

ADVISEMENT IN SELF-SERVICE REVIEWING YOUR ADVISEE'S COURSE PLAN

IMPORTANT: In order for this process to work, your advisees have to request a review of their plan in Self-Service. This option is available for the student to select under "**Student Planning**" / "**Plan & Schedule**" in Self-Service. The student add their course sections to their plan for the term, selects the "**Advising**" option, and clicks the "**Request Review**" button. Please see screenshot below. You will receive notification the student has requested review of their plan.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Petitions & Waivers

My Advisors **Request Review**

(Advisor)
 (Advisor/Program Director)

Compose a Note

ADVISOR APPROVAL

STEP ONE: Select the "**Advising**" option.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog: Here you can view and search the course catalog.
- Grades: Here you can view your grades by term.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Graduation Overview (Chicago & Online): Here you can view and submit a graduation application.
- Faculty: Here you can view your active classes and submit grades and waivers for students.

STEP TWO: Type the name **OR** student ID of the student's record you wish to view or select from the list below. If you do not see a student that should be your advisee, please remember to connect with your department's representative that assigns advisors.

Daily Work · Advising · Advising Overview

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

Student Advisor Email All My Advisees

| | Name | Review Requested | Assigned Advisee | ID | Program(s) | Advisor(s) | |
|--|----------------|------------------|------------------|----|------------|---------------------------------------------|---------------------------------------------|
| | M Angulo | | | | Registrar | Advisor(s): Takisha Jones Sheba Jones | <input type="button" value="View Details"/> |
| | Theresa Ahusim | | | | Registrar | Advisor(s): Sheba Jones | <input type="button" value="View Details"/> |





When your advisee has selected the option requesting you to review their plan, you will see this pop up upon entry to the list of your advisees. You will also see a check mark under the “**Review Requested**” column next to the student’s name.

Daily Work · Advising · Advising Overview

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

Student
 Advisor

Type a name or ID...

| Name | Review Requested | Assigned Advisee | ID | Program(s) | Advisor(s) | |
|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----|------------|---------------------------------------------|------------------------------|
| M Angulo |  |  | | Registrar | Advisor(s): Takisha Jones Sheba Jones | View Details |
| Theresa Achusim | |  | | Registrar | Advisor(s): Sheba Jones | View Details |
| Takisha Jones | |  | | Registrar | Advisor(s): Sheba Jones | View Details |


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


STEP THREE: Select the “**View Details**” button.





Daily Work · Advising · Advising Overview

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

Student
 Advisor

Type a name or ID... 

 Email All My Advisees

| Name | Review Requested | Assigned Advisee | ID | Program(s) | Advisor(s) | |
|-----------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|------------|---------------------------------------------|------------------------------|
| M Angulo |  |  | | Registrar | Advisor(s): Takisha Jones Sheba Jones | View Details |
| Theresa Achusim | |  | | Registrar | Advisor(s): Sheba Jones | View Details |
| Takisha Jones | |  | | Registrar | Advisor(s): Sheba Jones | View Details |

STEP FOUR: Review your advisee's course sections for the current registration period.

M Angulo
Program(s): Registrar
Advisor(s): Takisha Jones, Sheba Jones

Review Complete
Course Plan last reviewed on 10/29/2018 by Jones, Sheba D.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

2020SPR CH & VAN - Lecture & Seminar

Print

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|--------------------------|-------------------------------------------|-----------|-------------|---------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> | PSY-662-B: Integrat Assess: Personality I | 4 Credits | Migalski, S | M 1:00 PM - 4:40 PM 1/6/2020 - 4/13/2020 | Chicago 17 North Dearborn St, 16-103 Lecture |

Student must complete PSY-661 or have a waiver of prerequisites prior to registering for this course. - Must be completed prior to taking this course.

IMPORTANT:
The student needs to ensure they select an actual section (example: PSY-662-B) and not a course (example: PSY-662). If the student has not selected an actual section, you can still approve, but they will not be able to register.

STEP FIVE: *REQUIRED***** - Click the box next to each course and select "Approve" or "Deny".

IMPORTANT: Your approval does not: override prerequisites or any other registration restriction or hold or allow the student to register before their registration access time.

2020SPR CH & VAN - Lecture & Seminar

Print

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|-------------------------------------|-------------------------------------------|-----------|-------------|---------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> | PSY-662-B: Integrat Assess: Personality I | 4 Credits | Migalski, S | M 1:00 PM - 4:40 PM 1/6/2020 - 4/13/2020 | Chicago 17 North Dearborn St, 16-103 Lecture |

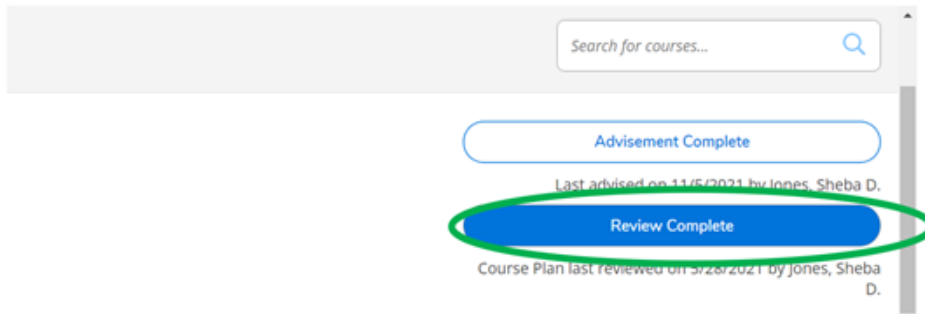
Student must complete PSY-661 or have a waiver of prerequisites prior to registering for this course. - Must be completed prior to taking this course.

Approve Deny Protect Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|--------------------------|-------------------------------------------|-----------|------------|---------------------------------------------|---------------------------|
| <input type="checkbox"/> | PSY-600-A: Clin Interview & Fundam Skills | 4 Credits | TBD | W 1:00 PM - 4:40 PM 1/5/2022 - 4/13/2022 | Chicago TBD Lecture |
| <input type="checkbox"/> | PSY-642-A: Diversity & Individual Differ | 3 Credits | Palmer, G | T 1:00 PM - 3:45 PM 1/4/2022 - 4/12/2022 | Chicago TBD Lecture |

YOU WILL SEE A THUMBS UP OR THUMBS DOWN NEXT TO EACH COURSE YOU APPROVED OR DENIED.

STEP SIX: Click the **“Review Complete”** button once you reviewed your advisee’s plan and have approved or denied their selections. This alerts your advisee you have completed review of their plan.



STEP SEVEN: You will be presented with the option to **archive the advisee’s course plan**. Click **“Archive”** to retain for your records. **STRONGLY ENCOURAGED - just in case there are questions now or in the future).**

