# Using the Self Service Advising Module

The Self Service Advising Module is where you can find detailed information about each of your advisees. You can view their current and past schedules, a degree audit, and grades. This module is also where you will clear students to register for upcoming semesters. Beginning Spring 2019, we will no longer be using WebAdvisor to clear students for registration.

Begin by logging into Self Service using your net ID and password. Select Advising from the menu options.


This page will list all of your current advisees. Click on the name of the student you would like to view.
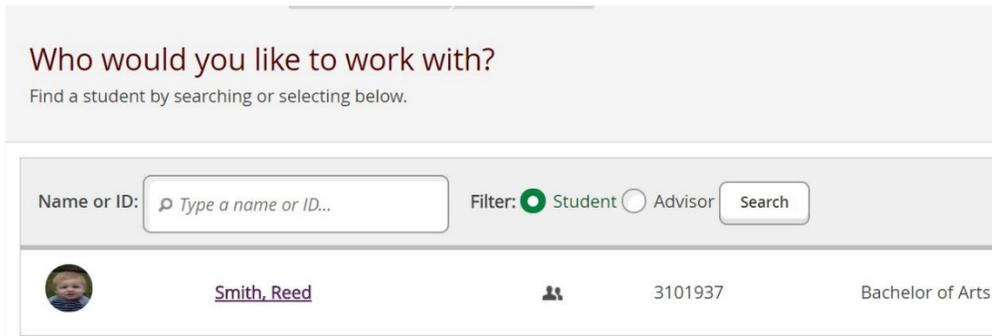

Once you have selected a student, you can view details about their academic record, their current schedule, and their plans for future semesters.

COURSE PLAN
The Course Plan tab will display the student's current schedule. If registration for the next semester is coming up, you can click the arrow button to view courses they've planned to take in that semester.
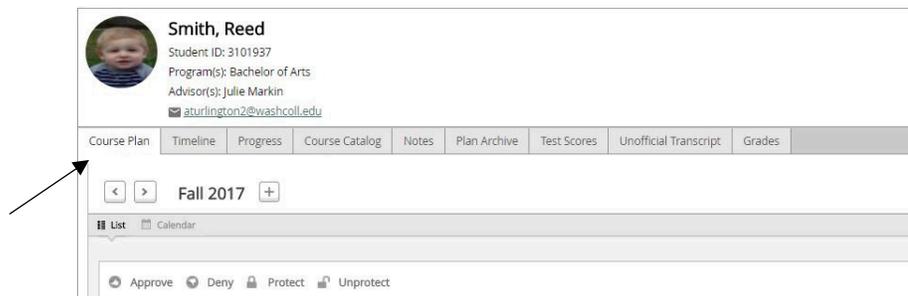
To view the student's schedule in a calendar format, you can click the Calendar option.
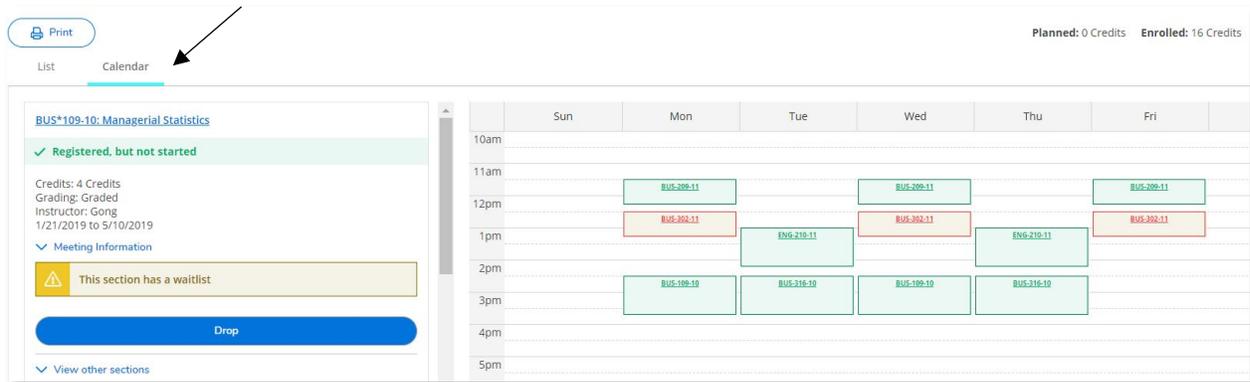
If the course is in green, it means that the student successfully enrolled in the course. If the course is tan, it means it is only planned on the student's schedule, but they have not yet enrolled. On the left side, you can see the status of each course. You can tell if the student has registered, waitlisted, or simply just planned a course.

You do have the ability to add courses to a student's plan by going to the Course Catalog tab while viewing their record. The student must register for the class though.

TIMELINE

The Timeline tab allows you to view courses your advisees is currently enrolled and has previously taken. If students plan future semesters, you will be able to see their planned courses as well.

Students can add courses to future semesters so they can better plan how they will fulfill major, minor, and distribution requirements. Students have been made aware that adding courses to their plan does not guarantee them a seat in the course, nor does it mean that the course will be offered in certain semesters. This feature is for planning purposes only, and they should understand that the courses on their plan may need to be changed depending on course availability.

It is up to each department to decide if you would like to require students to create a plan for future semesters before advising meetings.
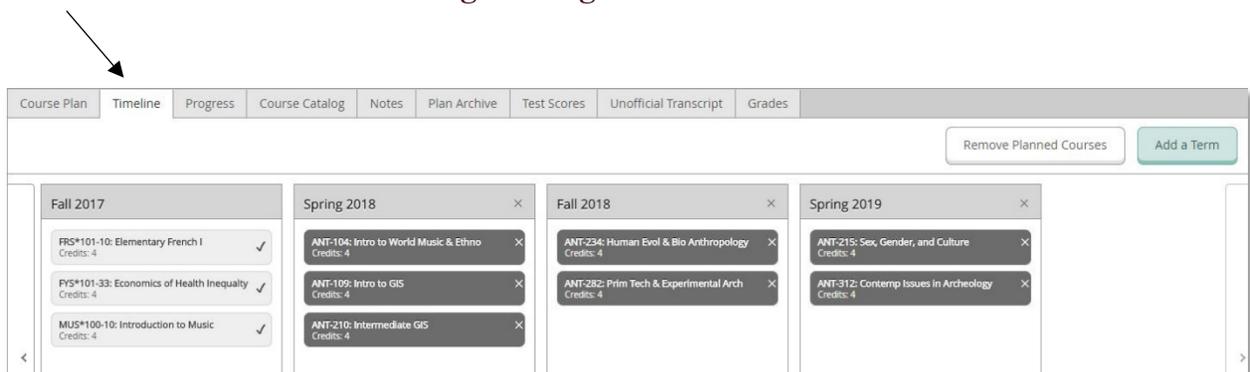
Quick Tip: you can drag and drop planned courses to different semesters on the Timeline tab. If a student has planned future semesters, you can help shuffle courses around during advising appointments.

PROGRESS

The Progress tab displays the student's entire degree audit. Here, you can view whether a student has completed distribution, major, and minor requirements.

Please note, the default setting on the Progress page is to display every option a student has to complete a requirement. If the requirement has not been completed, this could be a very long list.

For easier viewing, scroll through and click "Hide Details" for any requirement that is incomplete. You will then see a simplified list of the graduation requirements. You can then choose "Show Details" for the requirements you would like to review.

It does get easier to review this page, but it will require you to read through requirements and options that students have.

"Other Courses"

You may note that there are courses listed at the end of the Progress page under the heading "Other Courses." These are courses that are not filling in any requirement on the student's degree audit (considered elective courses). If you are working with a student and they believed they had met a requirement but it's still showing as "Incomplete," you may want to check this list of courses to make sure something hasn't been missed. A great deal of work has been made to the degree audits

as accurate as possible, but it is possible that courses may not show up in the correct place on the Progress page. If a course is listed under the "Other Courses" heading but it should count toward a student's requirement above, please notify the Registrar at aturlington2@washcoll.edu.

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

Other Tabs:

The **Course Catalog** tab will allow you to search for courses offered at WC. More details on how to search for courses can be found here.

The **Notes** feature allows you to send notes to your advisees. Comments sent to your advisees are *not* private. They are visible to the student, administrators, and any other advisors the student may have.

Plan Archive - if a student would like you to review their plan for future semesters, they can request that you review it. You would receive a notification when you login to Self Service that a student has requested you review their plan. Once you have review their plan, you can archive and download the plan as a PDF. It is up to your department to decide if you would like to use this feature.
Test Scores allows you to view student's language and math placement scores, as well as any AP, IB, CLEP, and SAT scores the student may have on file.

Unofficial Transcript allows you to download a copy of a student's unoffical transcript.
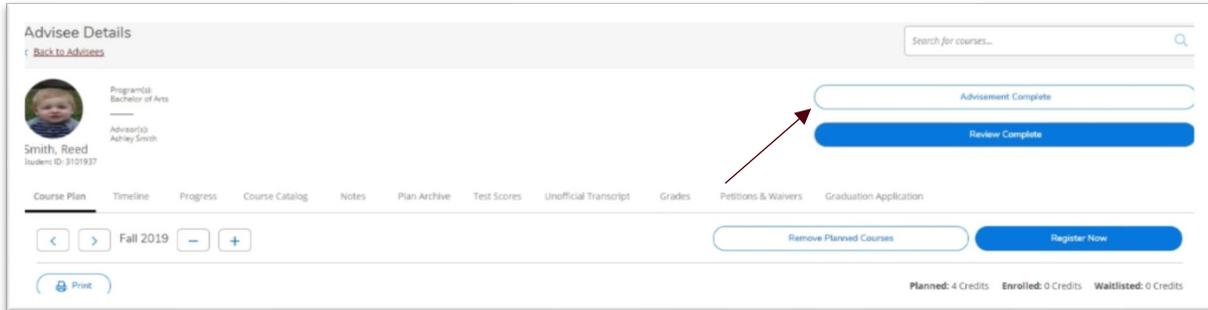
The **Grades** tab displays the final grades students have received.

How to Clear Your Advisees for Registration

Login to Self Service using your net ID and password. Click on the Advising tab from the menu options.

Click on the student you would like to approve.

Click the "Advisement Complete" button on the right.

Next, click Continue to confirm that you would like to approve the student to register. Once you have clicked this, the student will be able to register for classes during their assigned registration time.
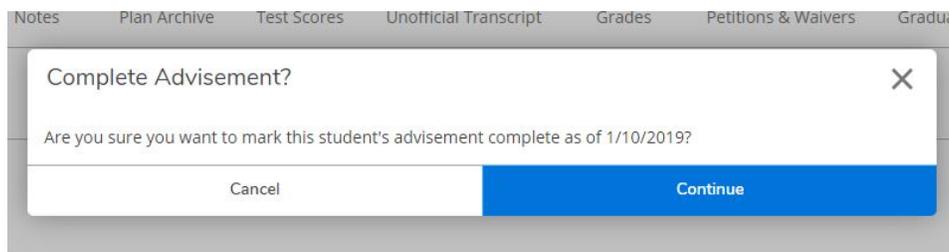
You can then verify that you have approved them to register by looking for the "last advised date." This will appear right under the "Advisement Complete" button.

You can also view the "last date advised" on your main advising list. This may help you quickly see who has not yet been advised and approved to register.

Please note, in order to register for an upcoming semester, this button MUST be clicked within a certain timeframe. **In order for a student to register for the Fall 2019 semester, the "last advising date," (the last time the "Advisement Complete" button was clicked) must be after March 1, 2019.** If the button was clicked before this date, they will NOT be eligible to register for Fall 2019 courses.