



Self-Service: Advising

Advisor Instructions

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Overview

Student Planning is the system in Self-Service your advisees will use to:

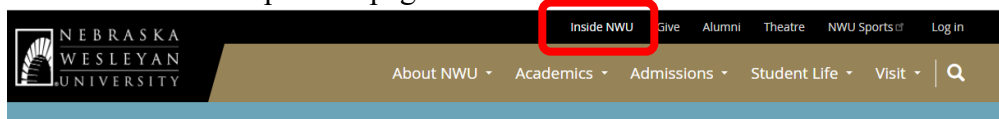
- Review academic analysis, grades, and other academic information
- Send notes to you
- Plan course schedule for future semesters
- Register for classes

You will use Advising Self-Service to:

- Keep and send notes with your advisees
- Help advisees plan their course schedules
- Approve advisees’ planned schedules so they can register for courses

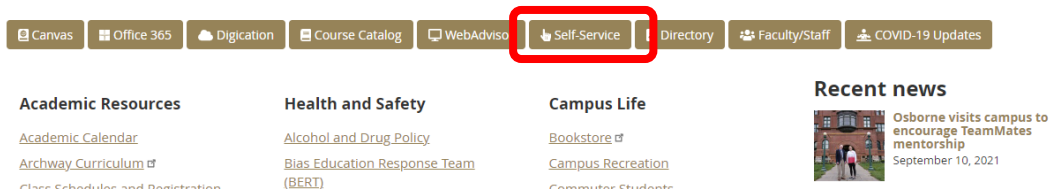
Accessing Self-Service

1. Go to the NWU website – www.nebrwesleyan.edu
2. Click “Inside NWU” at the top of the page.

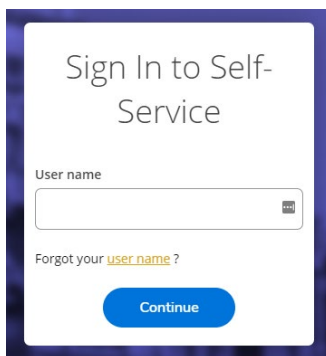


3. Click the “Self-Service” button at the top of the page.

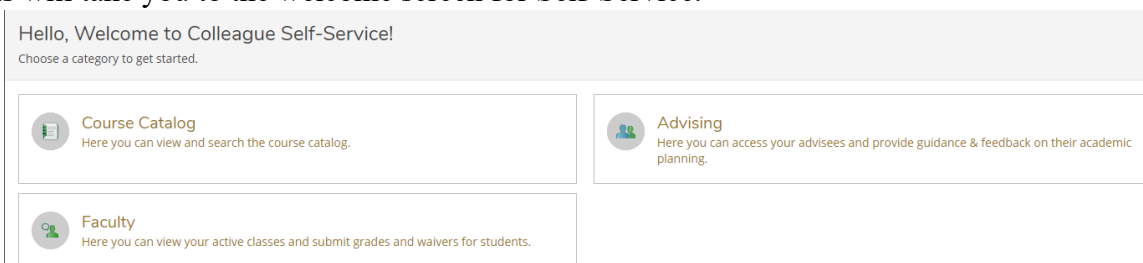
Inside NWU



4. Sign in with your NWU Office 365 credentials.



5. This will take you to the welcome screen for Self-Service.



You will use these screens for advising:

- *Course Catalog* – Allows you to review courses in the catalog and search for sections being offered in a term/semester.
- *Faculty* – View your active classes, enter grades, and submit registration permissions and overrides.
- *Advising* – Access your advisees and provide guidance and feedback on their academic planning.

Course Catalog

Use the Course Catalog to view descriptions of all courses and search for classes in which students can enroll for registration. Use “Section Listing” under “Advanced Search” to find courses and sections that will be offered in upcoming semesters.

The screenshot shows the 'Search for Courses and Course Sections' page. The 'Advanced Search' tab is selected. Under 'Catalog Advanced Search', the 'Results View' section has 'Section Listing' selected with a radio button. The 'Term' dropdown is set to 'Select Term'. The 'Meeting Start Date' and 'Meeting End Date' fields are set to 'M/d/yyyy'. The 'Courses And Sections' section has two rows, each with a 'Subject' dropdown, a 'Course number' field, and a 'Section' field.

Definitions of search parameters:

- *Term* – the term you wish to search for classes
- *Subject* – the course subject you would like to search for (you may select multiple subjects on subsequent lines)
- *Days Of Week* – to search for courses offered on certain days
- *Location* – to filter online only courses or Adult/Graduate courses offered in Lincoln or Omaha
- *Academic Level* – to choose between undergraduate and graduate level courses
- *Time Of Day/Time Starts by/Time Ends by* – to filter classes by times
- *Course Type* – additional filter options for searching, including:
 - 1st or 2nd 8-week courses
 - Specific Archway designated courses
 - Courses by Thread
 - Courses that work for the interdisciplinary majors of Gender Studies or International Studies

When you have entered all relevant search parameters, click the blue “Search” button at the bottom of the page. This will generate a list of courses that match your selected criteria.

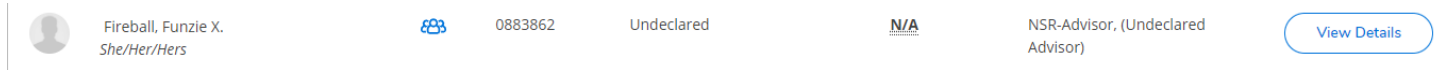
This screenshot shows the bottom of the search interface. It includes a 'Select Time Of Day' dropdown, a 'hh:mm AM/PM' field, and a 'hh:mm' field. Below these is the 'Course Type' section with a 'Select Course Type' dropdown. At the bottom are two buttons: a light blue 'Clear' button and a dark blue 'Search' button, which is highlighted with a red rectangle.

You can click “Back to Course Catalog” to return to the catalog search.

This screenshot shows the top of the search results page. It has the title 'Search for Courses and Course Sections'. Below the title is a link '< Back to Course Catalog' which is highlighted with a red rectangle. At the bottom, there is a 'Filter Results' button, a 'Hide' button, and a 'Filters Applied: None' indicator.

Advising Screen

This screen will display a list of all your advisees. You can either browse or use the search bar to type in the name of your advisee. When you have located the advisee you want access, click the “View Details” button on the right. This will take you to the advising screen for that student.

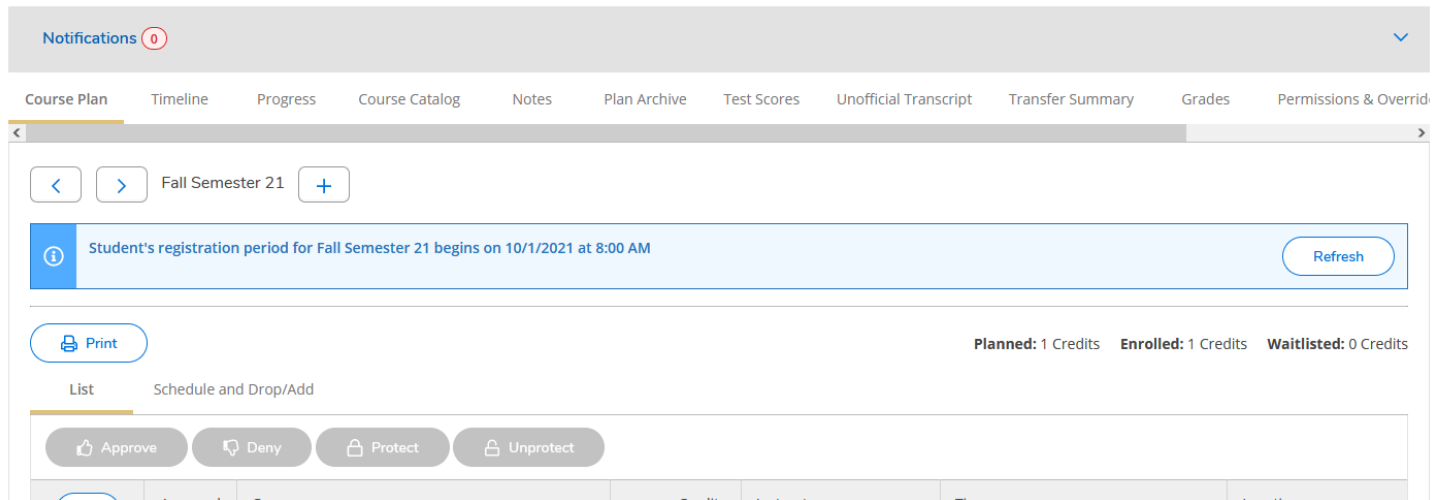


The student’s name and information will appear at the top left. If there is an alert in red on the top right saying “Must meet with advisor to register for courses,” it means you have not given the student permission to register for courses next semester.



Functions in the Advising Screen

Below the student information is a banner with twelve tabs, each giving different information on your advisee.



Outline of functions on these tabs:

- *Course Plan* – shows courses the student has planned or taken for a given semester (will include transfer courses and Honors Academy courses, if applicable)
- *Timeline* – summary of academic record by term including transfer courses and Honor Academy courses
- *Progress* – the student’s academic analysis/progress towards degree
- *Course Catalog* – conduct a course catalog search
- *Notes* – compose notes about and to the advisee
 - Keep in mind that the advisee and all subsequent advisors will have access to all notes you compose in this section.

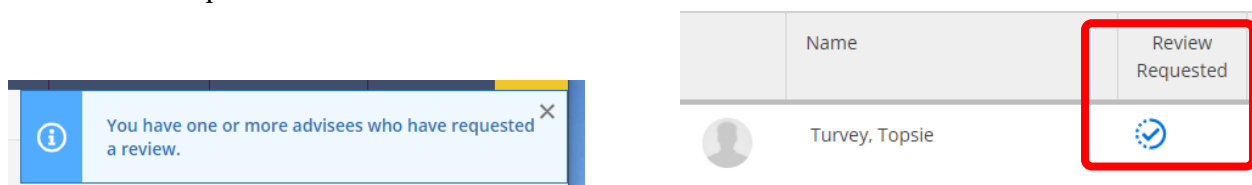
- The advisee will receive an email notification prompting them to review when you compose a new note. Similarly, the advisee can also compose advising notes. You will receive a notification when they do so.
- *Restricted Notes* – There is a link for “Restricted Notes” on the right side of this screen. Here you can compose notes that only other advisors will see by default. However, we are required to share these notes with students if they request to see them.
- *Plan Archive* – an archive of previous iterations of the student’s planned courses
- *Test Scores* – view the student’s admissions (ACT/SAT), placement (e.g., modern languages), and other such test scores when applicable
- *Unofficial Transcript* – view the student’s unofficial NWU transcript
- *Transfer Summary* – view the student’s transfer credits and see how they were accepted and applied
- *Grades* – view the student’s grades by semester
- *Permissions & Overrides* – allows you to see if a student has received any permission(s) to register in a course where they were otherwise prevented from registering (e.g., courses at capacity, student not meeting prerequisites)
- *Graduation Application* – view if the student has applied for graduation and for which graduation date

Reviewing a Student’s Plan

Your advisee will plan courses and share that plan with you. Ideally, they will use the communication features built-in to Student Planning to communicate this plan with you via the “Request Review” function. When they request a review, you will receive the following email:

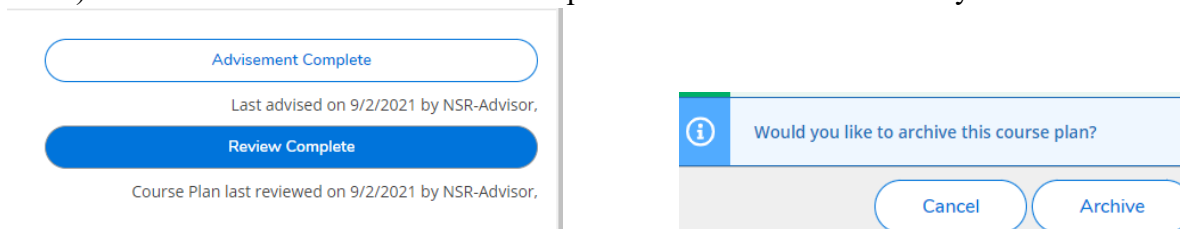
Dear Advisor,
Your advisee, [ADVISEE NAME] has requested a review of their academic plan.
Please log into Self-Service
(<https://aisweb.nebrwesleyan.edu/Student/Planning/Advisors>) for review.
Thank you

When you next log in to Self-Service, you will receive a “request for review” notification on the top right. Clicking this notification will take you to your list of advisees. Those who have requested a review will have an icon in the Review Requested column.



Open the “Notes” tab and click “View Note History” to see the advisee’s most recent note to you. You are able to respond to the student with the “Compose a Note” field if you would like. Most commonly, the advisee will be requesting that you review their planned courses for the next term so they can register for them. Select the “Course Plan” tab to see their planned courses, which you can approve, deny, or remove from the plan until the student has a plan you and the student agree on. Please keep in mind, however, that if you remove a course(s) from a plan, the courses will be deleted from your and the student’s plan. Additionally, while you can deny a course, the student will still be allowed to register for this course if the student so chooses.

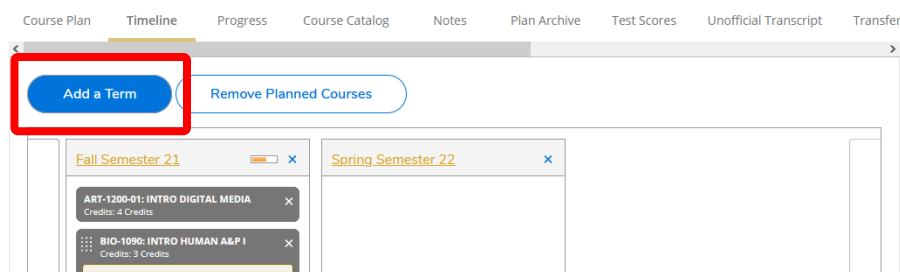
Once you have reviewed the advisee's academic plan, you will click the "Review Complete" button. Then you will receive a message asking if you want to archive this course plan. Click the "Archive" button to save this plan under the "Plan Archive" tab. This keeps a record of the plan to which you agreed. The student can still choose different classes, but you will now have a record of what outlined/approved (or when you recommended denying a class) for the student. You should also compose a note to the student that you reviewed their plan.



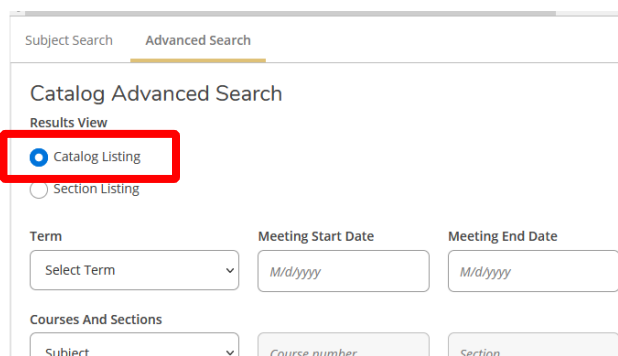
After you have met with the advisee and are ready to give them permission to register for their planned courses, you will click the "Advisement Complete" button. When you do this, it will display the most recent date you have reviewed and advised the advisee below each button. Use these dates to know whether you have given a student permission to register for courses next semester. The advisee will receive automatic emails notifying them when you have completed both the review and advisement.

Course Plan & Timeline with Planned Courses

You can view a student's plan for each semester under the "Course Plan" tab, or you can view a timeline of planned courses for all semesters on the "Timeline" tab. If you want to add a course to the student's plan for a future semester, you must first add the term from the Timeline screen. Click the "Add a Term" button on the top left.



Add a course to the student's plan through the course catalog (see the Course Catalog section to review how to find courses). Use the "Catalog Listing" selection instead of "Section Listing" in the course catalog to plan for future courses.



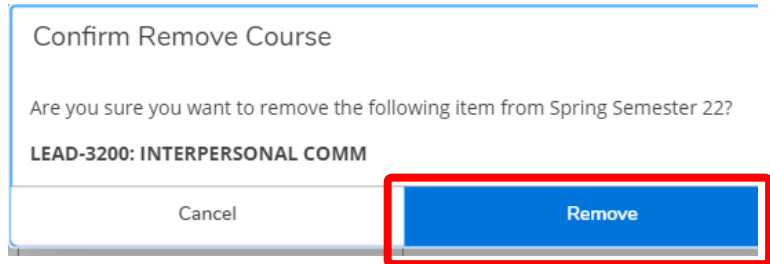
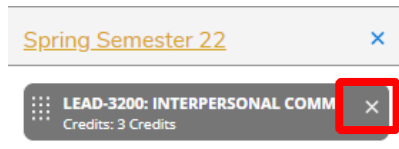
Once you have found the course you wish to plan, select it and click on the "Add Course to Plan" button on the right side of the screen. Then select the term for which you would like to add it to the plan and click the blue "Add Course to Plan" button to plan that course for that term.

Term

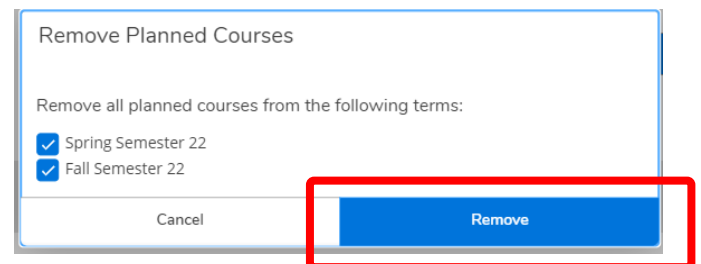
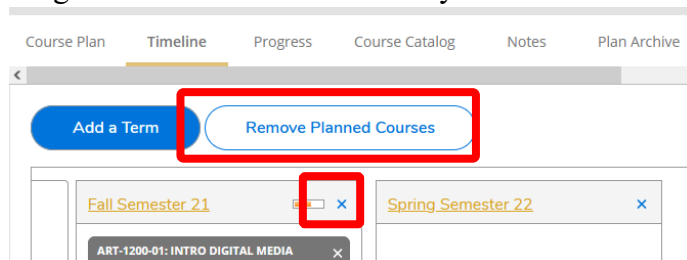
Select a term...

Add Course to Plan

On the timeline screen, you can move courses between terms by dragging and dropping. Remove courses from the plan on the Timeline screen by clicking the “X” on the right of that course. When you do, you will receive a confirmation that you want to remove the course.



You can also remove an entire semester (and the courses planned for that semester) at once by clicking the “X” button for that term or clicking the “Remove Planned Courses” and selecting the term you wish to remove. Using the latter method will allow you to select to remove multiple terms at once.



Removing planned courses or semesters cannot be undone. In other words, you will need add terms and courses again from scratch if you mistakenly remove them. Make sure you are only removing courses and terms you are sure you intend to remove.

Note: removing courses or semesters will also remove these from the student side as well.

Permissions & Overrides

Faculty members may not register a student for their class. Students will always register themselves for any classes they take. However, as a faculty member you can use this feature to provide permission to students who are unable to register for their class under the following conditions:

- If the student doesn't meet a prerequisite(s) for your class but you are waiving the prerequisite(s)
- If your class is full but you are allowing a student into your class
- If your class is "Instructor permission required" and you are giving the student permission to register for this class.
- If the course requires a certain major that the student has not declared, but you are allowing the student to register for your class.

To do this, select "Faculty" from the home screen. Then you will be taken to the list of courses for which you are the instructor:

Fall Semester 21


Section	Times	Locations
STLF-1010-05: Test	8/23/2021 - 10/14/2021	Online

Select the course the student would like to take then select the "Permissions" tab.


Roster Census Grading **Permissions**

Faculty Permissions

Choose one of the categories below :



Prerequisite Waiver: Use to allow a student to register for course without required prerequisite (either specific course(s) or class standing requirement, like must be junior standing).
Waive prerequisites so that a student can register for the course.



Faculty Consent: Use to allow a student to register for course if: "instructor consent or permission is required" in the printed comments of section detail, the course is full and you are allowing registration over the cap, or if course requires a specific major and you are overriding that requirement.
Review and manage faculty consent.

You will see these options:

- *Prerequisite Waiver* – to give permission when a student has not completed listed prerequisites or does not have enough total credits listed as a prerequisite
- *Faculty Consent* – to give permission for a student to take an "instructor consent required" course, enroll in a course already at capacity, or if the student has not declared the required major


When you select "Prerequisite Waiver," there will be a search bar on the top right. Use that to search for the student you wish to waive prerequisites by their name or student ID number.

Roster Census Grading **Permissions**

< Back To Faculty Permissions

Prerequisite Waiver: Use to allow a student to register for course without required prerequisite (either specific course(s) or class standing requirement, like must be junior standing).

Student Waiver Information



Select the name of the student in question (making sure you have the correct student) and click “Approve” (allowing the student to register for the class) or “Deny” (not allowing the student to register for the class). Regardless of whether you approve or deny, you will need to leave a comment in the comment box. Once you are done, click “Save” on the bottom right. The waiver for this student will be added, and they will be listed on your screen along with any other students you provided a waiver. The student will be notified in Student Planning under the Permissions/Overrides section that they do or do not have permission to register for your course.

When you select “Faculty Consent,” there will be a search bar on the top right. Use that to search for the student you wish to waive prerequisites by their name or student ID number.

Select the name of the student in question (making sure you have the correct student) and select “Accepted” or “Denied” from the Status drop-down and leave a comment. Once you are done, click “Save” on the bottom right. The consent for this student will be added, and they will be listed on your screen along with any other students you provided consent. The student will be notified in Student Planning under the Permissions/Overrides section that they do or do not have permission to register for your course. You cannot permit a student into a full course until the course has reached capacity.