

Self-Service: Advising

Advisor Instructions

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Overview

Student Planning is the system in Self-

- Plan course schedule for future semesters
- Register for classes

You will use Advising Self-Service to:

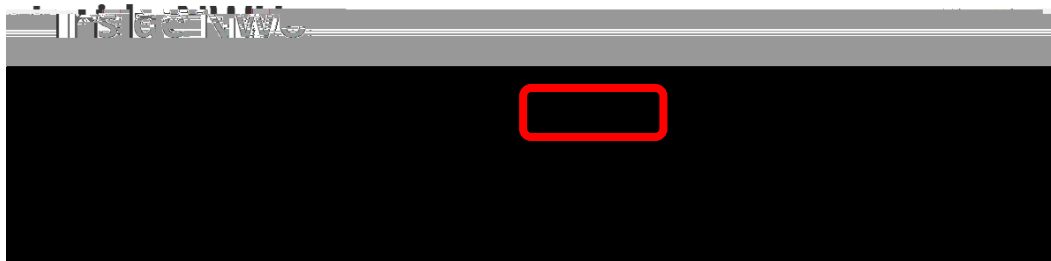
- Keep and send notes with your advisees
- Help advisees plan their course schedules
- Approve advisees’ planned schedules so they can register for courses

Accessing Self-Service

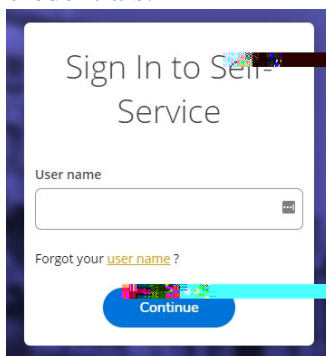
1. Go to the NWU website – www.nebrwesleyan.edu
2. Click “Inside NWU” at the top of the page.



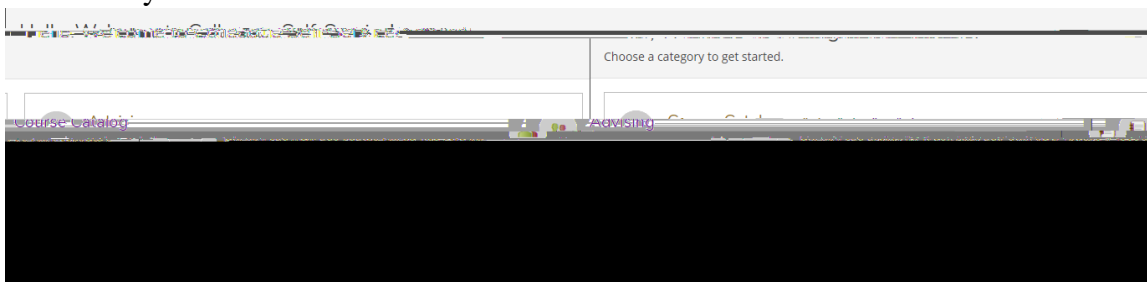
3. Click the “Self-Service” button at the top of the page.



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.

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

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,”

- 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

Once you have reviewed the advisee's academic plan, you will click the "Review Complete" button. Then you

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:

Select the name of the student in question (making sure you have the correct student)