Guide to Advisor & Faculty Academic Planning

Accessing Student Planning for Advisors & Faculty

Advisors and faculty can access Student Planning by going directly to **selfservice.twu.edu**.

Self-Service Direct Link
1. Go to https://selfservice.twu.edu
2. Sign-in using your TWU username and password
3. This will take you to the faculty/advisor menu in Self-Service. Click on the Advising menu option to access the Advising Overview page.

Advising Overview
From the **Advising Overview** page, you can enter the name or ID of a student you wish to view, or select one of the students listed below the search that are currently coded as being your advisees.

The student row includes the name of the student, the student ID, current major(s), and current advisor(s).

- A clock icon will appear if the student has requested a review of their planned schedule:

- A light blue pop-up box will also appear in the upper right corner of the advising screen when a student has requested a review:
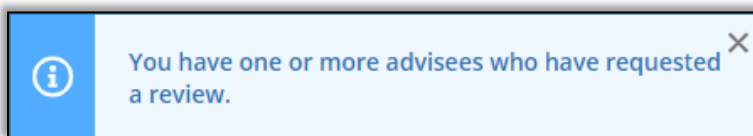
Clicking on the advisee name will take you to the **Advising Overview** screen for that particular student. Here you can **complete a requested review** and see when the last time a course plan was reviewed and by whom:

In addition, from this screen an advisor can do the following:

- Review course plans for a particular term under the **Course Plan** tab
- Review a students' timeline by past, current, and future terms in the **Timeline** tab
- Review the degree audit for the student under the **Progress** tab
- Search for courses in the **Course Catalog** tab
- Compose a note to the student and review a history of notes between student and advisor in the **Notes** tab
- Review PDF archives of student plans in the **Plan Archive** tab
- View test scores as posted in TSUM in the **Test Scores** tab
- View, download, and/or print an unofficial transcript from the **Unofficial Transcript** tab
- Review grades & credits by term in the **Grades** tab

Reviewing Course Plans

To review a student's plan, click on the **Course Plan** tab in the **Advising Overview** screen.

- You can choose either a *list view* or *calendar view* by selecting the respective icon under the term toggle buttons. However, approving & denying planned courses can only happen in **List View**.
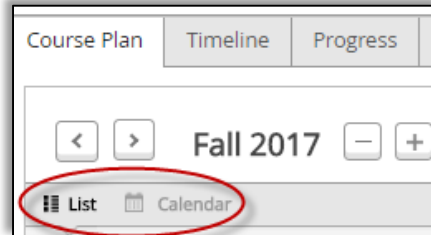
- Select the planned course(s) to approve or deny using the **Select** buttons next to each course on the line
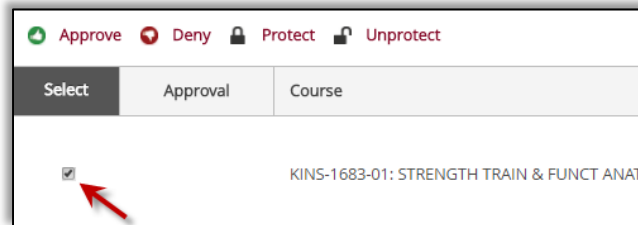
- Once the course(s) is checked, click **Approve** or **Deny** from the options at the top in **List View**
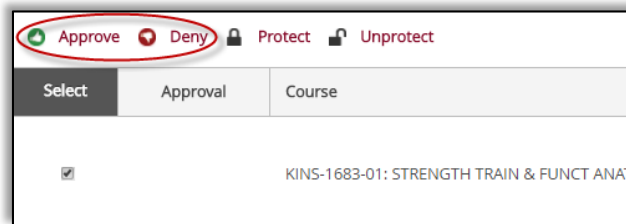
- Once completed, approval and denial icons will appear under the **Approval** column

- In the **Calendar** view the approval and denial status will be reflected under the course information.

ENG-3113-01: INTRO TO ENGLISH STUDIES

✈ Approved

✓ Planned

Credits: 3
Grading: Graded
Instructor: Greer R
8/28/2017 to 12/15/2017
Seats Available: 9

› Meeting Information

› View other sections

KINS-6143-01: RESEARCH DESIGN IN KINS

⊗ Denied

✓ Planned

Credits: 3
Grading: Graded
Instructor: Nichols D
8/28/2017 to 12/15/2017
Seats Available: 18

› Meeting Information

! Conflicting section with ZOOL-2011-04

- Once the review of the planned term(s) is complete, click on the **Review Complete** button in the upper right corner.

Review Complete

- Once the review is completed, the advisor has the option to archive the course plan. To archive the plan, simply choose **Archive** from the pop-up window in the upper right.
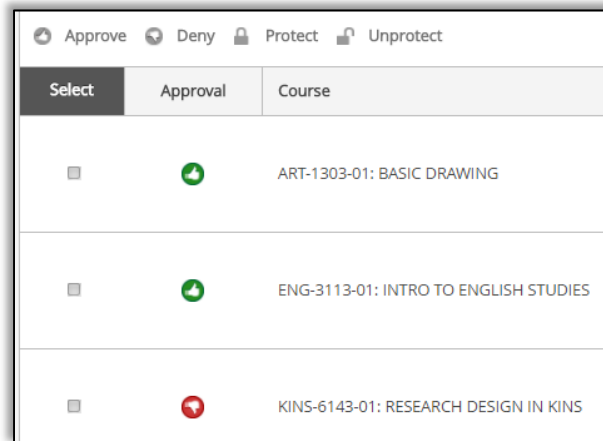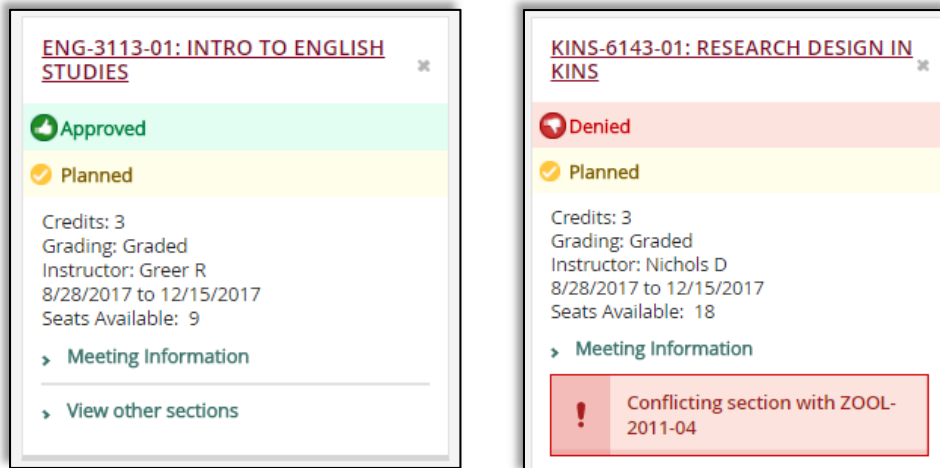
✓ The review has been completed.   ✕

ℹ Would you like to archive this course plan?

Cancel   Archive
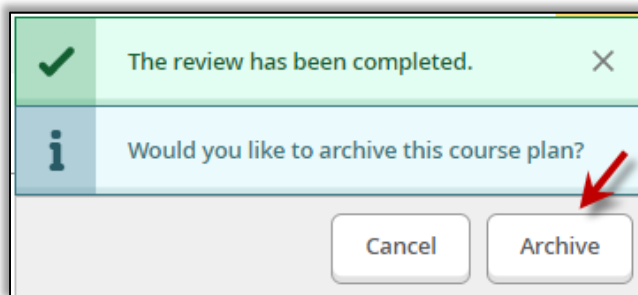
- PDF's of archived plans are available for review, download, and/or printing in the **Plan Archive** tab.

Notes

The **Notes** feature provides a means of communicating and documenting communications with advisees. **Note History** cannot be deleted and **all advisors will be able to view the communications in Notes.** For more confidential communications, utilize the TWU email.

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

Compose a Note

Save Note
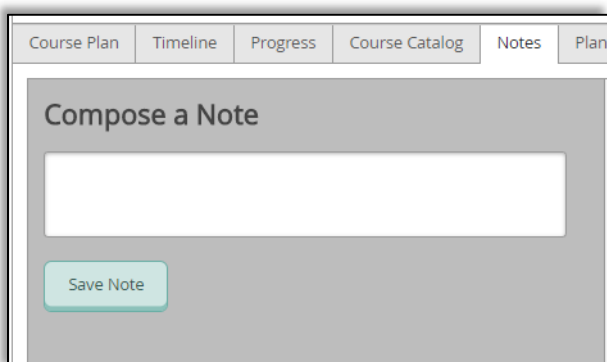
View Note History

Sarah - I have reviewed Summer 3 and Fall 2017. I denied the KINE planned course because it conflicts with ZOOL 2011 and because you are not ready to take that course yet.

Lothringer, Robert L. on 4/27/2017 at 12:37 PM

How does my Fall 2017 plan look?

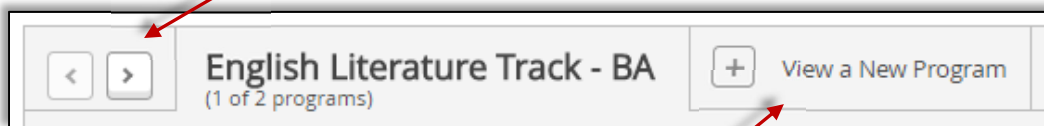Taylor, Sarah K. on 4/27/2017 at 11:06 AM

Progress

Students' degree plans are available to view in Student Planning utilizing the **Progress** tab. These are the same degree audits available in EVAL.

- If a student has **more than one active major**, use the arrow buttons to toggle between degree plans.

| < | > | English Literature Track - BA
(1 of 2 programs) | + View a New Program |

- Click **View a New Program** to run a what-if degree audit for a student in another major

- Unlike EVAL, each requirement section is collapsed. To view the specifics for a requirement section, click on the **Show Details** link

✔ 1 of 1 Completed. Show Details

Timeline

The **Timeline** tab provides a means to view courses taken, enrolled, and planned by term. Terms with graded courses will show the grades and GPA.

- Only Fall and Spring terms are preloaded. Choose **Add a Term** to add Summer terms (if the student has added summer terms, these will already be reflected in the **Timeline**).

Spring 2016

EDUC*2003-05: SCHOOLS & SOCIETY Credits: 3	A
GOV*2023-02: TEXAS GOVERNMENT Credits: 3	B
HIST*1013-05: US HIST 1492-1865 Credits: 3	A
KINS*1583-03: FOUNDATIONS ASSESSMENT KINS Credits: 3	A
MATH*1013-01: FINAN & QUANTITATIVE LITERACY Credits: 3	B

GPA: 3.600   15 Enrolled Credits

Summer 3 2017   ✕

KINS-1683-01: STRENGTH TRAIN & FUNCT ANAT
Credits: 3

3 Planned Credits

Fall 2017   ✕

ART-1303-01: BASIC DRAWING
Credits: 3

ENG-3113-01: INTRO TO ENGLISH STUDIES
Credits: 3

KINS-6143-01: RESEARCH DESIGN IN KINS
Credits: 3

ZOOL-2011-04: HUMAN A&P I LAB
Credits: 1

ZOOL-2013-02: HUMAN ANATOMY & PHYSIOLOGY I
Credits: 3

13 Planned Credits