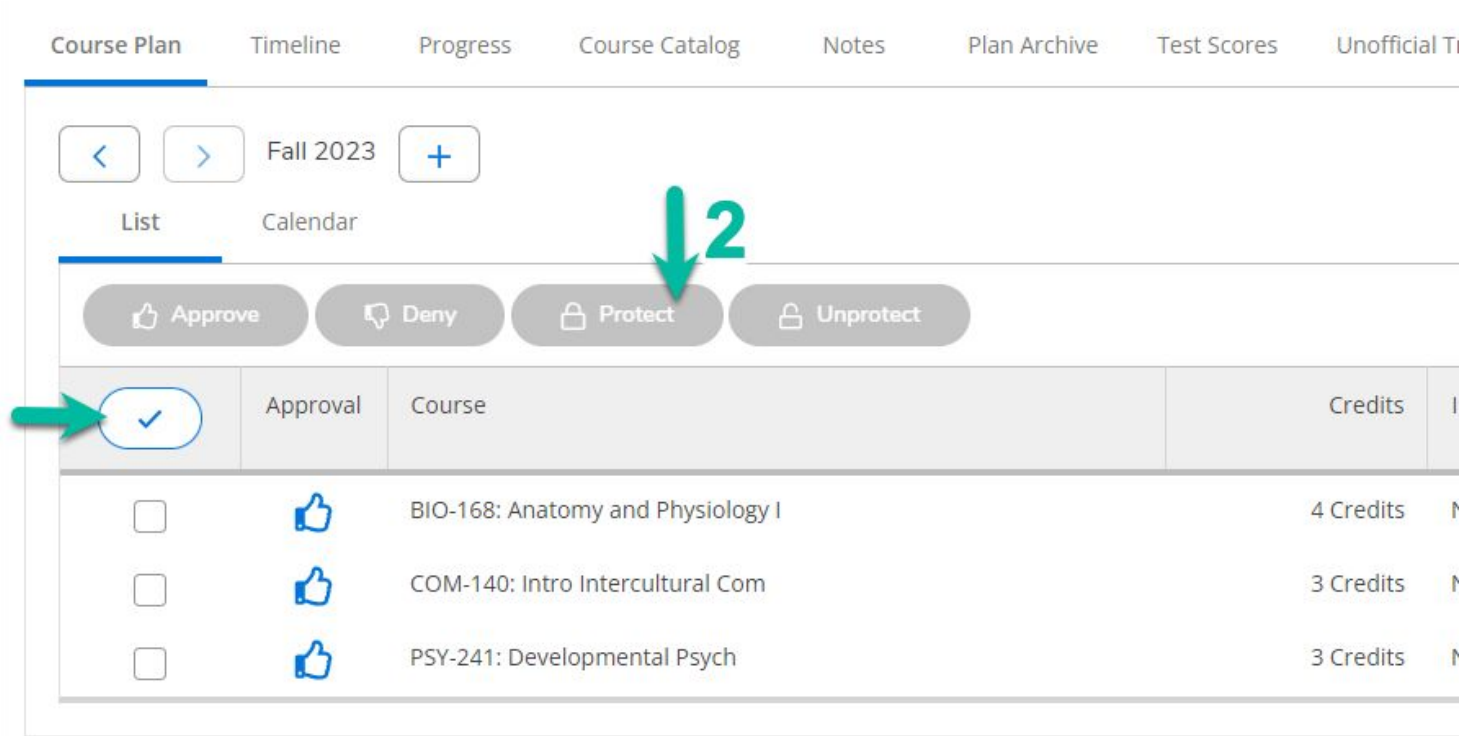
<input checked="" type="checkbox"/>	Approval	Course
<input type="checkbox"/>		ACA-122-YEA08: College Transfer Success
<input type="checkbox"/>		COM-120: Intro Interpersonal Com
<input type="checkbox"/>		HUM-115-YEA08: Critical Thinking

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 web interface for managing a course plan. At the top, there are navigation tabs: Course Plan (selected), Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, and Unofficial T. Below the tabs, there are navigation controls: left and right arrows, 'Fall 2023', and a '+' button. Below that, there are 'List' and 'Calendar' tabs. A row of action buttons is visible: 'Approve', 'Deny', 'Protect', and 'Unprotect'. A green arrow labeled '2' points to the 'Protect' button. Below the buttons is a table with columns: 'Approval', 'Course', and 'Credits'. A green arrow labeled '1' points to a checkmark icon in the 'Approval' column. The table contains three rows of course data:







Approval	Course	Credits
<input checked="" 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

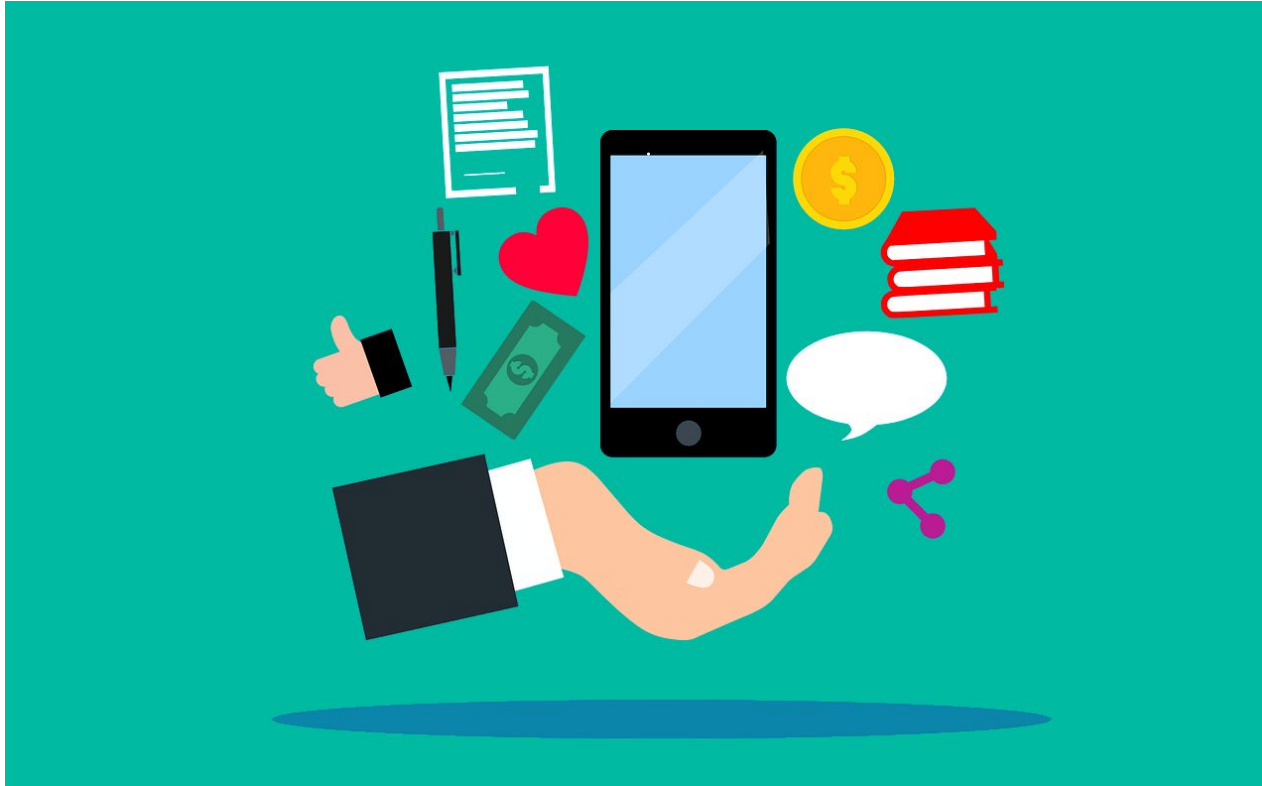


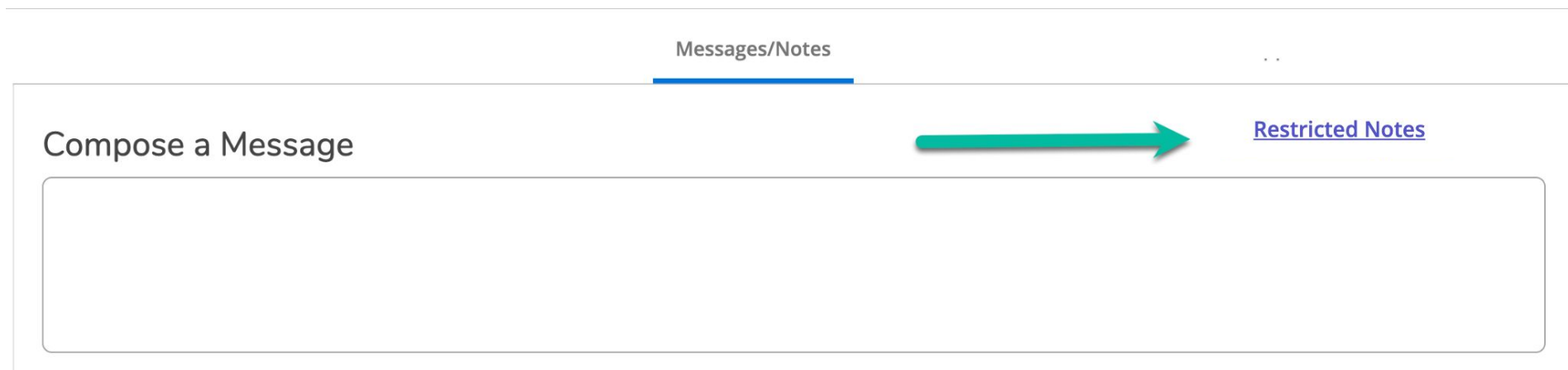
Image by [Mohamed Hassan](#) from [Pixabay](#)

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

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.

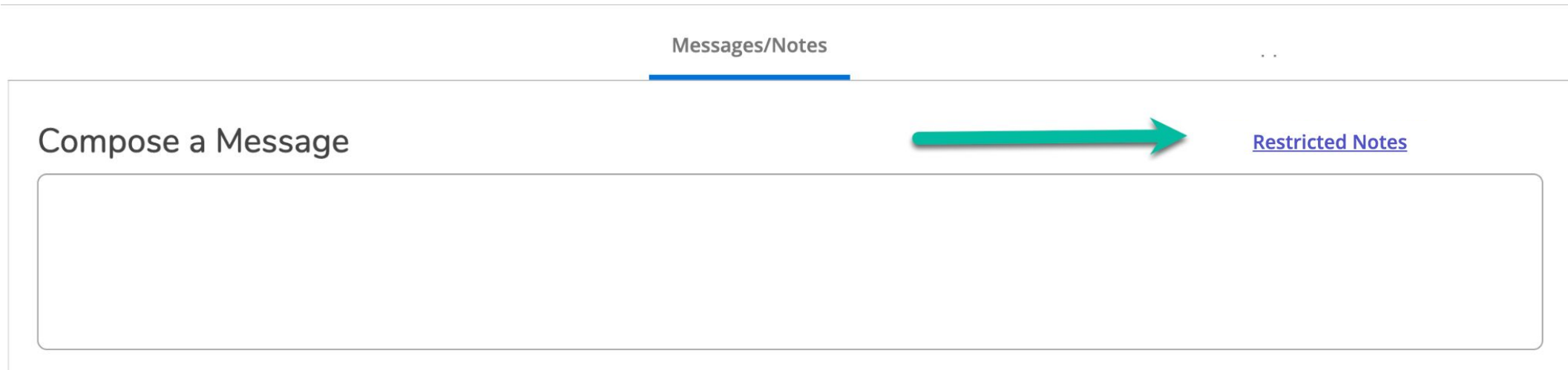
For Other Students - You may want to add SHORT notes, but these are *supplemental* to the normal UTAC processes. These optional notes should **only** include information you would want advisors outside of the UTAC to have access to.



Archive

To add notes:

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




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

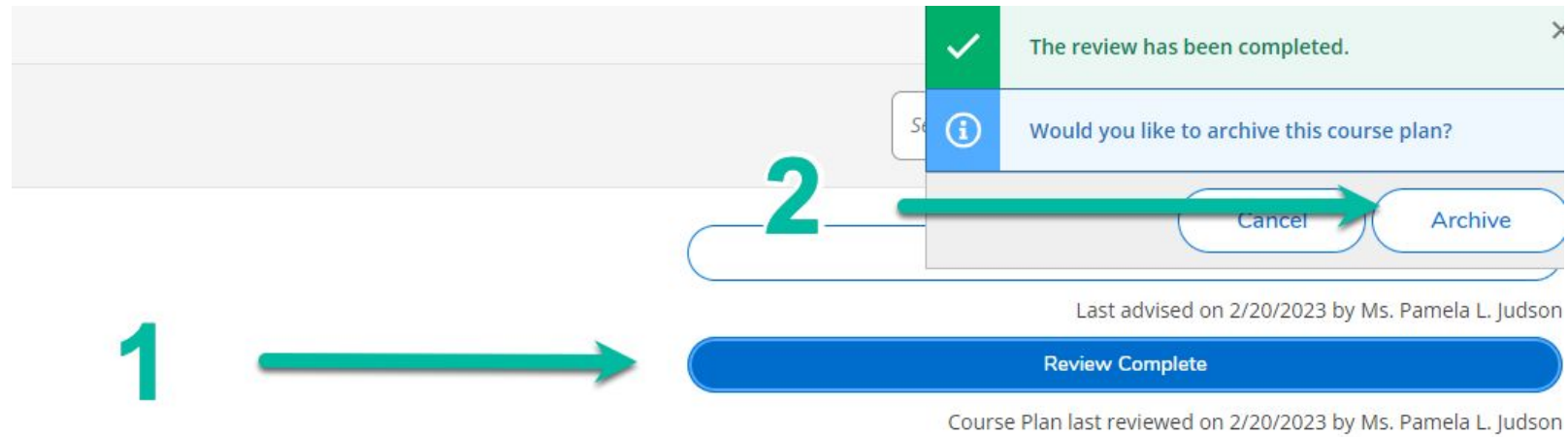
Advisors can/should create an optional record of the advising session using the archive tool

- 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



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



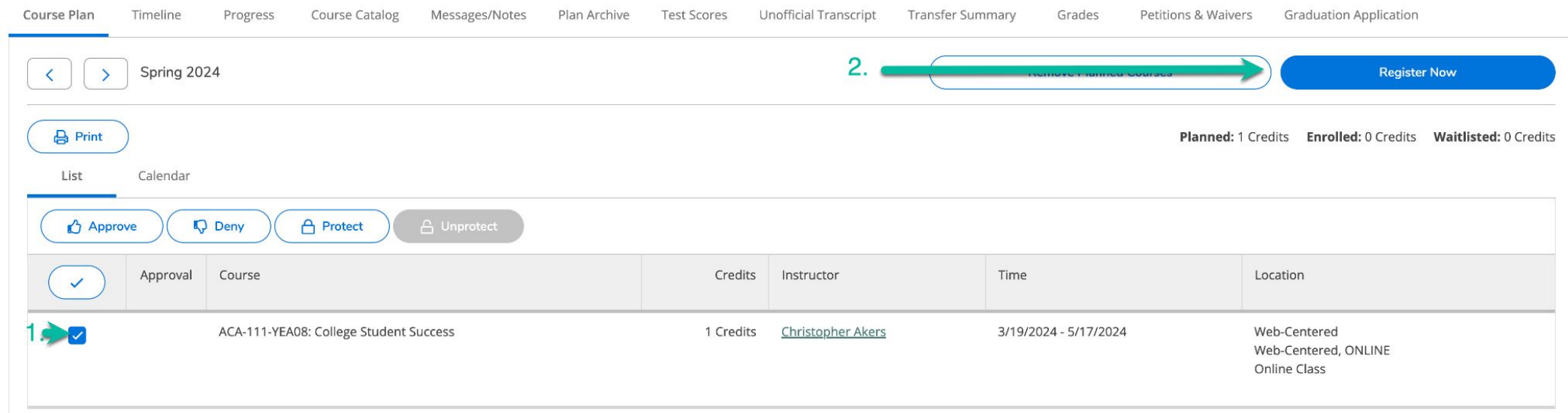
Image by [Mohamed Hassan](#) from [Pixabay](#)

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 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 contains: '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

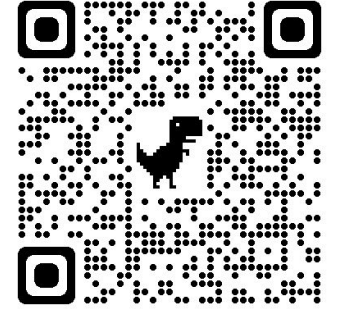
The screenshot shows a web interface for an advisee's profile. At the top, there is a breadcrumb trail: [Daily Work](#) · [Advising](#) · [Advising Overview](#). A notification banner at the top right displays a green checkmark and the text "Student advisement marked complete". Below this is a search bar with the placeholder text "Search for courses...". The main content area is titled "Advisee Details" and includes a "Back to Advisees" link. On the left, there 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, 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!

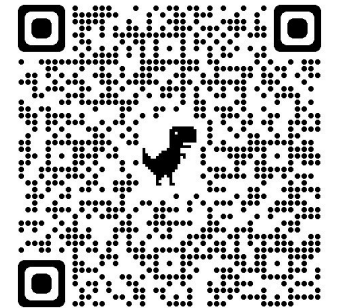
Tools for Students



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

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 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 from a course registration system. The left panel, titled "Spring 2024", shows two courses 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 with a red 'X' icon, indicating a registration error: "ENG-112: Writing/Research in the Disc" (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.

The screenshot displays a course registration interface with four columns representing different terms: Fall 2023, Spring 2024, Summer 2024, and Fall 2024. At the top, there are buttons for "Add a Term" and "Remove Planned Courses".

- Fall 2023:** GPA: 4.000, 11 Enrolled Credits. Courses listed include ACA-122-SD1, ENG-011-WC1, ENG-111-SD3, MAT-043-WS1 (circled in red), and MAT-143-HYS3.
- Spring 2024:** 14 Enrolled Credits. Courses listed include BIO-163-SD1, COM-231-SD1, ENG-112-SD3, and PSY-150-SD2.
- Summer 2024:** 6 Planned Credits. Courses listed include POL-120-YEA05 and PSY-241-WC1.
- Fall 2024:** 20 Planned Credits. Courses listed include BIO-111-SD2, BUS-110-MD1, MAT-152-MD1 (with a red error message circled in red), MKT-120-WC1, and SOC-210-MCFX1.

The error message for MAT-152-MD1 states: "Corequisite: Concurrent enrollment in MAT-052 - Must be taken either prior to or at the same time as this 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.***

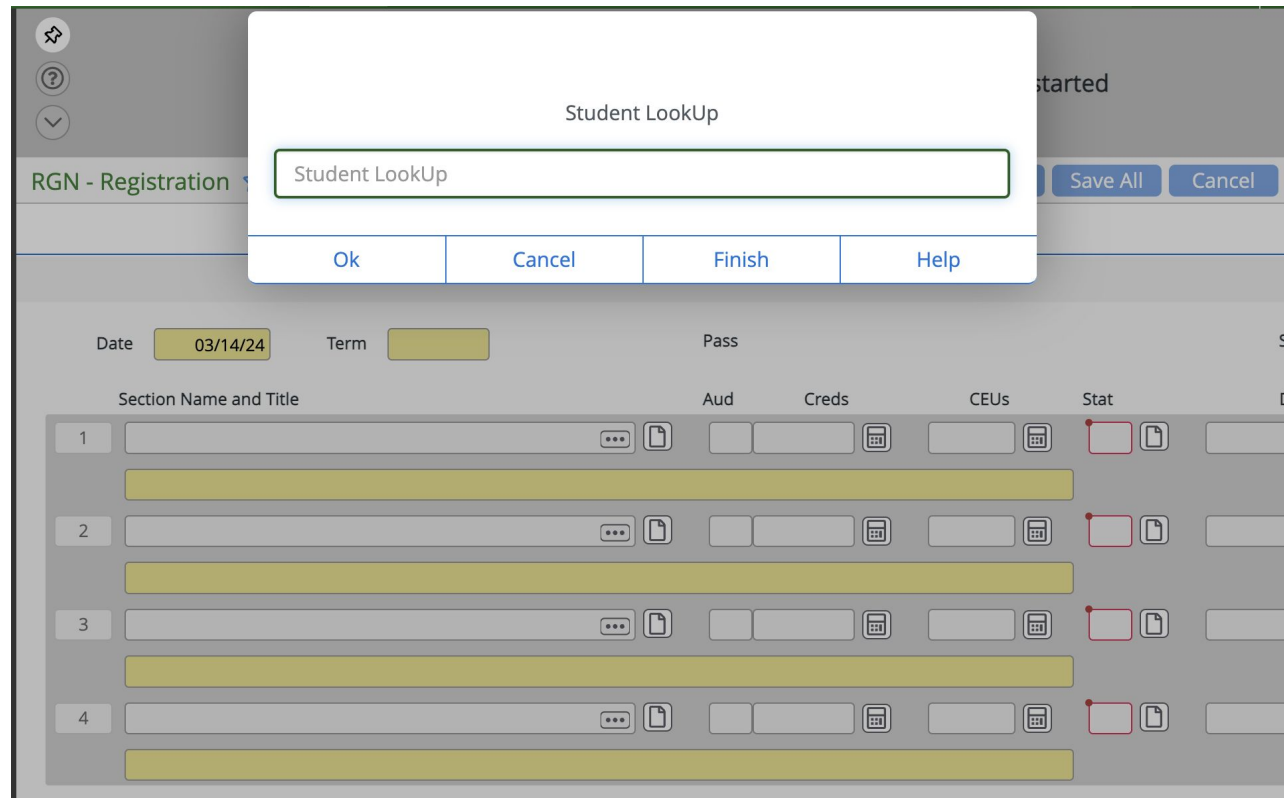
- Click the **Course Plan** Tab
- Click the **Calendar** option
- Click the **Drop** Button

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'. Below this, the course details are listed: '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 with 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**

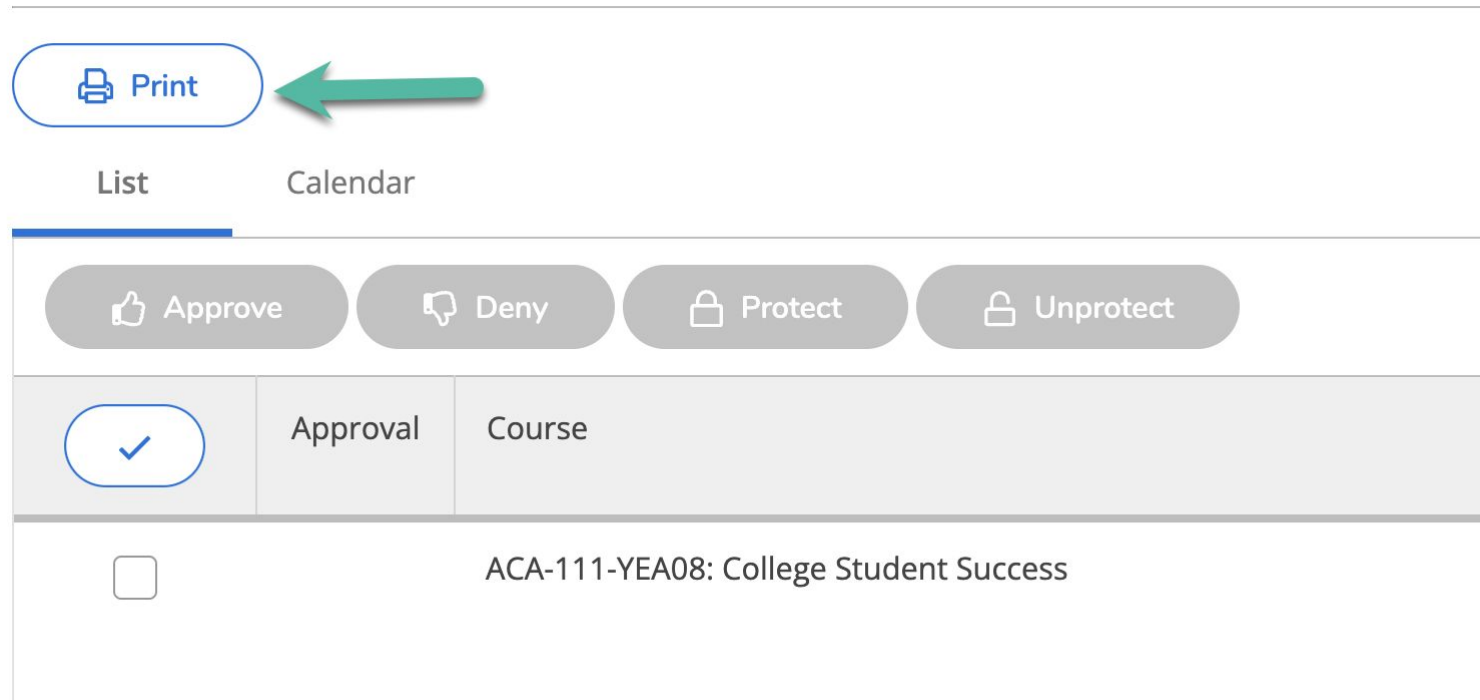
- Remember to process the drop and add in the same transaction



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

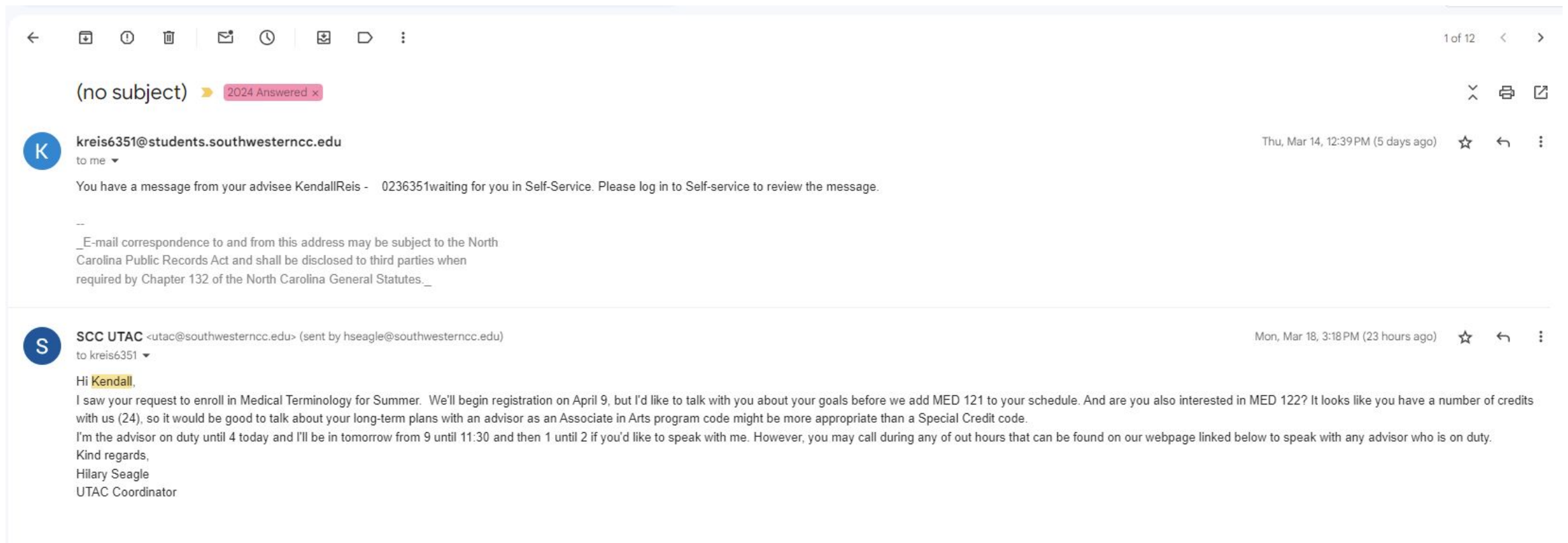


The screenshot shows a user interface for a course plan. At the top, there are two tabs: 'List' and 'Calendar'. Below the tabs is a row of four buttons: 'Approve', 'Deny', 'Protect', and 'Unprotect'. Below this row is a table with three columns: 'Approval', 'Course', and an empty column. The 'Approval'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

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

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.



The screenshot shows an email inbox interface. At the top, there are navigation icons (back, forward, search, etc.) and a page indicator '1 of 12'. The first email is from 'kreis6351@students.southwesterncc.edu' with the subject '(no subject)' and a '2024 Answered' badge. The sender's name is 'K'. The message body says: 'You have a message from your advisee KendallReis - 0236351waiting for you in Self-Service. Please log in to Self-service to review the message.' Below this is a disclaimer: '_E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes_'. The second email is from 'SCC UTAC <utac@southwesterncc.edu>' (sent by hseagle@southwesterncc.edu) to 'kreis6351'. The sender's name is 'S'. The message body says: 'Hi Kendall, I saw your request to enroll in Medical Terminology for Summer. We'll begin registration on April 9, but I'd like to talk with you about your goals before we add MED 121 to your schedule. And are you also interested in MED 122? It looks like you have a number of credits with us (24), so it would be good to talk about your long-term plans with an advisor as an Associate in Arts program code might be more appropriate than a Special Credit code. I'm the advisor on duty until 4 today and I'll be in tomorrow from 9 until 11:30 and then 1 until 2 if you'd like to speak with me. However, you may call during any of our out hours that can be found on our webpage linked below to speak with any advisor who is on duty. Kind regards, Hilary Seagle, UTAC Coordinator'.

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. Below the navigation bar, there are two buttons: "View a New Program..." and "Load Sample Course Plan". A green arrow points from the first button to the second. On the left side, 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

Below the "At a Glance" section, 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 of the page.

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

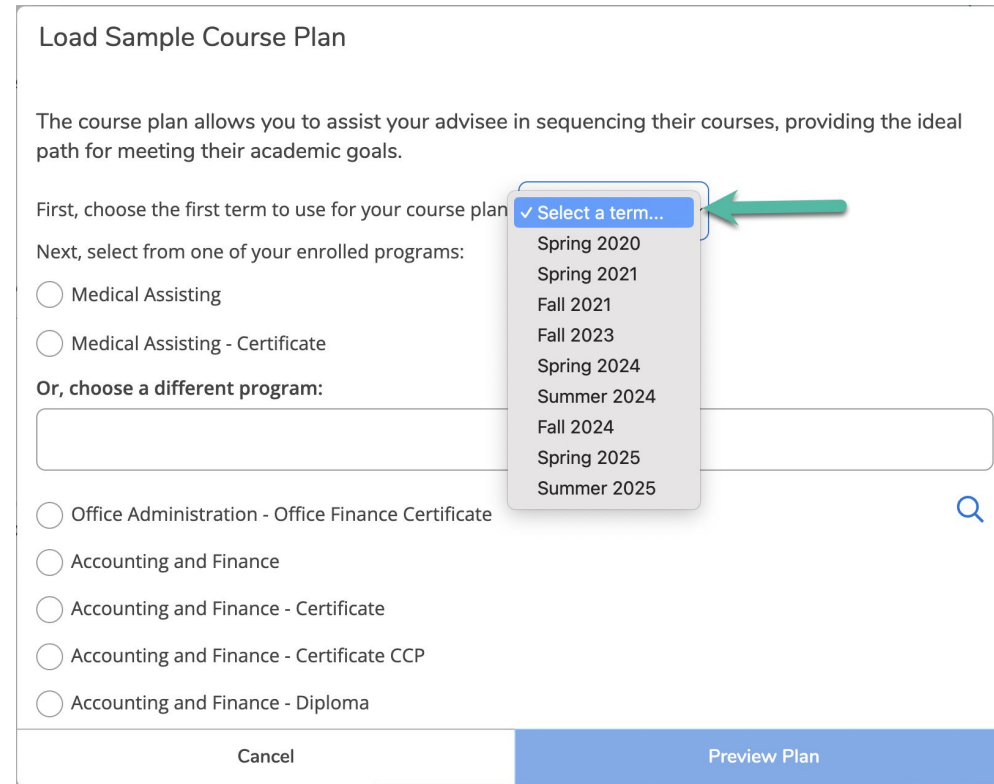
Accounting and Finance

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**