



# ALMA COLLEGE

## STUDENT PLANNING – ADVISOR MODULE

Updated: September 2019

### Introduction

Colleague Student Planning is a new academic tool focused on improving student knowledge of all requirements needed to complete your Alma College degree. With Colleague Student Planning, students and advisors will:

- Interact with your degree audit to select courses for your upcoming schedule directly from remaining degree requirements and active catalog course sections
- See a timeline (calendar) of courses to map out your term schedule
- Set a plan with your academic advisor on current and future courses for consideration
- View grades by term, view and print an unofficial transcript
- View an online course catalog
- View and submit a graduation application

### Advising Hold

With Student Planning students will *still* be required to meet with their academic advisor to secure the required permissions to register for classes at their specified times each fall and winter terms. The former lifting of an advising hold will now be replaced with selecting **“Advisement Complete”** on an advisee. Before registering for classes in the upcoming term, a student will be required to have their “Advisement Complete” by an advisor every 90-days or upon a student’s request or advisor review.

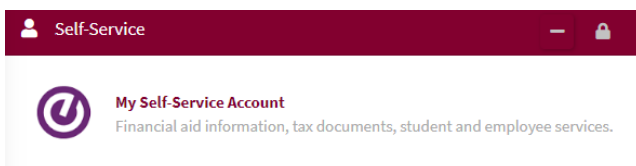
### This Guide

The first half of this guide will be for the Advising module, and the second will show the Faculty module for students will *still* be required to meet with their academic advisor to secure the required per

## ADVISING MODULE

### HOME PAGE – THE PATH TO ADVISING

Log into Inside Alma and Select “My Self-Service Account”:



New portlets available in Self-Service for advisors on October 1, 2019 will be Advising and Faculty. It is with the Advising portlet faculty will see Student Planning software. It is separate for the students.

The Advising area is where you will access your advisees information, mark “Advisement Complete” on students to allow them to select courses for the upcoming term and also provide important review of their record in academic planning.



## Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

- 1) To begin working with an advisee – search for the student by name or ID. Recent advisees you have worked with or searched for will be displayed on the main area already. Find your student and select their name

Who would you like to work with?  
Find a student by searching or selecting below.

Student  
 Advisor

Type a name or ID...

	Name	Review Requested	Assigned Advisee	ID
	<a href="#">Acstudent_Test</a>			0063395

- 2) To improve advisor services to students, starting in 2019 Department Chairs will have access to work with any student currently active at Alma College. Advisors will be able to view their advisee information as they did in Web Advisor.

## ADVISEE DETAILS – ALL ADVISOR TASKS ON A STUDENT

Advisee details will display all information for each advisee. The menu will look like this – each area underlined

**GREEN** will have a section with additional details:

Advisee Details

[Back to Advisees](#)

Search for courses...

Program(s): General Studies  
 Adviser(s): Dale Sanders, Mariah Orzolek

Case, Abigail R.  
Student ID: 0223093  
[abcasea@gmail.com](mailto:abcasea@gmail.com)

[Advisement Complete](#)  
 Last advised on 7/24/2019 by Orzolek, Mariah V.

[Review Complete](#)  
 Course Plan last reviewed on 7/16/2019 by Orzolek, Mariah V.

Notifications 0

[Course Plan](#) | [Timeline](#) | [Progress](#) | [Course Catalog](#) | [Notes](#) | [Plan Archive](#) | [Test Scores](#) | [Grades](#) | [Petitions & Waivers](#) | [Graduation Application](#)

## Advisement Complete and Review Complete

On every page you visit with an advisee – these two buttons will display:

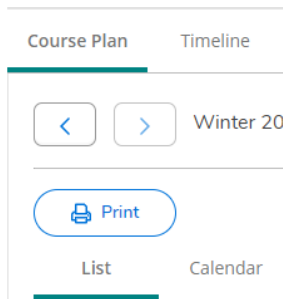
[Advisement Complete](#)  
 Last advised on 7/24/2019 by Orzolek, Mariah V.

[Review Complete](#)  
 Course Plan last reviewed on 8/22/2019 by Orzolek, Mariah V.

Under each button will be a display with the last date the student’s course plan was reviewed and archived (by selecting Review Complete) and the last time the student’s “Advising Hold” was lifted by marking “Advisement Complete.” More on these functions, but they will display on each page of an Advisee’s record.

## Course Plan

In this area you can work with sub-selections of LIST or CALENDAR. The **LIST** will contain an advisee’s current and upcoming class schedule. Note: The buttons of “Approve” and “Deny” will be gray as we are not using this functionality at Alma College to approve or deny every class a student is interested in.



If selecting **CALENDAR** an advisor will be able to see a full visual schedule showing days / times / course information the student is registered for. Advisors will also be able to see credits that are **Planned, Enrolled and Waitlisted** for in the upcoming term. In the case of AC Test Student – their Course Plan CALENDAR is as follows:

**Planned:** 4 Credits    **Enrolled:** 20 Credits    **Waitlisted:** 0 Credits

	Mon	Tue	Wed	Thu	Fri	Sat
	BIO-121-04		BIO-121-04		BIO-121-04	
	BUS-224A-01	ECN-111-05	BUS-224A-01	ECN-111-05	BUS-224A-01	
	SPN-100-05    SPN-101-05	ECN-112-05	SPN-100-05    SPN-101-05	ECN-112-05	SPN-100-05    SPN-101-05	
	BIO-121L-07					

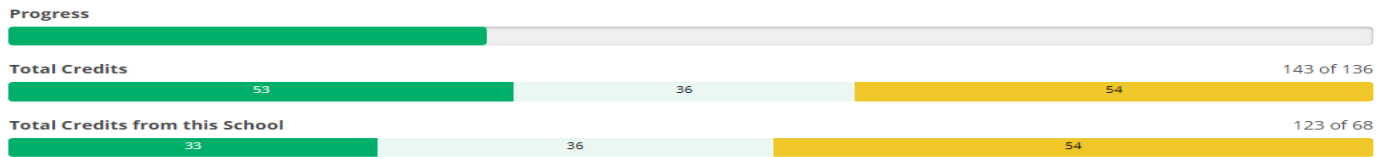
## Timeline

The **Timeline** tab will show the student’s academic plan as a timeline, term by term. Students or advisors will be able to add terms to plan even if sections of courses have not been established yet. When the course schedule is available students can get more specific on days / times.



## Progress

The **Progress** tab is the location of the enhanced degree audit. Along with all program information for a student including major gpa, cum gpa, major, catalog year along with all requirements currently programmed in the degree audit. There is a visual representation of total credits earned, credits planned and those outstanding to reach 136.



This enhanced degree audit is a tool that both students and advisors have that is exact. By scrolling down through the student's progress all degree requirements will be displayed including Distributive Requirements, Major Requirements, Upper-Level Requirements and credits to distinguish between a BA and BS degree.

Color-coding will allow a student to show as Completed, Registered or Planned for an area. Advisors and students can select "Search" in order to select another course to fulfill this requirement.

### Example:

#### B. Writing Proficiency

Must complete ENG 101, 201, 202 or 220 with a minimum grade of C. Must take 12 additional credits of Quill.

Complete all of the following items. ⚠️ 1 of 2 Completed. Fully Planned [Hide Details](#)

1. Take ENG-101, ENG-201, ENG-202, or ENG-220 ✓ 1 of 1 Courses Completed. [Show Details](#)
2. Must take 16 Quill credits (including ENG-101) ⌚ Fully Planned ⚠️ 4 of 16 Credits Completed. [Hide Detail](#)

Status	Course
✓ Completed	<a href="#">ENG-101</a> Freshman English II (Quill)
⌚ Planned	<a href="#">THE-171</a> Design for the Theatre
⌚ Planned	<a href="#">REL-100</a> What Is Religion?
⌚ Planned	<a href="#">PHL-102</a> Issues in Philosophy

#### F. Life Science

Take 4 credits from all courses in BIO, BCM, PSY, ENV 105 or IPH 212, 214, 215, 220, 224, 225, 226, 227, 327, 328, 331, 340, 344, 401, 428, 430.

Complete all of the following items. ⚠️ 0 of 1 Completed. Fully Planned [Hide Details](#)

⌚ Fully Planned ⚠️ 3 of 4 Credits Completed. [Hide Details](#)

Transferred courses fulfill requirement		
Status	Course	Search
✓ Completed	<a href="#">PSY-120</a> Gen Psychology (NS-1/no lab)	
✓ Registered	<a href="#">BIO-121</a> Foundations of Biology	

## Course Catalog

The **Course Catalog** tab will display all active courses that *may* have a section created. This is how users will search specific parameters for courses (such as Open Sections Only, department, days of the week, instructors, etc). When expanding a course section (as shown below with Biology)

BIO-101 Biology for Non-Majors (4 Credits) Add Course to Plan

Study of living organisms, biological processes and classification. Current topics in biology are emphasized. For the non-major. Laboratory. Course fee.

**Requisites:**  
Take BIO-101L - Must be taken at the same time as this course.

View Available Sections for BIO-101 ^

Winter 2020

Seats	Times	Locations	Instructors
48	T/Th 9:40 AM - 11:10 AM 1/6/2020 - 4/17/2020	TBD Lecture	Bishop, M

Add Section to Schedule

When opening section details for this course – an area displaying course description, course dates, and seats available will be displayed. Advisor or Student can then select “Add Section” in order to plan the course. By returning to “Course Plan” = the course can be registered for or a section selected. This is an important step.

### Section Details

**BIO-101-01 Biology for Non-Majors**  
Winter 2020

<b>Instructors</b>	[REDACTED]
<b>Meeting Information</b>	T, Th 9:40 AM 11:10 AM 1/6/2020 - 4/17/2020 TBD (Lecture)
<b>Dates</b>	1/6/2020 - 4/17/2020
<b>Seats Available</b>	48 of 48 Total
<b>Credits</b>	4
<b>Grading</b>	<span style="border: 1px solid #007bff; border-radius: 10px; padding: 2px 10px; display: inline-block;">Graded ▾</span>
	<span style="color: #ffc107;">⚠</span> Grading options do not match the student's options.
<b>Requisites</b>	<span style="color: #ffc107;">⚠</span> Take BIO-101L - Must be taken at the same time as this course.
<b>Course Description</b>	Study of living organisms, biological processes and classification. Current topics in biology are emphasized. For the non-major. Laboratory. Course fee.
<b>Books</b>	<a href="#">Bookstore Information</a>

Close Add Section

**Filter Results** – Users can search for courses using many filter options to include:

Filter Results	
<b>Availability</b> ^	
<input type="checkbox"/> Open and Waitlisted Sections	
<input type="checkbox"/> Open Sections Only	
<b>Subjects</b> ^	<b>Instructors</b> ^
<input checked="" type="checkbox"/> Biology (98)	<input type="checkbox"/> Bishop, M (6)
	<input type="checkbox"/> Bunce, C (1)
	<input type="checkbox"/> Calhoun, E (5)
	<input type="checkbox"/> Clark, D (6)
	<input type="checkbox"/> Doyle, B (2)
	<a href="#">Show All Instructors</a>
<b>Locations</b> ^	
	<b>Course Levels</b> ^
<b>Show All Terms</b> ^	<input type="checkbox"/> Upper level (72)
<input type="checkbox"/> Winter 2020 (19)	<input type="checkbox"/> Three Hundred Level (45)
<input type="checkbox"/> Fall 2019 (18)	<input type="checkbox"/> Two Hundred Level (23)
	<input type="checkbox"/> Lower level (22)
<b>Days of Week</b> ^	<input type="checkbox"/> One Hundred Level (20)
<input type="checkbox"/> Monday (33)	<a href="#">Show All Course Levels</a>
<input type="checkbox"/> Tuesday (33)	
<input type="checkbox"/> Wednesday (33)	<b>Course Types</b> ^
<input type="checkbox"/> Thursday (33)	<input type="checkbox"/> BS REQUIREMENT (22)
<input type="checkbox"/> Friday (33)	<input type="checkbox"/> Life Science (18)
	<input type="checkbox"/> Lab (14)
<b>Time of Day</b> ^	<input type="checkbox"/> Quill (4)
Select time range... ▾	

## “Compose A Note” Function

This functionality serves both advisor and student. A note may be composed to track decisions and communication during advising appointments. **VERY IMPORTANT: Notes are viewable by student and advisor (they are not confidential and cannot be erased).** This is a great way for a student to track their academic plans, and be reminded to discuss these plans with advisors.

Notifications 0

Course Plan | Timeline | Progress | Course Catalog | **Notes** | Plan Archive | Test Scores | Grades | Petitions & Waive

### Compose a Note

[Save Note](#)

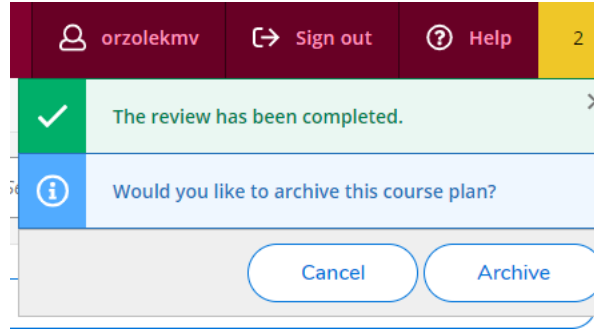
### View Note History

Abby - I hope you are able to apply for my upcoming Spring Term course heading to Traverse City this term. The Deadline will be November 1, 2019.

Orzolek, Mariah V. on 8/22/2019 at 4:22 PM

## Plan Archive

A plan for a student will be archived each time the button “Review Complete” is selected. By selecting this button, the advisor will be prompted to archive the course plan:



It is best practice to select “YES” each time. When working with an advisee, the Plan Archive area will display all previous plans for use during that advising session. **Note: Students do not have access to their archived plans at this time, it is a document that advisors may provide during advising sessions.** A plan (as shown below) is a record of coursework taken at Alma without grades. It will serve as a course check-list for students as they move through planning their terms. **Students can be marked as “Review Complete” and an Archived Plan saved for each and every advisee appointment.**

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Tes
Archived PDF					Archive Date	
Download					8/22/2019 4:40:29 PM	←
Download					7/16/2019 4:49:19 PM	



Course Plan as of 7/16/2019

Student ID [Redacted]  
 Programs General Studies, 2018  
 Reviewed By Mariah V. Orzolek on 7/16/2019  
 Archived By Mariah V. Orzolek on 7/16/2019 at 4:49 PM

Fall 2018						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Yes		FYS-101 First Year Seminar 101	5			
Yes		ART-224 Film Photography	4			
Yes		NMS-125 Intro to Film Theory	4			
Yes		HST-107 American Foreign Relations	4			
			17.00	0.00		
Winter 2019						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Yes		ART-120 Two-Dimensional Design	4			
Yes		ART-261 Beginning Painting	4			
Yes		MTH-110 Liberal Arts Mathematics	4			
Yes		ENV-110 Environmental Geology	4			
Yes		ENV-110L ENV 110 Laboratory				
			16.00	0.00		
Fall 2019						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned		MTH-116 01 Elementary Statistics	4		Student 7/16/2019	
Denied		SPN-100 01 Foundations of Spanish	2			Orzolek, M. 7/16/2019
Denied		SPN-101 01 Beginning Spanish Language	2			Orzolek, M. 7/16/2019
Planned		BUS-221 01 Financial Accounting	4			

## Test Scores

Admission Test Scores and Placement Tests (as applicable) will display here for advisees.

Notifications 0

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   **Test Scores**

### Admission Tests

Test	Date Taken	Score
ACT Composite	4/11/2017	20 of 36
SATR Total	4/11/2017	1030 of 1600
SATR.ERW	4/11/2017	520 of 800
SATR.M	4/11/2017	510 of 800

## Grades

In this area advisee grade reports will be displayed by term along with term GPA. Each term can be expanded to showcase the full course schedule with grades. Note: Transfer Credit will not be shown here. That can be viewed within the student's degree audit.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   **Grades**

Winter 2020 (1/6/2020-4/17/2020)

Fall 2019 (9/3/2019-12/13/2019)

Winter 2019 (1/7/2019-4/20/2019)  
Term GPA: 3.375

Fall 2018 (9/4/2018-12/14/2018)  
Term GPA: 3.118

## Petitions & Waivers

We will explore adding this option to the to the Faculty portlet for Fall 2020. It would allow instructors to waive pre-reqs and schedule a course over course capacity electronically with a consent.



## Graduation Application

2021 Graduates will be the first to apply for graduation through Student Planning in Winter 2020. Upon completion of a Graduation Application, advisors will see details for the completed application as shown below. Note: Students will have to submit an application for every program they are planning to complete which will be visible to advisors for each student.



Program(s):  
General Studies  
Business Administration - BA

Acstudent, Test  
Student ID: 0063395  
[cekoch@alma.edu](mailto:cekoch@alma.edu)

Advisor(s):  
Kathy Doran  
Mariah Orzolek

Notifications 2

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

Program of Study	Business Administration - BA
Graduation Term	Winter 2020
Diploma	Bachelor of Arts
Major	Business Administration
✓ Application submitted on 7/24/2019	