

ADVISING & APPROVING PLANS ONLINE

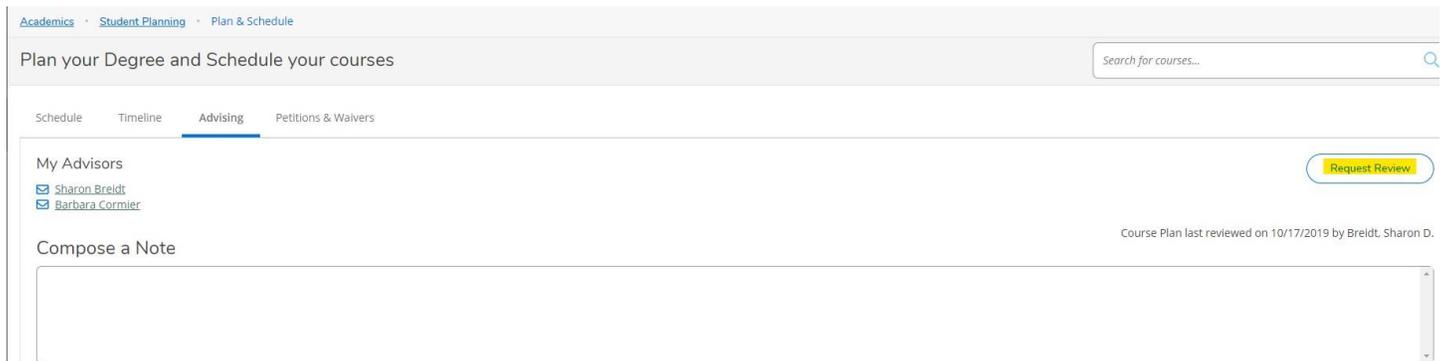
Registrar's Office | kscregistrar@keene.edu

Self Service allows for advising to occur online when necessary or when additional communication is necessary.

Students plan their courses (this can be done on their own or in consultation with a faculty member/advisor), and then send a "Request Review" to their advisor(s).

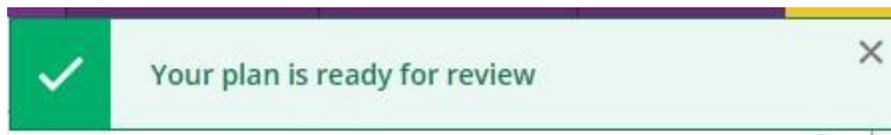
Steps for student to request a review after planning courses:

1. Log into Student Planning
2. Select Plan & Schedule
3. Choose the Advising tab
4. Request Review (see below)



The screenshot shows the 'Plan & Schedule' section of the Student Planning system. The 'Advising' tab is selected. Under 'My Advisors', two advisors are listed: Sharon Breidt and Barbara Cormier. A yellow 'Request Review' button is visible in the top right corner. Below the advisors list is a 'Compose a Note' text area. A small note at the bottom right of the page states: 'Course Plan last reviewed on 10/17/2019 by Breidt, Sharon D.'

Once the student has requested a review online, this message appears on their Self Service account:



Advisors then receive an email (at their @keene.edu) with "Course Plan Review Requested" in the subject line. Additional information is found in the body of the email as shown below:

Hello,
Your advisee, [REDACTED] has requested a review of their course plan in Student Planning.
You may contact [REDACTED] using email

Thank you for all you do for our students. Advising is essential in support of student success.

Please do not reply to this system-generated message.

Advisors also see this message when logged into Self Service and reviewing their list of advisees:

Daily Work · Advising · Advising Overview

You have one or more advisees who have requested a review.

Which student do you want to work with?
Find a student by searching or selecting below.

Student (selected) | Advisor

Email All My Advisees

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
				BS Nursing - Pre-Licensure	Advisor(s): Sharon Breidt Barbara Cormier	View Details

Any student that has requested a review will be listed here. To see what they have planned for courses, choose "View Details"



Approving courses/Required Advising

When reviewing a student's proposed plan, you can choose to approve or deny individual courses here:

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive

< > Fall 2020 - +

Print

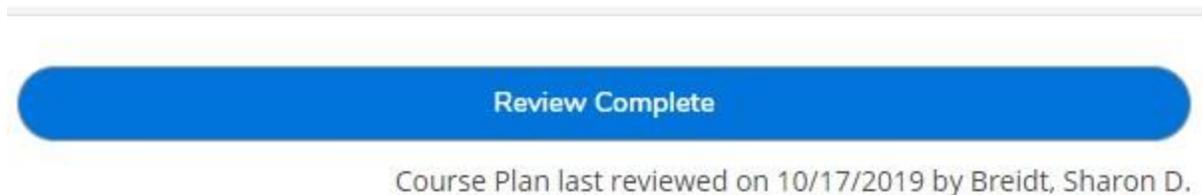
List | Calendar

Approve Deny Protect Unprotect

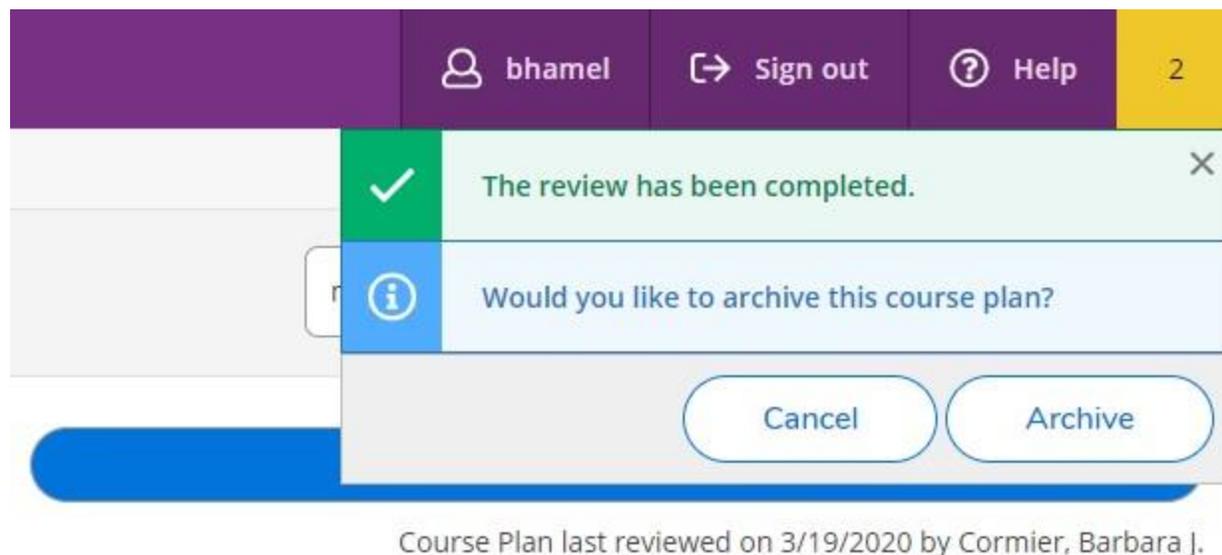
<input checked="" type="checkbox"/>	Approval	Course
<input type="checkbox"/>		MGT-101-01: Introduction to Management
<input type="checkbox"/>		MGT-140-04: Quantitative Decision-Making

Please note: Approving individual courses does **NOT** release the required advising hold!

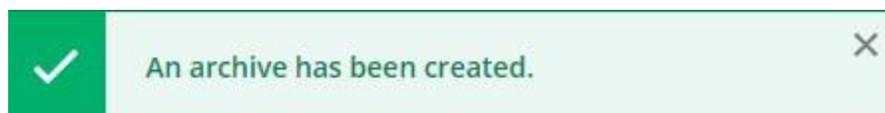
If your advisee has required advising (look for the message in the top right-hand corner of the screen), you must release the hold by pressing the “Review Complete” button in the upper-right corner:



Once you have pressed the “Review Complete” button, the option to archive the plan appears:



You are strongly encouraged to archive the student's plan as part of an on-going record of your advising. To do so, press the “Archive” button. If you choose to archive, you receive the following message:



You can then see whatever plans have been archived for your advisee by downloading the plan from the Plan Archive tab under Advising Overview for your advisee:

Notifications 0		
Course Plan	Timeline	Progress
Course Catalog	Notes	Plan Archive
Test Scores	Unofficial Transcript	Grades
Petitions & Waivers	Gr	
Archived PDF	Archive Date	Archived By
Download	3/19/2020 4:29:59 PM	Cormier, Barbara

Once you download the plan, each archived plan is in that single report, broken down by semester:

Fall 2020						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Approved		MGT-101 01 Introduction to Management	4		Student 3/19/2020	Cormier, B. 3/19/2020
Denied		MGT-140 04 Quantitative Decision-Making	4		Cormier, B. 3/19/2020	Cormier, B. 3/19/2020

What the student sees:

Once the advisor has reviewed the plan, if individual courses were approved/denied, this is what the student sees:

MGT-101-01: Introduction to Management ✕

✔ **Approved**

✔ **Planned**

Credits: 4 Credits
 Grading: Graded
 Instructor: Johnson, K
 8/31/2020 to 12/18/2020
 Seats Available: 30

▼ Meeting Information

Register

▼ View other sections

MGT-140-04: Quantitative Decision-Making ✕

✖ **Denied**

✔ **Planned**

Credits: 4 Credits
 Grading: Graded
 Instructor: Cormier, B
 8/31/2020 to 12/18/2020

Remember! Individually approving or denying the courses does NOT release a required advising hold. You must click the "Review Complete" button!

Last update: 3/19/2020 BJC