

# Advising in Colleague Self-Service

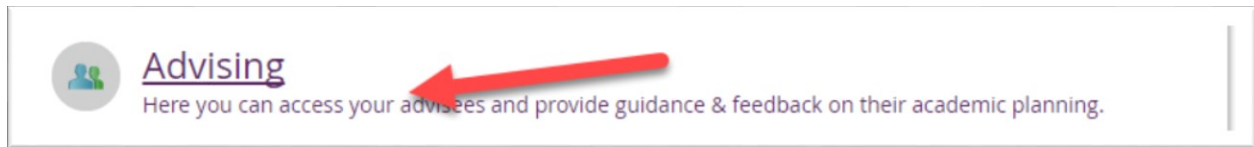
## Overview

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.

	<a href="#">Tim J. Bucktu</a>			BSBA in Entrepreneurship	Last advising date: <b>10/23/2018</b>	Advisor(s): Suzanne Orlando
	<a href="#">Chip Munk</a>			BSBA in Arts & Entertainment Management	Last advising date: <b>4/5/2018</b>	Advisor(s): Suzanne Orlando

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

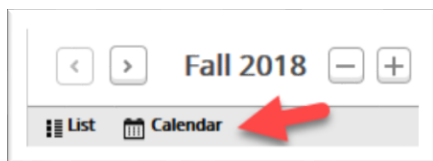
**NOTE:** When viewing an advisee's record in Self-Service, you can see if the advisee has a hold on their record. The student will need to rectify the hold before they can register for courses. Refer your advisee to Enrollment Services/Registrar if assistance is needed.


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.

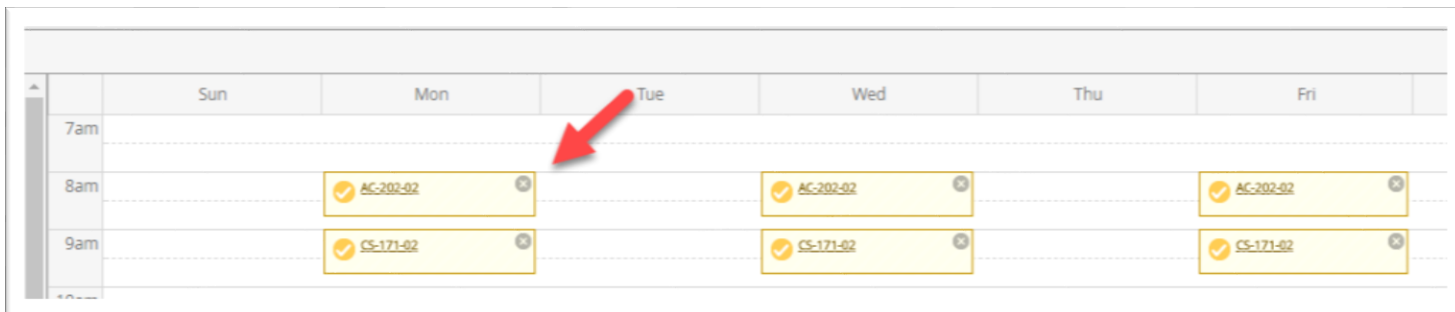
Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		AMST-190: Special Topics in Am Studies	1	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ART-118-03: Intro to Jewelry Making	3	Ghahramani, L	TTh 11:00 AM - 12:20 PM 8/27/2018 - 12/14/2018	TBD Lecture
<input type="checkbox"/>		BIO-153: Princ of Environmental Sci	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		BIO-213: Ecology	3	No Section Selected	No Section Selected	No Section Selected

## 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**.

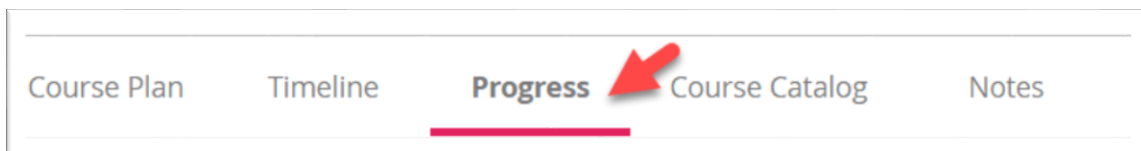


Then click on the  to the right of the course that you would like to remove from your advisee's plan.



## 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.

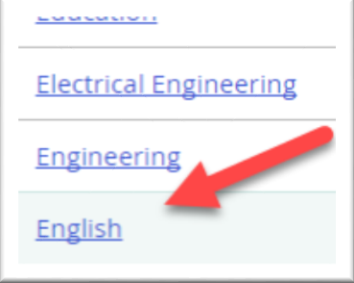
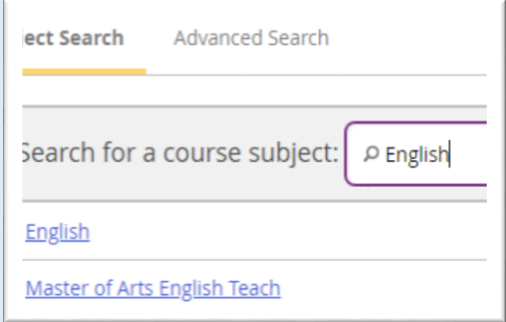
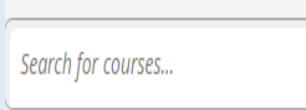
**F. Ethical**  
Take PH-211 or MAN-240  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 1 Courses Completed.** [Hide Details](#)

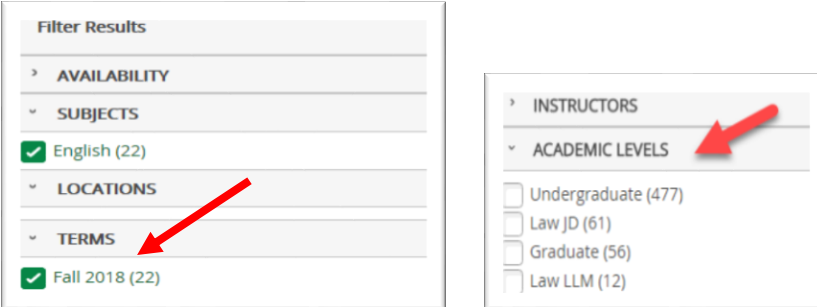
Status	Course
 Not Started	<a href="#">PH-211</a> Business Ethics
 Not Started	<a href="#">MAN-240</a> Business & Society

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.**

<p>You can scroll through the alphabetical list to locate the subject.</p> 	<p>Or you can use the Subject search feature.</p> 	<p>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. ENGL-216</p> 
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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.

**Section Details**

ENGL-206-01: Writing for Business  
Fall 2018

**Instructors** Pelletier, L

**Meeting Information** M, W, F 12:00 PM 12:50 PM  
8/27/2018 - 12/14/2018  
TBD (Lecture)

**Dates** 8/27/2018 - 12/14/2018

**Seats Available** 22 of 22 Total

**Credits** 3

**Grading** Graded, Audit

**Requisites** 1 Complete ENGL-133 with minimum grad of C or permission of the English chair. - Recommended prior to taking this course, but is not required.

**Course Description** This course is designed to give students a comprehensive view of communication, its impact and importance in business, and the role of written communication in establishing a favorable outside environment, as well as effective internal communications skills. The various types of business communication are covered. This course also develops an awareness of the importance of succinct and clear written communication in the modern business world.

**Additional Course Fees** Fees listed here are in addition to general tuition and fees charged at registration.

**Books** [Bookstore Information](#)

If you would like your advisee to plan on taking the course in the upcoming semester, click **Add Course to Plan**

**ART-118 Intro to Jewelry Making (3 Credits)**  **Add Course to Plan**

This course will provide students with the the fundamental knowledge of jewelry-making through multiple hands-on projects. This course will provide the skills of basic beading techniques with various materials into wearable pieces of art; necklaces, earrings, and bracelets

**Requisites:** None

Then you will be prompted to enter the term.

**Course Details**

**MAN-240 Business & Society**  
This course explores the context of business and the wider social environment of which they are a part. Key issues include the recognition of ethical issues with respect to business activities, the involvement of business and business' involvemer in the public policy process, stakeholder issues, and the nature of corporate social responsibility. Students must fulfill the PH 211 requirement. Cannot take both PH 211 and MAN-240.

**Credits** 3

**Locations Offered** [Location]

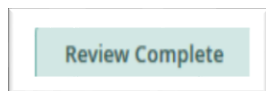
**Requisites** 1 Complete PH 211 with a minimum grade of C. - Recommended prior to taking this course.

**Term** Select a Term...

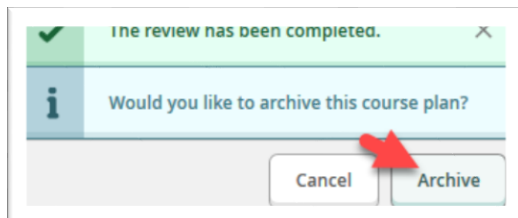
Close Add Course to Plan

## Complete and Archive the Course Plan

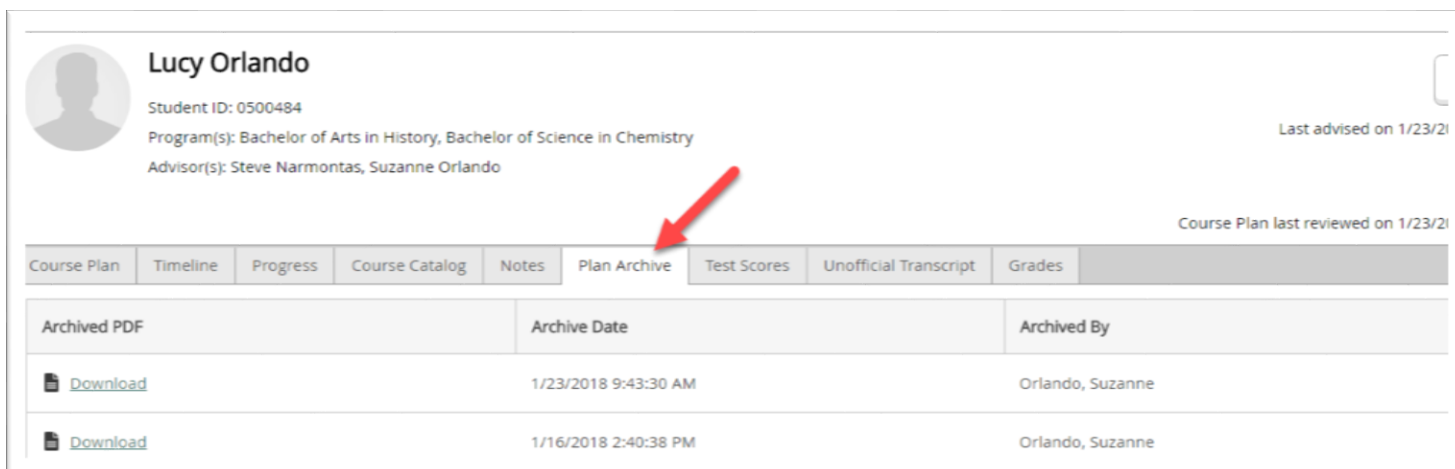
Once you and your advisee deem the Course Plan acceptable, click **Review Complete**.



Then Archive the Plan when prompted.



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



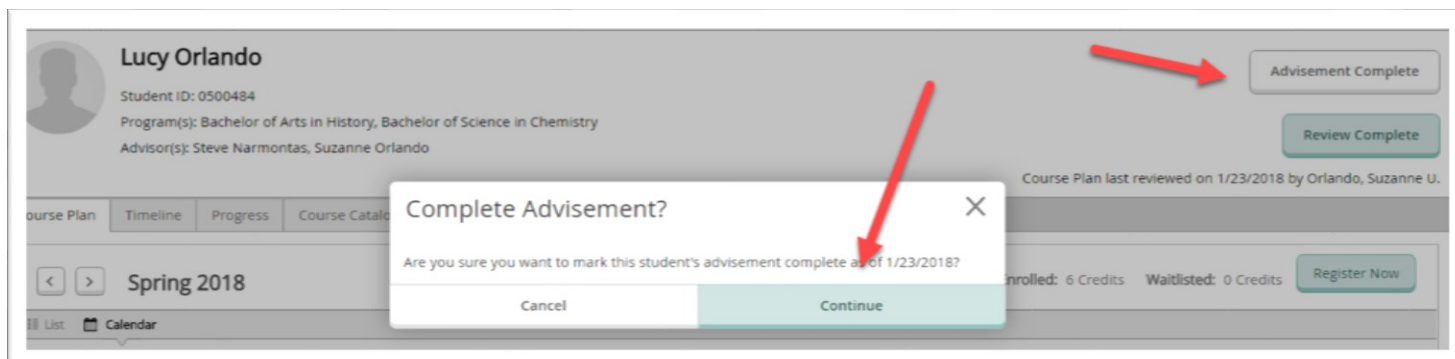
Lucy Orlando  
Student ID: 0500484  
Program(s): Bachelor of Arts in History, Bachelor of Science in Chemistry  
Advisor(s): Steve Narmontas, Suzanne Orlando  
Last advised on 1/23/21  
Course Plan last reviewed on 1/23/21

Course Plan | Timeline | Progress | Course Catalog | Notes | **Plan Archive** | Test Scores | Unofficial Transcript | Grades

Archived PDF	Archive Date	Archived By
<a href="#">Download</a>	1/23/2018 9:43:30 AM	Orlando, Suzanne
<a href="#">Download</a>	1/16/2018 2:40:38 PM	Orlando, Suzanne

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!**



Lucy Orlando  
Student ID: 0500484  
Program(s): Bachelor of Arts in History, Bachelor of Science in Chemistry  
Advisor(s): Steve Narmontas, Suzanne Orlando  
Course Plan last reviewed on 1/23/2018 by Orlando, Suzanne U.

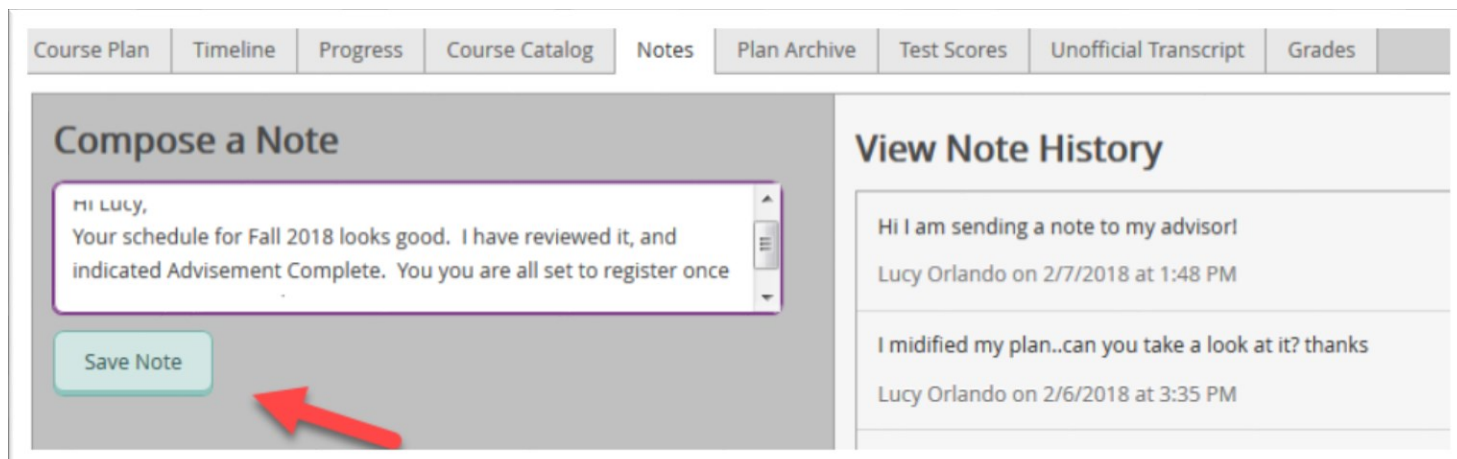
Advisement Complete  
Review Complete  
Register Now

Spring 2018  
Enrolled: 6 Credits Waitlisted: 0 Credits

**Complete Advisement?**  
Are you sure you want to mark this student's advisement complete as of 1/23/2018?  
Cancel Continue

## 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.



The screenshot shows a navigation bar with tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. The 'Notes' tab is active. On the left, the 'Compose a Note' section has a text area containing: 'Hi Lucy, Your schedule for Fall 2018 looks good. I have reviewed it, and indicated Advisement Complete. You you are all set to register once'. Below the text area is a 'Save Note' button, which is highlighted with a red arrow. On the right, the 'View Note History' section shows two entries: 'Hi I am sending a note to my advisor! Lucy Orlando on 2/7/2018 at 1:48 PM' and 'I midified my plan...can you take a look at it? thanks Lucy Orlando on 2/6/2018 at 3:35 PM'.

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:

	<a href="#">Tim J. Bucktu</a>			BSBA in Entrepreneurship	Last advising date: <b>10/23/2018</b>	Advisor(s): Suzanne Orlando
	<a href="#">Chip Munk</a>			BSBA in Arts & Entertainment Management	Last advising date: <b>4/5/2018</b>	Advisor(s): Suzanne Orlando

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.