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Advisor's Guide for Student Planning
Version 2.0

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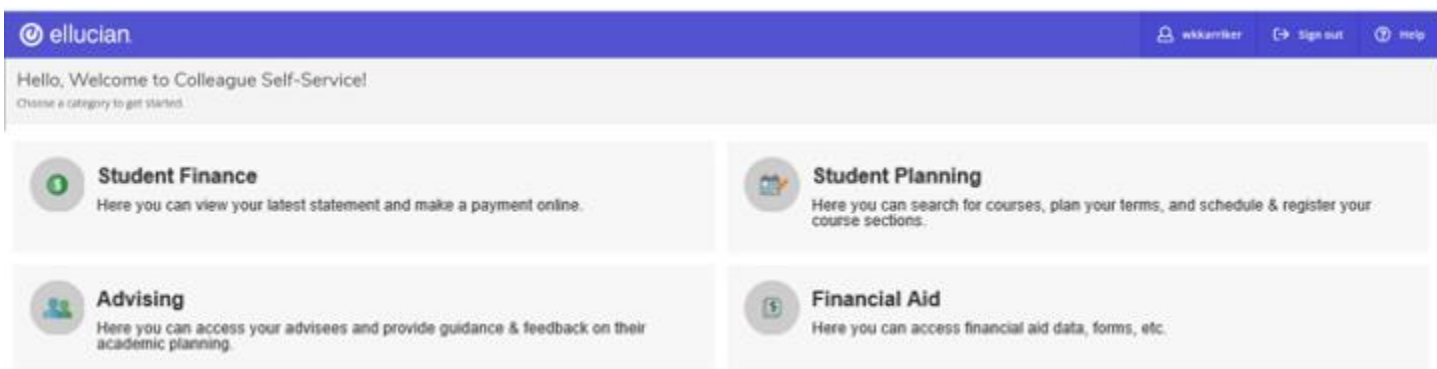
Logging into Self-Service and Student Planning

From the college website, select the link for _Self-Service_ in the top-most menu items of the webpage and log in using your GTCC user name and password.
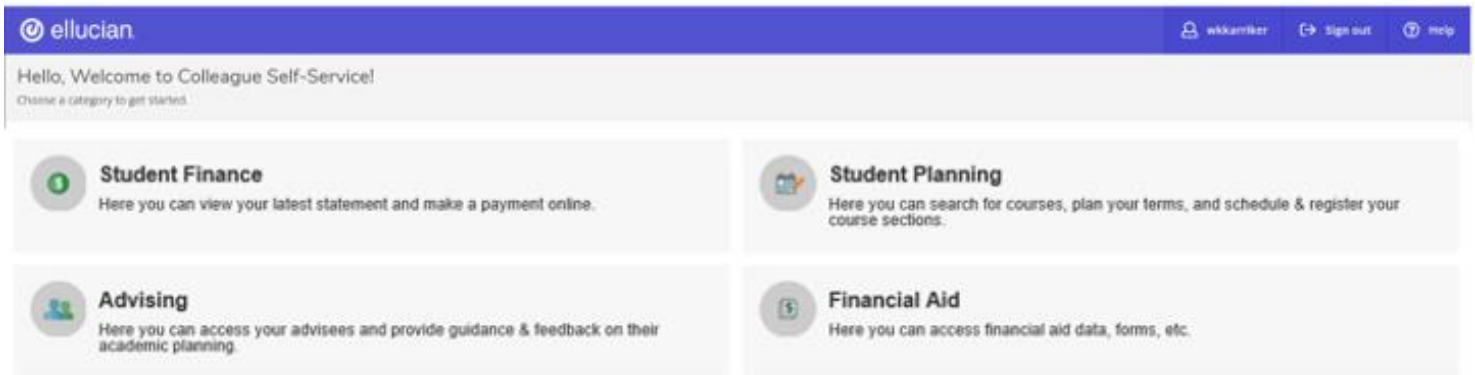

Once signed in, you will arrive at the landing page for Self-Service. You may make your selection at that time.

Looking up an Advisee

Once you are on the landing page for Self-Service, select the Advising button.

Select the student you wish to assist by using the View Details option on the far right.

You may also search for a student who is not assigned to you as an advisee. Note that students who are assigned as your advisees will have a blue symbol beside their name.

ellucian.   👤 wkkarriker   [→ Sign out   ❓ Help

Daily Work · Advising · Advising Overview

Which student do you want to work with?
Find a student by searching or selecting below.

○ Student   [gtcc student]   🔍   ✉ Email All My Advisees   [⤴ Export ⌄]
○ Advisor

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
👤	Student 1, GTCC		👥	1701065	Information Technology - Database Management Certificate Information Technology - Database Programming Certificate	Advisor 1, GTCC (Program)	kmfowler@gtcc.edu	View Details
👤	Student 10, GTCC			1862555	Air Conditioning, Heating & Refrigeration Technology	Underwood, Jeffrey W. (Program)	wkkarriker@gtcc.edu	View Details
👤	Student 11, GTCC			1873134	Business Administration - General Option AAS	Sullivan, Steven F. (Preferred)	wkkarriker@gtcc.edu	View Details
👤	Student 12, GTCC			1861449	Associate in Fine Arts in Visual Arts	Bailey, William G. (Program)	wkkarriker@gtcc.edu	View Details
👤	Student 2, GTCC		👥	0106668	Associate in Science	Advisor 1, GTCC (Program)	jprowbottom@gtcc.edu	View Details

You will be able to create and approve course plans for students who are not assigned to you.

Building an Academic Plan (Advisor Initiated)

Once you have selected the student you wish to advise, select the "Progress" tab.

Information Technology - Database Management Certificate (1 of 2 programs)			View a New Program	Load Sample Course Plan

At a Glance

🖶 Print

Cumulative GPA:	4.000 (2.000 required)
Institution GPA:	4.000 (2.000 required)
Majors:	Information Technology
CCDs:	Certificate
Departments:	Information Systems
Catalog:	2021
Anticipated Completion Date:	5/5/2022

ⓘ Program Completion must be verified by the Registrar.

Description
The Information Technology (IT) curriculum prepare ... more

Progress

Program Notes
Show Program Notes

Total Credits 31 of 12

| 19 | 9 | 3 |

Total Credits from this School 18 of 3

| 6 | 9 | 3 |

Requirements Collapse All ⌃

Other Major Requirements

Complete the following item. ⚠ **0 of 1 Completed.** Hide Details

A. Other Major Reqts

Take CIS-155, DBA-110, DBA-120, and DBA-240
Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **3 of 12 Credits Completed.** Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	DBA-110	Database Concepts		A	2021FA	3
⟳ In-Progress	DBA-120	Database Programming I			2022SP	3
🕐 Planned	CIS-155	Database Theory/Analysis			2023SP	3
ⓘ Not Started	DBA-240	Database Analysis/Design				

The Progress tab is the student's program evaluation (same as the html version of EVAL in Colleague). Select a course that is indicated in the student's program of study, then select Add Course to Plan.

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

‹ Back To Course Catalog

Filter Results	Hide

Filters Applied: None

Subjects	⌃
☐ Database Management Technology (1)	

DBA-240 Database Analysis/Design (3 Credits)

Add Course to Plan

This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.

Locations	⌃
☐ 100% Online (1)	

Requisites:
None

View Available Sections for DBA-240 ⌄

Terms	⌃
☐ Spring Semester 2022 (1)	

| ⏮ | ‹ | Page 1 of 1 | › | ⏭ |

| Days of Week | ⌃ |

Choose a term to add the course to and select "Add Course to Plan."

Advisors should not recommend registration in a course that does not appear in the student's program of study. If added to the course plan, these courses will display within the "Other Courses" section of the evaluation.

Status	Course		Grade	Term	Credits
✓ Transfer Equivalency	PSY-150	General Psychology	TA		3
✓ Transfer Equivalency	ENG-112	Argument-Based Research	TB		3
✓ Transfer Equivalency	MUS-110	Music Appreciation	TA		3
✓ Transfer Equivalency	CHM-151	General Chemistry I	TA		4
✓ Completed	CIS-115	Intro to Prog & Logic	A	2021FA	3
⊘ In-Progress	DBA-115	Database Applications		2022FA	3
✓ Registered	COM-231	Public Speaking		2022FA	3

When you are finished adding courses to the plan, access the Course Plan tab and select each of the courses listed (check box to the left of each course). Choose Approve and click the Review Complete button in the top, right corner.

You may protect or unprotect a student's schedule from this screen as well. Protection "locks" the student into those classes for a given term.

When all courses have been planned and approved for a term, access the Notes tab to compose a note to the student informing them the plan has been created.

By saving the note, the information is added to the Note History and an email will automatically be generated to the student asking them to review their plan.

Please remember that adding a course to a plan does not "approve" it for registration. Advisors will need to approve each course added to a course plan. Adding courses to the student's course plan creates a "map" for future semesters.

Courses which are not a part of a student's current program of study should not be included in a course plan unless the student has an active secondary program.

If a student needs a course substitution to fulfill a program requirement, they will need to meet with the department chair and the substitution will be entered by the Records Office. Course substitutions are noted on the progress record.

Building an Academic Plan (Student Initiated)

Students may also initiate a course plan and request that it be reviewed (or approved). You will receive an e-mail letting you know an advisee has requested a review. You may locate the student by following the steps below.

Once you are on the Advising page, a student who has requested a review will be indicated by a blue check beside their name. ☑️ **There will also be a notification in the upper right corner.**

Once you have selected a student, you may then view their academic plan and begin to make decisions on which courses to approve and which to deny.

Approving or Denying a Student's Course Plan

When requested to review a course plan, you will need to approve or deny the courses the student has chosen.

Select the courses to approve or deny by using the Approve or Deny buttons. The Deny option should be selected if the course is not listed on the student's program requirements in the My Progress section. The action of denying a student's course plan does not prevent a student from registering for a course, but a record of advisor actions is maintained in the plan archive.

You may protect or unprotect a student's schedule from this screen as well. Protection "locks" the course on the plan for a given term. Protecting the plan does not force a student to register for a course, but it does create a permanent record of advisor guidance.

Once courses have been approved or denied, Advisors should select the Review Complete button in the upper left of the page. This informs the student that their course plan has been approved or denied.

You should also use the "Archive" feature to save a copy of the student's course plan. This document will be accessible from the Advising page and the student's Student Planning page.

Student Tabs Explained

Holds on the Student Account

Any "holds" on the students account will be indicated via the "Notifications" button at the top (as seen in the next example). Those restrictions will need to be assessed and if needed an end date entered using the PERC form <u>in Colleague</u> if it has been identified that the student has met the requirement of the restriction.

Course Plan

The student's Course Plan indicates what the student plans to register for and enroll for a given semester. This is also the location where Advisors can mark course selections as either approved or denied, which indicates if the course is applicable to the student's degree.

There are several options for this page; Advisors can remove planned courses, mark a course plan complete for review, and protect or unprotect a student's schedule. This page is the default landing page when accessing an advisee.

Timeline

A student's Timeline displays their academic plan in a timeline format. Courses can be added by using the Progress or Course Catalog tabs for each of the semesters. Advisors may also remove courses from the student's plan from this page as well as add them to a different semester (by selecting the course and selecting a different semester).

Student 1, GTCC
Student ID: 1701065
✉ kmfowler@gtcc.edu

Advisor(s):
Advisor 1, GTCC

View Full Profile

| Notifications ⓪ | ⌄ |

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

Add a Term

Fall Semester 2021	Spring Semester 2022	Fall Semester 2022	Spring Semes
CIS-115-FON05: Intro to Prog & Logic A Credits: 3 Credits	**DBA-120-FON01: Database Programming I** ✓ Credits: 3 Credits	**DBA-115-FON01: Database Applications** ✓ Credits: 3 Credits	
DBA-110-FON01: Database Concepts A Credits: 3 Credits			
GPA: 4.000 6 Enrolled Credits	3 Enrolled Credits	3 Enrolled Credits	

Once a future term has been added and courses are planned, courses can be moved between terms by clicking the drag handle on the left and dragging the course to the term of your choice. You may only drag planned courses; you cannot drag protected, registered, or completed course sections.

Progress

The Progress tab is the student's program evaluation. It also indicates which courses are not in the student's program of study when visible in the Other Courses field (both planned and registered).

What-if scenarios may also be completed from this screen, but will be removed once the student or advisor logs out of Self-Service.

Student 1, GTCC
Student ID: 1701065
✉ kmfowler@gtcc.edu   Advisor(s):
                          Advisor 1, GTCC

View Full Profile

Notifications ⓪	⌄

Course Plan	Timeline	**Progress**	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petiti

⟨ ⟩ Information Technology - Database Management Certificate
(1 of 2 programs)   (View a New Program)   (Load Sample Course Plan)

At a Glance   🖶 Print

Cumulative GPA:	4.000 (2.000 required)
Institution GPA:	4.000 (2.000 required)
Majors:	Information Technology
CCDs:	Certificate
Departments:	Information Systems
Catalog:	2021
Anticipated Completion Date:	5/5/2022

ⓘ Program Completion must be verified by the Registrar.

Progress

[ ]

Total Credits   25 of 12

[19][6]

Total Credits from this School   12 of 3

[6][6]

Description
The Information Technology (IT) curriculum prepare ... more

Program Notes
Show Program Notes

Requirements Expand All ⌄

Other Major Requirements

Complete the following item. ⚠ **0 of 1 Completed.** Hide Details

A. Other Major Reqts

Take CIS-155, DBA-110, DBA-120, and DBA-240
Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

Course Catalog

The Course Catalog tab may be used to search for a course to add to a course plan. It will indicate when the course is typically offered, or if it is during a registration period you will be able to choose the individual course section to add to the student's course plan. Please note that this is a complete list of courses offered within our course library. Some courses are only available certain semesters, and some are not available at Guilford Technical Community College.

Tab 1

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

Subject Search   Advanced Search

Search for a course subject: 🔎 Type a subject...

Academic Related

Accounting

Adult Basic Education

Adult High School

Advanced Medical Coding

Aerospace and Flight Training

Aerostructure Mfg & Repair

Agriculture

Air Cond, Heating, and Refrig

Air Traffic

Tab 2

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

Subject Search   **Advanced Search**

Catalog Advanced Search

Term   **Meeting Start Date**   **Meeting End Date**

[Select Term ▾]   [M/d/yyyy]   [M/d/yyyy]

Courses And Sections

[Subject ▾]   [Course number]   [Section]

[Subject ▾]   [Course number]   [Section]

[Subject ▾]   [Course number]   [Section]

[+ Add More...]

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday   ☐ Saturday

Location

[Select Location ▾]

Academic Level

Notes

The Notes tab is a location where Advisors and students can make notes on the student's account. Advisors can indicate a reason for denying a course or if the Advisor wishes to explain the student's schedule. Please note that the note history is <u>permanent</u> and will remain on the student's Self-Service account indefinitely. There is also a link to e-mail the student from this page as well as marking a course plan complete for review.

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

Compose a Note   Restricted Notes

[text area]

Save Note

View Note History

Will these courses work for the Spring 2023?
Student 1, GTCC on 9/14/2022 at 11:11 AM

Student identified by Finish First of NC as being near completion in the program below. --Business Administration - Entrepreneurship - Student is not currently active in the program Courses Needed: Concentration Requirements: BUS-139 Other Major Requirements -Group 1: BUS-245 MKT-123 Other Major Requirements-Group 3: needs 3 credit hrs from ACC-129 ACC-130 ACC-140 ACC-150 BUS-151 BUS-217 BUS-234 BUS-240 DBA-110 ECO-252 INT-110 LOG-125 LOG-211 LOG-215 LOG-240 ACA Reqt: ACA-120
Student 1, GTCC on 8/26/2022 at 4:50 PM

Plan Archive

The Plan Archive is a location where archived, or saved plans, are located. It will indicate which advisor archived and when.

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

Archived PDF	Archive Date	Archived By
📄 Download	9/16/2022 12:05:09 PM	Advisor 1, GTCC

An example archive plan is below.

Course Plan as of 9/16/2022

Student GTCC Student 1
ID 1701065
Programs Associate in Science to BS in Biology - UNCG, 2019
Information Technology - Database Management Track, 2021
Information Technology - Database Management Certificate, 2021
Information Technology - Database Programming Certificate, 2021

Reviewed By GTCC Advisor 1 on 9/16/2022

Archived By GTCC Advisor 1 on 9/16/2022 at 12:05 PM

Fall 2017CE3

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
	Yes	OST-3100 Office Software Applications				
		Completed and Planned Credits	0.00	0.00		

Fall Semester 2021

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
	Yes	DBA-110 Database Concepts	3			
	Yes	CIS-115 Intro to Prog & Logic	3			
		Completed and Planned Credits	6.00	0.00		

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned		COM-231 MJW01 Public Speaking	3		Student 8/30/2022	
	Yes	DBA-115 Database Applications	3			
		Completed and Planned Credits	6.00	0.00		
		Grand Totals	15.00	0.00		

Spring Semester 2022

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
	Yes	DBA-120 Database Programming I	3			
		Completed and Planned Credits	3.00	0.00		

Fall Semester 2022

Notes

Will these courses work for the Spring 2023?

Student on 9/14/2022 at 11:11 AM

Student identified by Finish First of NC as being near completion in the program below.

--Business Administration - Entrepreneurship - Student is not currently active in the program

Courses Needed:
Concentration Requirements:
   BUS-139
Other Major Requirements -Group 1:
   BUS-245 MKT-123
Other Major Requirements-Group 3:   needs 3 credit hrs from
   ACC-129 ACC-130 ACC-140 ACC-150 BUS-151 BUS-217 BUS-234 BUS-240 DBA-110 ECO-252 INT-110 LOG-125 LOG-211 LOG-215 LOG-240 ACA Bcqt
   ACA-120

Student on 8/26/2022 at 4:50 PM

Test Scores

The Test Scores tab will show the current placement test or multiple measures information for each student. Please note that placement test scores are eligible for consideration up to 5 years.

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

Admission Tests

Test	Date Taken	Score	Percentile	Status	Status Date
Rise Gpa 2.8+	6/24/2021			✓ Accepted	6/24/2021

Placement Tests

ⓘ No tests of this type have been recorded.

Other Tests

ⓘ No tests of this type have been recorded.

The Unofficial Transcript tab will allow students and advisors to download an unofficial copy of the student's academic record.

```
Page: 1 of 1
                              Guilford Technical Community College

Date: Sep 16 2022 Name:     Student 1, GTCC                                    SSN: XXX-XX-8063
                                                          Birth Date: 12 25 1989    Issued to:
ID: 1701065
GTCC Student 1
123 Any Street
Stoneville NC 27048
                                                  Curriculum:
Courses transferred from other institutions

Course      Title/Comments           Cred    Transfer From

--------------------------------------------------------------------------------

CHM-151     General Chemistry I       4.00   UNC Greensboro - Research Serv

ENG-112**   Argument-Based Research   3.00   UNC Greensboro - Research Serv

MUS-110**   Music Appreciation        3.00   UNC Greensboro - Research Serv

PSY-150**   General Psychology        3.00   UNC Greensboro - Research Serv

            The total transfer cred:  13.00



                                           Hrs      Hrs     Grade

Course      Title/Comments          Grd   Repeat   Att     Cmpl    Points  Course Dates
Shell Crs
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----------
            Fall Semester 2021

CIS-115*A   Intro to Prog & Logic       A              3.00    3.00   12.00  08/16/21-12/13/21

DBA-110     Database Concepts           A              3.00    3.00   12.00  08/16/21-12/13/21

                              Term Totals:             6.00    6.00   24.00  GPA = 4.000

                        Cumulative Totals:             6.00   19.00   24.00  GPA = 4.000

Information Technology - Database Management Certificate

Program Total:    Completed Cred : = 3.00    GPA = 4.000
```

Registration Considerations

- **During the transition period from using WebAdvisor to using Student Planning to register, Advisors may still need to "end" advising restrictions within PERC.**

- **Current students may continue to use Navigate or WebAdvisor. New Student Orientation will instruct new students to use Student Planning.**

- **Unfortunately, there is no seamless process in moving student's Academic Plan from Navigate to Student Planning. Student Planning does include Course Plan Templates, which were created using the program templates from Navigate.**

Notes:

_____

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_____

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_____

Contact information:

For more information and assistance regarding Self-Service and Student Planning, please contact:

Student Success Center
Medlin Building, Suite 3100
Jamestown Campus
336-334-4822, Ext. 50578
studentsuccess@gtcc.edu

Records Office
Medlin Building, Suite 3500
Jamestown Campus
336-334-4822, Ext. 50064
records@gtcc.edu