PowerCampus Self-Service
Advising Students at Southwestern College

From the Advising tab in Self-Service, faculty members and department heads can search for students they want to advise (for example, view a student's academic plan, unofficial transcript, or What If? plans), authorize students to register for courses, and share information with other advisors. There are three main features – managing your advisees and using the academic plan for advising, approving a student's course schedule, and sharing student information with other advisors.

The Manage Advisees feature allows you to search for students you want to advise and perform any of the advisory functions. It begins with locating the student you want to advise.

1. Select the **Advising** tab.

2. Select the **Manage Advisees** menu item.
3. Search for the students you want to advise in one of these ways:
   a. List
      i. **My Advisees** are the students who have you assigned as their advisor for the most recent period. Students who have withdrawn or graduated will not be included in the list.
   b. Basic Search
      i. On the **Basic Search** tab, select a **List – My Advisees**
      ii. Specify a student's ID number or part of the first name or last name.
      iii. Select **Search**.
   c. Advanced Search
      i. On the Advanced Search tab, select a **List – My Advisees**.
      ii. Specify the criteria for finding students in the list who are associated with a particular program, degree, etc.
      iii. Select **Search**.

Reviewing the Search Results on the Manage Advisees Page

| Student	The student's name is a link to more information about the student. By clicking on the name, a menu of links (Permission requests, Schedule, Unofficial Transcript, Academic Plan, What If ?, Schedule Requests, Grade Report, Dossier, and Attendance) pops up along with a photo of the student. These links can be selected to view additional information about the student.
ID	The student's identification number.
Warnings	NOT USED
Pending Schedules	If the student has made recent changes to his or her course schedule (adding or dropping courses), Approve (NEW!) will appear in the Pending Schedules column.
Stop List	If the student's account is currently on the Stop List, the red stop sign symbol will appear. To learn more about the stop click on the Stop Sign. Some stops are informational only and do not prevent a student from using the Self-Service features.
Shared	If you are currently sharing the student's information with other advisors, a person silhouette will appear in the Shared column.

Emailing Advisees

You can email any or all the students you have listed on the **Manage Advisees** page. After displaying the list of students on the **Manage Advisees** page, specify whether you want to email an individual student or some or all the students on the list. Choose to **Email Selected** students.

Accessing Information for an Advisee

After searching for an advisee, you have the ability to access information related to that advisee. You can review and approve a student's schedule (and view permission requests), review an unofficial transcript, and view the academic plan and "What If?" plan.

Viewing a Student's Academic Plan

Once you have selected the student, click on the student's name to pull up the drop-down list and select Academic Plan.
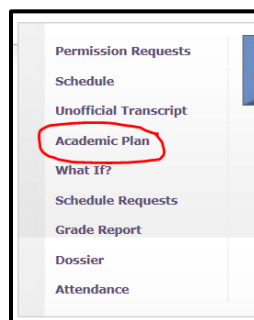
This is the view after selecting the Academic Plan for a student:

After clicking on the name of the program, the academic plan will appear.

The first section is a summary of the student's record. The year/term reflects the catalog year that the student must follow for degree requirements. This is usually the year the student began attending the College. It is followed by the name of the student's Program (Undergraduate or Graduate), Degree (Bachelor of Arts, etc.), and Curriculum (Major or Minor) and a summary of the course and credit information. Note the two GPA calculations – the first is the major GPA and the second is the cumulative GPA.

Disciplines and **Classifications** are PowerCampus terms for the building blocks for creating an academic plan and usually represent a grouping of courses. Disciplines can be groupings of individual classes or groups of Classifications. Classifications are groupings of courses. Plans usually have three disciplines – General Education, Major, and Electives.

- Each discipline will appear with a summary of the course and credit information for each associated classification.
- Each classification will appear with a summary of the associated courses.

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Classification Example from General Education – Basic

Gen Ed Basic

Status		Course	Name	Sub Type		Credits	Sequence	Min Grade	Required	Custom
✓		ENG 110	College Writing 1	Lecture	And	3.00	999	Passing		
✓		ENG 120	College Writing 2	Lecture	And	3.00	999	Passing		
	🔍	ENG 112	Beyond Google	Lecture	And		999	Passing		✓
✓		COMM102	Elements of Oral Communication	Lecture	And	3.00	999	Passing		
✓	(	MATH110	College Algebra	Lecture	Or	3.00	999	Passing		
	🔍	MATH215	Intro to Statistics and Probability	Lecture	)		999	Passing		

Courses: 5 Min | 6 Max | 4 Complete | 1 Remaining   Credits: 12.00 Min | 12.00 Max | 12.00 Complete | 0.00 Remaining

The **View Link** in the left-hand menu on the Academic Plan page has a drop-down menu which allows you to view:

- **Summary**: Course and credit totals for the courses the student has completed and the courses that are remaining for each discipline and classification in the academic plan.
- **Academic Plan**: A list of all courses associated with a student's academic plan. Courses which are not associated with any of the student's academic plans appear at the end (these courses should be reviewed for identifying possible course substitutions or instances where a completed course hasn't loaded into the plan). **The Academic Plan view is probably the most useful for an advisor.**
- **Progress**: A list of the courses associated with the student's academic plan, which are complete, incomplete, or optional pending completion (except those associated with complete classifications). Courses which are not associated with any of the student's academic plans appear at the end.
- **Unassigned**: A list of the courses which the student has completed or is the process of taking which are not associated with any of the student's academic plans.

The chart on the following page provides an explanation of the columns in the plan and the courses assigned to the plan:

Column	Typically Lists
Status	The student's current status for the course: • ☑ - The student has completed the course and has received a grade that meets the minimum grade requirement. • ⏳ - The student has registered for the course but has not yet received a grade. • **Below Min** - The student received a grade that does not meet the minimum grade requirement. Select ☑ or ⏳ to display more information about the course in the student's Academic Plan. In addition to the Year, Term, Course ID, Sub Type, Name, Credits, and Status, which are already listed on the *Academic Plan* page, you will see the **Session** and **Section** numbers, and the student's **Final Grade** (if the student completed the course).
🔍 |▾	For courses which have not been completed, select 🔍|▾ to list the available course sections for the corresponding course code.
(and) And/Or	If applicable, the parentheses are used to group courses together to help you decipher which group of courses must be taken and which courses can be taken instead of other courses.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Credits	The number of credits the student will earn upon completion of the course.
Sequence	The enrolled sequence number for the course.
Min Grade	The minimum grade the student must earn in order for the course to fulfill the classification requirement
Required	Whether the student must complete the course in order to fulfill the classification requirement.

The following chart describes information about the courses that are not assigned to the student's academic plan:

Column	Typically Lists
Status	The student's current status for the course: • ☑ - The student has completed the course and has received a grade that meets the minimum grade requirement. • Ⓘ - The student has registered for the course but has not yet received a grade. • Below Min - The student received a grade that does not meet the minimum grade requirement.
[Q |▾]	For courses which have not been completed, select [Q▾] to list the available course sections for the corresponding course code.
Course	The number of the course is displayed as a link to more information about the course.
Name	The course title.
Sub Type	The type of course (for example, *lecture*, *lab*).
Section	The course section.
Final Grade	The student's final grade for the course (if the student completed the course).
Credits	The number of credits the student will earn upon completion of the course.
Taken	The term and session when the student took this course.
Repeated	If the student took this course more than once, a check mark is displayed.

Viewing a Student's What If? Plan

The What If? Plan gives you an opportunity to explore a different degree and/or major with a student. Just like the Academic Plan, it lists the Program, Degree, and Major. It will also assign courses that the student has taken to the What If? Plan.

Approving a Student's Course Schedule

You will be notified by email when a student has submitted a request to add or drop a course. You can then approve or deny the students request as follows.

1. On the *Manage Advisees* page, find the name of the student whose course schedule you need to approve. (If the student's name is not listed, follow the instructions for *Searching for Students to Advise*.)

2. Select ✔ Approve (NEW!) for the student.

3. Review the course information, and the date and time at which the student sent each request.

4. For the courses that are **Awaiting Approval**, approve or deny the changes.

Select	To
Approve	Approve the specified course change (listed to the left).
Deny	Deny the specified course change (listed to the left).
Approve All	Approve ALL the changes to the student's schedule that are **Awaiting Approval**.
Deny All	Deny ALL the changes to the student's schedule that are **Awaiting Approval**.

5. You have the option to enter a **Comment** about why you are approving or denying each course schedule change.

6. Select **Validate** to verify the student's schedule and make sure that you have approved all of the required corequisites.

7. Review the validation messages.
   - If the schedule changes are validated, continue with Step 8.
   - If the schedule changes are NOT validated, approve or deny any course which is preventing validation of the student's schedule. (For example, for a course with a corequisite, you could approve the corequisite or deny the course with the corequisite). Then continue with step 6.

8. Select **Apply** to make the changes to the student's schedule. Once you approve or deny the student's schedule changes:
   - The student will be sent an e-mail about your decision.
   - When the student continues the Registration process and reviews his or her schedule, the changes will be listed as **Approved Courses** and **Denied Courses**.
   - The schedule change will be listed on the *Schedule Requests* page for the student.

9. To perform another advisory function for the same student, or to choose another student in the list, select **Return To List**.

Setting Up Sharing with Other Advisors

This feature is especially useful for students in secondary education programs or students with multiple majors, and the primary advisor wants to allow another advisor the ability to review the student's record. To share with another advisor, follow these steps:

- Select the **Advising** tab.
- Select the **Manage Advisees** menu item.
- Select **My Advisees** advising list to find the students you want to share.
- Select the checkbox to the left of the names of the students you want to share with other advisors.
- Select the **Share Advisees** option.

- View the **Share Advisees** page, which lists the names of the students you just selected from the advising list.
- Under **Students to Share**, select the names of the students you want to share with a specific advisor.
- Under **Share With…,** specify the ID number of the advisor with whom you want to share the specified students. If you do not know the ID number, select **Search**. Enter the advisor's first name, last name on the Advisor Search window and select **Search**. Find the name of the advisor and select **Add**.
- Under **Share With…,** select **Share**.
- The advisor's name should appear in the Shared With column for the specified students.