Advising in Colleague Self-Service

Overview
Advisors will log into Colleague Self-Service to review their advisees proposed course selections for the upcoming semester and approve them to register. Collaborating with their advisee they will determine if the plan is acceptable. Once the plan is deemed acceptable, they will indicate that Advisement is complete for that advisee. After they have indicated that Advisement is complete for a particular advisee and there are no registration holds for the student, Colleague Self-Service will then allow the advisee to self-register when their priority registration period opens.

Log into Self-Service to review an advisee’s proposed plan
Log into Colleague Self-Service via Connect2U or directly at https://selfservice.wne.edu

REQUIRED: Click on Advising.

A list of your advisees will appear. Any advisees that have requested a review of their plans will be noted with a blue clock next to their name.

REQUIRED: Click advisee’s name, and then under Course Plan, ensure that the correct semester is selected.

NOTE: When viewing an advisee’s record in Self-Service, you can see if the advisee has a hold on their record. The student will need to rectify the hold before they can register for courses. Refer your advisee to Enrollment Services/Registrar if assistance is needed.

The student’s planned courses will appear. If a course has a prerequisite, it will be noted. Check the student’s degree audit by clicking on Progress to verify that student has met the prerequisite.
Remove a Course from your Advisee’s Proposed Plan (Optional)

If you do not agree with a course that the student has placed on their Course Plan, you can remove it from their plan. Click on Calendar.

Then click on the to the right of the course that you would like to remove from your advisee’s plan.

Add a Course to your Advisee’s Proposed Plan (Optional)

Click the Progress tab.

Based on courses that your advisee still needs to take, click on a course that you would like to add to your advisee’s plan.
This will bring you to the Course Catalog. From there select a course to add to plan. If your selected course is not available for the upcoming semester, search for another course.

There are three ways you can search for courses.

<table>
<thead>
<tr>
<th>You can scroll through the alphabetical list to locate the subject.</th>
<th>Or you can use the Subject search feature.</th>
<th>Or you can search for a specific course by using the search feature in upper right of screen. Enter course with a hyphen between course code and number. e.g. <strong>ENGL-216</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alphabetical List" /></td>
<td><img src="image" alt="Subject Search" /></td>
<td><img src="image" alt="Search Feature" /></td>
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Filters can be used to narrow down the list of courses. Since you are looking for courses for your advisee to take in the upcoming semester, filter by term by clicking the checkbox for appropriate term. Also filter by Academic level (e.g. Undergraduate) to further filter the resulting list of courses.

Courses matching the filter will be listed. Details such as course description, meeting information, and prerequisites will be listed.

You can also click on **View Available Sections** and then the Course name to obtain semester and year specific information such as meeting dates and times, instructor and bookstore information.
If you would like your advisee to plan on taking the course in the upcoming semester, click **Add Course to Plan**

Then you will be prompted to enter the term.
Complete and Archive the Course Plan

Once you and your advisee deem the Course Plan acceptable, click **Review Complete**.

![Review Complete button](image)

Then Archive the Plan when prompted.

![Archive confirmation dialog](image)

To view archived plan(s), click on **Plan Archive**. Then download as needed.

![Plan Archive screenshot](image)

After this review is complete, you may hear back from your advisee so there may be additional rounds of communication and review with your advisee. You can mark **Review Complete** and **Archive** the plans many times. Once the review process truly is complete, and you feel your advisee is ready to register, then be sure to click on **Advisement Complete**.

**REQUIRED:** Click **Advisement Complete**. This is the step that will allow a student to register themselves when their registration window opens. **If you do not mark Advisement as complete then the student will NOT be able to register!**
Notes
At any time, Advisors and Advisees can send notes to each other. To send an advisee a note, click on the Notes Tab. Compose your note, and then click Save Note. A history of notes sent/received will be listed.

If an advisee has sent you a note AND requested a review, then that advisee will rise to the top of your list of advisees. That advisee will be noted with on the list with a blue clock.

Advisor’s view:

In this example, Tim and Chip are at top of list AND have a clock indicating that they have requested a review. In Self-Service, this will indicate to the advisor that they should look at these student accounts.

It is recommended that Advisors Log in daily in the weeks leading up to Priority Registration as well as during Priority Registration.