

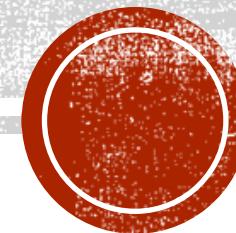


**KING'S  
COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.

# STUDENT PLANNING: ADVISORS

How to Advise Students  
Using the New Self-  
Service Features

King's College  
Summer 2022





## Select the Advising Tile



### Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

# ADVISEE LIST
















Any new notifications will appear in the top right corner. Advisees who request a review will move to the top of your advisee list, and you will see a check next to their 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)	Date of last advisement	Advisor(s)	
	Eric P.				Bachelor of Science in Medical Studies	N/A	Lemoncelli, Kristen A. (Major)	<a href="#">View Details</a>
	Ashley B.				B.S. Business Administration Major in Accounting	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	<a href="#">View Details</a>
	Matthew J.				B.S. Business Administration Major in Accounting	02-24-2022	Cebrick, Daniel T. (Major) Lemoncelli, Kristen A. (General)	<a href="#">View Details</a>
	Sean T.				Bachelor of Arts in Criminal Justice	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	<a href="#">View Details</a>
	Luke D.				Bachelor of Arts in Criminal Justice	03-10-2022	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	<a href="#">View Details</a>
	Julia H.				Bachelor of Science in Medical Studies	03-04-2022	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	<a href="#">View Details</a>
	Kaitlyn M.				Bachelor of Science in Biology	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	<a href="#">View Details</a>

## Students Actively Planning

Students are actively planning future coursework. The volume of advisor reviews will increase throughout the next few weeks. Actively monitor your email for new requests from students and timely respond to their requests for review.



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

Select the “View Details” button to begin the advising process.

Advisors will also receive an email when an advisee requests a review.

## Academic Plan Review Requested



webadvisor@kings.edu

To Datat@SAEmail; Lemoncelli, Kristen

Advisee Julia H., Id [REDACTED], has requested you review their academic plan for next semester.



# PROGRESS TAB

This progress tab for an advisee is the degree audit and shows the student's program/major as well as many other important pieces of information.

Course Plan Timeline **Progress** Course Catalog

< > Bachelor of Science in Medical Studies  
(1 of 1 programs)

[View a New Program](#)

[Load Sample Course Plan](#)

## At a Glance

 Print

**Cumulative GPA:** 4.000 (3.000 required)  
**Institution GPA:** 4.000 (3.000 required)  
**Degree:** Bachelor of Science  
**Majors:** Medical Studies  
**Minors:** Biology  
**Departments:** Physician Assistant  
**Catalog:** C2021  
**Anticipated Completion Date:** 05-01-2025  
**Alternate Catalog Year:**

## Description

Bachelor of Science in Medical Studies

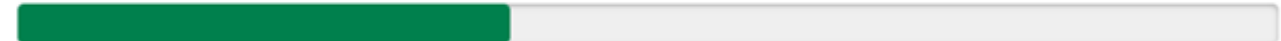
## Program Notes

[Show Program Notes](#)



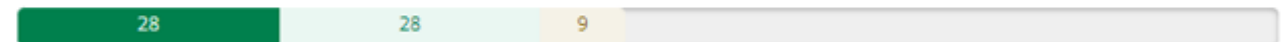
Program Completion must be verified by the Registrar.

## Progress



## Total Credits

65 of 135



## Total Credits from this School

65 of 60



# PROGRESS TAB: REQUIREMENTS - COMPLETED

Reviewing the advisee's progress tab will show which requirements are complete, in progress, and not-started, so the advisor can know which courses the advisee will need to be advised to take. When a requirement is completed, the information will collapse and show “1 of 1 Completed” in Green.

## Program Notes

[Show Program Notes](#)

## Requirements [Expand All](#) ▼

### General Education Requirements

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. ⚠️ 9 of 17 Completed. [Hide Details](#)

#### A. HOLY CROSS EXP

Take CORE\*090 or FYE

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

#### B. COLLEGE SEMINAR

Take CSEM\*100

Complete all of the following items. ⚠️ 0 of 1 Completed. Fully Planned [Hide Details](#)

🕒 Fully Planned ⚠️ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
🕒 In-Progress	<a href="#">CSEM*100</a> Quest for Meaning		22/SP	3

#### C. ACADEMIC WRITING

Take CORE\*110 or ENGL\*110

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)





# PROGRESS TAB: REQUIREMENTS — IN PROGRESS

For any requirements that are in progress, the status bar will show **In-Progress in green**, and the term for which the course is registered. You can also see the course is fully planned; however, it will not show “Course Completed” until a passing grade is entered.

## Program Notes

[Show Program Notes](#)

## Requirements [Expand All](#) ▼

### General Education Requirements

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. ⚠️ 9 of 17 Completed. [Hide Details](#)

#### A. HOLY CROSS EXP

Take CORE\*090 or FYE

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

#### B. COLLEGE SEMINAR

Take CSEM\*100

Complete all of the following items. ⚠️ 0 of 1 Completed Fully Planned [Hide Details](#)

🕒 Fully Planned ⚠️ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	CSEM*100 Quest for Meaning		22/SP	3

#### C. ACADEMIC WRITING

Take CORE\*110 or ENGL\*110

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)



# PROGRESS TAB: REQUIREMENTS — NOT STARTED

For any requirements that have not been started, you will see the status in **red stating not started** and can search for available course offerings right from the degree audit for an advisee, if needed.

## G. GLOBAL CONNECTIONS

Take 1 course from ECON, GEOG, HIST, PS, SOC 150-199

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

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

Status	Course	<a href="#">Search</a>	Grade
ⓘ Not Started			

Click on the “Search” button to search for courses you might want to take that will satisfy your Global Connections requirement.



# PROGRESS TAB: REQUIREMENTS – NOT STARTED (CONT'D)

Use the Filter Results task bar to select the upcoming term to add to the advisee course plan.

The screenshot shows the 'Filter Results' sidebar on the left. The 'Terms' section is expanded, and 'Fall 2022 (1)' is selected with a blue checkmark. A red arrow points from this selection to the 'View Available Sections for ECON\*151' button in the course details panel on the right. The course details panel for 'ECON\*151 Gender and Globalization (3 Credits)' includes a description, prerequisites (None), and an 'Add Course to Plan' button. Below the course details is a button labeled 'View Available Sections for ECON\*151' with a dropdown arrow.

Filter Results [Hide](#)

**Availability** [^](#)

☐ Open and Waitlisted Sections

☐ Open Sections Only

**Subjects** [^](#)

☐ Economics (1)

**Terms** [^](#)

☒ Fall 2022 (1)

The following results match requirement: Take 1 course from ECON, GEOG, HIST, PS, SOC 150-199

Filters Applied: [Fall 2022](#) [x](#)

**ECON\*151 Gender and Globalization (3 Credits)** [Add Course to Plan](#)

By exploring the definition and realities of globalization through a gendered lens, this course introduces students to the concepts, methods, theories, and research findings associated with various fields in the social sciences. Anthropological, economic, political, psychological, and sociological perspectives on human behavior and relationships in a complex world are combined with insights from geography and women's studies to further enhance our understanding of these realities, on a local as well as a global scale.

**Requisites:**  
None

[View Available Sections for ECON\\*151](#) [v](#)

Once the results populate, you can select “View Available Sections” for the course to see when it is being offered. If it is a course the advisee could take, you can click the blue Add Section to Schedule button.

Fall 2022

ECON*151*A Gender and Globalization				<a href="#">Add Section to Schedule</a>
Seats	Times	Locations	Instructors	
19	17TH 11:00 AM - 12:15 PM 08-29-2022 - 12-17-2022	McGowan 311 Lecture	Staff (Lecture)	



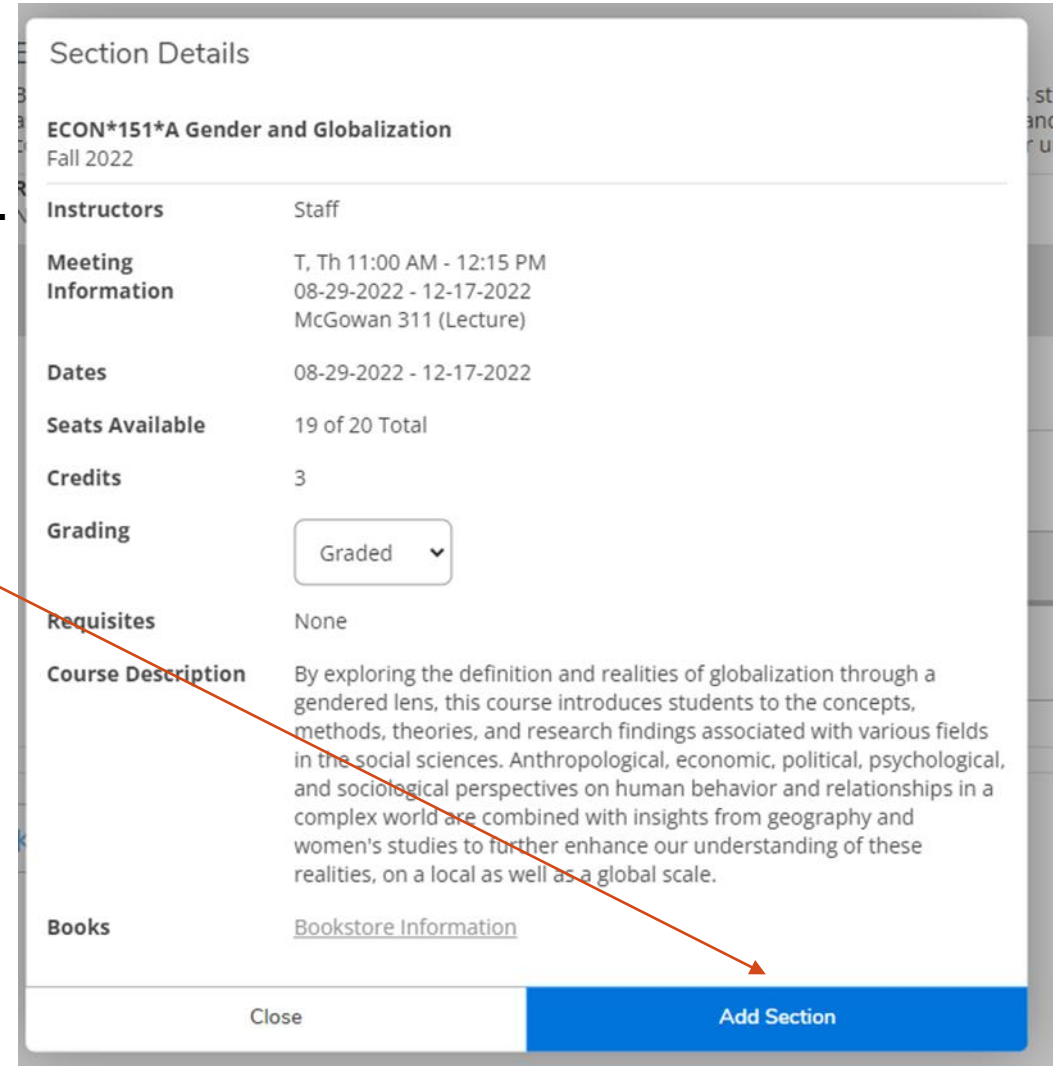
# PROGRESS TAB: REQUIREMENTS – NOT STARTED (CONT'D)

The Section Details screen will pop up with the details about the course.

You can then select the blue “Add Section” button.

## **\*NOTE\***

You may want to review the course plan an advisee submitted first prior to adding any requirements to the advisee's course plan. This is explained in the next slide.



Section Details

ECON\*151\*A Gender and Globalization  
Fall 2022

Instructors	Staff
Meeting Information	T, Th 11:00 AM - 12:15 PM 08-29-2022 - 12-17-2022 McGowan 311 (Lecture)
Dates	08-29-2022 - 12-17-2022
Seats Available	19 of 20 Total
Credits	3
Grading	<div>Graded ▾</div>
Requisites	None
Course Description	By exploring the definition and realities of globalization through a gendered lens, this course introduces students to the concepts, methods, theories, and research findings associated with various fields in the social sciences. Anthropological, economic, political, psychological, and sociological perspectives on human behavior and relationships in a complex world are combined with insights from geography and women's studies to further enhance our understanding of these realities, on a local as well as a global scale.
Books	<a href="#">Bookstore Information</a>

Close Add Section




# ADVISEE: VIEW DETAIL

After you select the “View Detail” button or the “Course Plan” tab, you will see the page below for your advisee, which reflects the current semester information. Remember to toggle over to the next semester, Fall 2022.

Advisee Details

[Back to Advisees](#)



Eric P.  
Student ID  
[kristenlemoncelli@kings.edu](mailto:kristenlemoncelli@kings.edu)

Program(s):  
Bachelor of Science in Medical Studies

Advisor(s):  
Lemoncelli, Kristen A.

Search for courses...

Advisement Complete

Review Complete

[View Full Profile](#)

Course Plan

Timeline

Progress

Course Catalog

Notes

Plan Archive

Test Scores

Unofficial Transcript

Transfer Summary

Grades

Petitions & Waivers

Graduation Application

< > Spring 2022 +

Print

Planned: 0 Credits Enrolled: 17 Credits Waitlisted: 0 Credits

List

Calendar

Approve

Deny

Protect


Unprotect



<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		BIOL*210*D: Organisms and Their Ecosystems ✓ Registered	3 Credits	Yezerksi, Dr. Ann M.	MWF 11:15 AM - 12:05 PM 01-18-2022 - 05-13-2022	Penn Ave, 3S Lecture
<input type="checkbox"/>		BIOL*210L*B: Organisms&their Ecosystems Lab ✓ Registered	1 Credits	Staff	T 9:30 AM - 12:30 PM 01-18-2022 - 05-13-2022	Parente Life Science, 212 Lecture
<input type="checkbox"/>		CHEM*114*F: General Chemistry II ✓ Registered	3 Credits	Snider, Dr. Trent S.	MWF 12:20 PM - 1:10 PM 01-18-2022 - 05-13-2022	Administration, 010 Lecture



# ADVISEE: VIEW DETAIL

Once viewing the Fall 2022 semester, you can review the courses the student added to the tentative course plan. The advisor will need to individually approve or deny each course the student selected.



Student ID: Eric P.  
  
 kristenlemoncelli@kings.edu

Program(s):  
Bachelor of Science in Medical Studies

Advisor(s):  
Lemoncelli, Kristen A.

Advisement Complete

Review Complete

View Full Profile

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

< > Fall 2022 +

Remove Planned Courses


Register Now

Print

Planned: 20 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

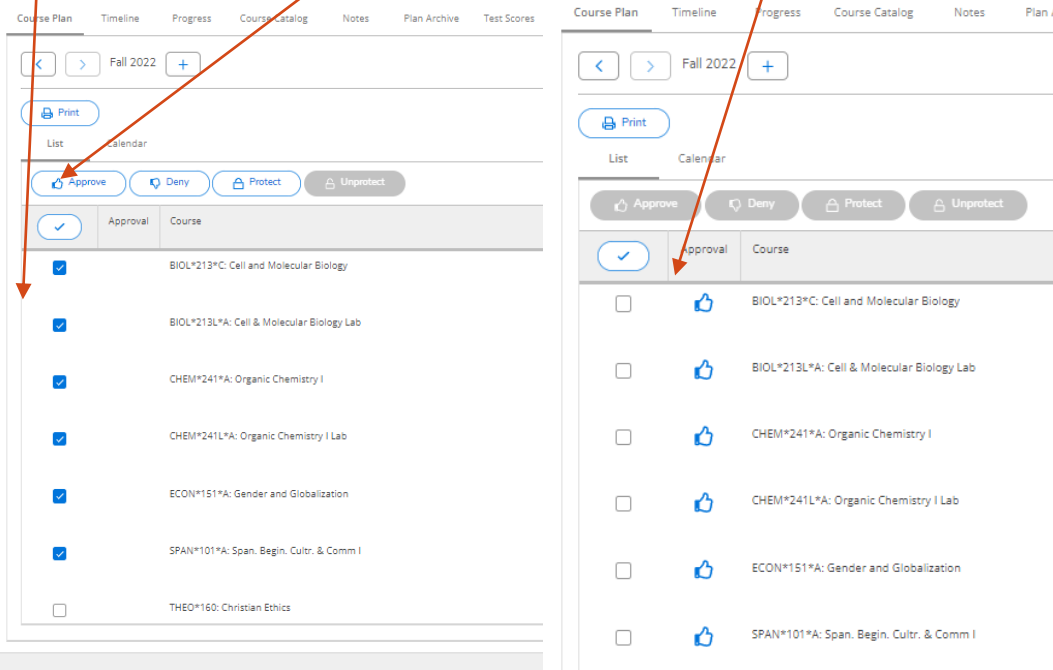
<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		BIOL*213: Cell and Molecular Biology  Duplicate Course	3 Credits	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		BIOL*213*C: Cell and Molecular Biology	3 Credits	Staff	MWF 11:15 AM - 12:05 PM 08-29-2022 - 12-17-2022	Mulligan Building, 202 Lecture
<input type="checkbox"/>		BIOL*213L*A: Cell & Molecular Biology Lab	1 Credits	Staff	M 2:30 PM - 5:30 PM 08-29-2022 - 12-17-2022	Mulligan Building, 409 Lecture
<input type="checkbox"/>		CHEM*241*A: Organic Chemistry I	3 Credits	Staff	MWF 10:10 AM - 11:00 AM 08-29-2022 - 12-17-2022	Mulligan Building, 090 Lecture
<input type="checkbox"/>		CHEM*241L*A: Organic Chemistry I Lab	1 Credits	Staff	T 2:00 PM - 5:00 PM 08-29-2022 - 12-17-2022	Mulligan Building, 210 Lecture
<input type="checkbox"/>		ECON*151*A: Gender and Globalization	3 Credits	Staff	TTh 11:00 AM - 12:15 PM 08-29-2022 - 12-17-2022	McGowan, 311 Lecture
<input type="checkbox"/>		SPAN*101*A: Span. Begin. Cultr. & Comm I	3 Credits	Staff	TTh 8:00 AM - 9:15 AM 08-29-2022 - 12-17-2022	Hafey-Marian Hall, 201 Lecture
<input type="checkbox"/>		THEO*160: Christian Ethics	3 Credits	No Section Selected	No Section Selected	No Section Selected



# REVIEW ACADEMIC PLAN


## APPROVING a Course

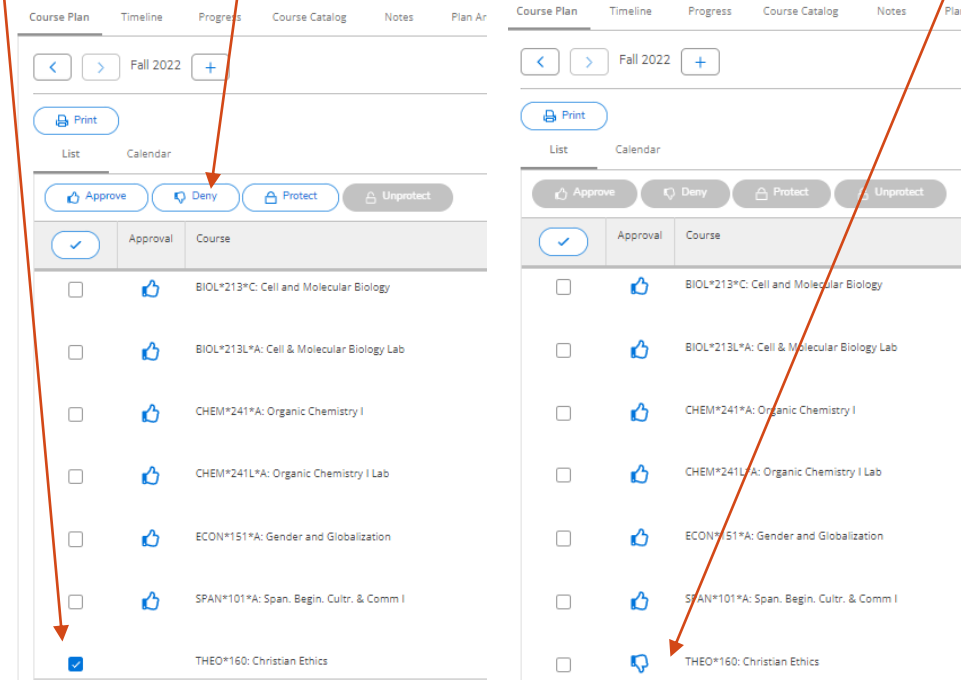
Click the box next to each course you would like to Approve, and then select the “Thumbs Up Approve” button. Once approved, a  will appear next to the course.



Approval	Course
<input checked="" type="checkbox"/>	BIOL*213*C: Cell and Molecular Biology
<input checked="" type="checkbox"/>	BIOL*213L*A: Cell & Molecular Biology Lab
<input checked="" type="checkbox"/>	CHEM*241*A: Organic Chemistry I
<input checked="" type="checkbox"/>	CHEM*241L*A: Organic Chemistry I Lab
<input checked="" type="checkbox"/>	ECON*151*A: Gender and Globalization
<input checked="" type="checkbox"/>	SPAN*101*A: Span. Begin. Cultr. & Comm I
<input type="checkbox"/>	THEO*160: Christian Ethics

## DENYING a Course

Click the box next to each course you would like to Deny, and then select the “Thumbs Down Deny” button. Once denied, a  will appear next to the course.



Approval	Course
<input type="checkbox"/>	BIOL*213*C: Cell and Molecular Biology
<input type="checkbox"/>	BIOL*213L*A: Cell & Molecular Biology Lab
<input type="checkbox"/>	CHEM*241*A: Organic Chemistry I
<input type="checkbox"/>	CHEM*241L*A: Organic Chemistry I Lab
<input type="checkbox"/>	ECON*151*A: Gender and Globalization
<input type="checkbox"/>	SPAN*101*A: Span. Begin. Cultr. & Comm I
<input checked="" type="checkbox"/>	THEO*160: Christian Ethics



# REVIEW ACADEMIC PLAN

## LIST VIEW

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores

< > Fall 2022 +

Print

List Calendar

Approve Deny Protect Unprotect

	Approval	Course
<input type="checkbox"/>		BIOL*213*C: Cell and Molecular Biology
<input type="checkbox"/>		BIOL*213L*A: Cell & Molecular Biology Lab
<input type="checkbox"/>		CHEM*241*A: Organic Chemistry I
<input type="checkbox"/>		CHEM*241L*A: Organic Chemistry I Lab
<input type="checkbox"/>		ECON*151*A: Gender and Globalization
<input type="checkbox"/>		SPAN*101*A: Span. Begin. Cultr. & Comm I
<input type="checkbox"/>		THEO*160: Christian Ethics

## CALENDAR VIEW

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

< > Fall 2022 +

Remove Planned Courses

Print

List Calendar

Planned: 17 Credits Enrolled

BIOL\*213\*C: Cell and Molecular Biology

Approved

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Staff  
08-29-2022 to 12-17-2022  
Seats Available: 36

Meeting Information

Register

View other sections

BIOL\*213L\*A: Cell & Molecular Biology Lab

Approved

Planned

Credits: 1 Credits  
Grading: Graded  
Instructor: Staff  
08-29-2022 to 12-17-2022  
Seats Available: 15

Meeting Information

View other sections

THEO\*160: Christian Ethics

Denied

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am			SPAN*101*A		SPAN*101*A	
9am						
10am		CHEM*241*A		CHEM*241*A		CHEM*241*A
11am		BIOL*213*C	ECON*151*A	BIOL*213*C	ECON*151*A	BIOL*213*C
12pm						
1pm						
2pm		BIOL*213L*A	CHEM*241L*A			
3pm						
4pm						
5pm						
6pm						
7pm						
6pm						
7pm						
8pm						





# ADDING COURSES TO AN ADVISEE COURSE PLAN

If an advisee does not select a course on their course plan that the advisor wants to recommend for next semester, the advisor can add the course to the plan. While in the advisee record, select the “Course Catalog” tab. From there, enter the selection criteria for the course(s) you’re interested in searching. Click “Search” button.

Course Plan Timeline Progress **Course Catalog** Notes Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades P

< > Fall 2022 +

Print

List Calendar

View other sections

SPAN\*101\*A: Span. Begin. Cult. & Comm I

Approved

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Staff  
08-29-2022 to 12-17-2022  
Seats Available: 25

Meeting Information

Register

View other sections

	Sun	Mon
4am		
5am		
6am		
7am		
8am		
9am		
10am		CHEM*241*A
11am		BIOL*213*C

Course Plan Timeline Progress **Course Catalog** Notes Plan Archive Test Scores Ur

Subject Search Advanced Search

Catalog Advanced Search

Results View

☐ Catalog Listing

☒ Section Listing

Term

Fall 2022

Meeting Start Date

MM-dd-yyyy

Courses And Sections

English

Course number

Arts

Course number

Clear Search



# ADDING COURSES TO AN ADVISEE COURSE PLAN

Course sections for the selected criteria will appear, at which time the advisor can click the blue “Add” button for the interested course. (The advisor can toggle back to the calendar view of the course plan if you want to review the times of the courses on the student’s current plan. The information under “Course Catalog” will still be available.)

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

[< Back To Course Catalog](#)

Filter Results [Hide](#)

Availability

☐ Open and Waitlisted Sections  
☐ Open Sections Only

Subjects

☐ Arts (2)  
☐ English (2)

Terms

☒ Fall 2022 (4)

Days of Week

☐ Monday (2)  
☐ Wednesday (2)  
☐ Thursday (2)

Advanced Search Selection: ENGL, ARTS

Filters Applied: [Fall 2022](#) [×](#)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information	Faculty	Availability
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ARTS*142*A</a>	Creative Writing		08-29-2022-12-17-2022	Lecture	M, W, F 9:05-9:55 AM 08-29-2022 - 12-17-2022 TBD (LEC)	Staff	25 / 25 / 0
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ARTS*142*E</a>	Creative Writing		08-29-2022-12-17-2022	Lecture	Th 6:00-8:30 PM 08-29-2022 - 12-17-2022 TBD (LEC)	Staff	25 / 25 / 0
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ENGL*148*A</a>	Multicultural Literature		08-29-2022-12-17-2022	Lecture	M, W, F 10:10-11:00 AM 08-29-2022 - 12-17-2022 TBD (LEC)	Staff	20 / 20 / 0
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ENGL*148*E</a>	Multicultural Literature		08-29-2022-12-17-2022	Lecture	Th 6:00-8:30 PM 08-29-2022 - 12-17-2022 TBD (LEC)	Staff	20 / 20 / 0

[<](#) [Page 1 of 1](#) [>](#) [↺](#)



# ADDING COURSES TO AN ADVISEE COURSE PLAN

After clicking the blue “Add” button, the Section Details will pop up. The advisor can select “Add Section.”

Once a course is added, the advisor will see “Planned Course” below the planned status of the course section as well as see a brief notification in the top right of the screen.

Section Details

ARTS\*142\*A Creative Writing  
Fall 2022

Instructors: Staff

Meeting Information: M, W, F 9:05 AM - 9:55 AM  
08-29-2022 - 12-17-2022  
TBD (Lecture)

Dates: 08-29-2022 - 12-17-2022

Seats Available: 25 of 25 Total

Credits: 3

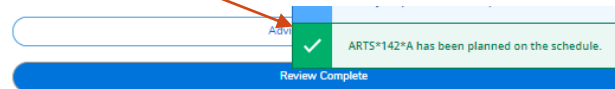
Grading: Graded

Requisites: None

Course Description: No Description Available

Books: [Bookstore Information](#)

Close Add Section



Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades Petitions & Waivers Graduation Application

Advanced Search Selection: ENGL, ARTS

Filters Applied: Fall 2022

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types	Academic Level	Comments	Book Store
Add	Fall 2022	Open	ARTS*142*A	Creative Writing	Planned	08-29-2022-12-17-2022	Lecture	M, W, F 9:05-9:55 AM 08-29-2022 - 12-17-2022 TBD (LEC)	Staff	25 / 25 / 0	3.00000 Credits	Undergraduate			<a href="#">Bookstore Information</a>



# ADDING COURSES TO AN ADVISEE COURSE PLAN

After any additional courses are added to an advisee's plan, the advisor can toggle back to the "Course Plan" for the advisee.

Any new courses added to the course plan can then be approved by the advisor by using the same process as previously described under "Review Academic Plan." (slide 6) Select the box next to the course and select the "Approve" button.

If the Advisor is assisting the student to register on the spot, the advisor can then toggle to the Calendar View.

The screenshot shows the 'Course Plan' tab selected in a navigation bar. Below the navigation bar, there are navigation buttons (back, forward, 'Fall 2022', and a plus sign). A blue banner indicates the student's registration period for Fall 2022 begins on 04-20-2022 at 9:00 AM. Below this is a 'Print' button. The main content area has two tabs: 'List' and 'Calendar'. The 'List' tab is active, showing a table with columns for selection, approval status, and course name. The first row shows a course 'ART5\*142\*A: Creative Writing' with an unchecked selection box. The second and third rows show 'BIOL\*213\*C: Cell and Molecular Biology' and 'BIOL\*213L\*A: Cell & Molecular Biology Lab', both with checked selection boxes and thumbs-up icons. Above the table are buttons for 'Approve', 'Deny', 'Protect', and 'Unprotect'. Red arrows from the text blocks point to the 'Course Plan' tab, the 'Approve' button, the selection box for 'ART5\*142\*A: Creative Writing', and the 'Calendar' tab.

	Approval	Course
<input type="checkbox"/>		ART5*142*A: Creative Writing
<input checked="" type="checkbox"/>		BIOL*213*C: Cell and Molecular Biology
<input checked="" type="checkbox"/>		BIOL*213L*A: Cell & Molecular Biology Lab



# REGISTERING AN ADVISEE FOR A COURSE

If the Advisor is assisting the student to register on the spot (Summer Orientation or after the student's assigned registration time), the advisor can then toggle to the **Calendar View** and click the blue **"Register"** button.

This will add the course to the student's schedule and should now be in green on the calendar.

The screenshot displays a web interface for course registration. At the top, there are navigation tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Transfe. Below these, there are navigation controls for the semester (Fall 2022) and a '+'. A 'Print' button is visible. The interface is split into two main sections: 'List' and 'Calendar'. The 'List' section on the left shows a course entry for 'ARTS\*142\*A: Creative Writing' with a status of 'Approved' and 'Planned'. It lists details: Credits: 3 Credits, Grading: Graded, Instructor: Staff, 08-29-2022 to 12-17-2022, and Seats Available: 23. A blue 'Register' button is prominently displayed at the bottom of this course entry, circled in red. A red arrow points from the text 'click the blue "Register" button' to this button. The 'Calendar' section on the right shows a grid for the week of Sunday and Monday. The course 'ARTS\*142\*A' is added to the Monday schedule at 9am, highlighted in green. Other courses visible in the calendar include 'PHIL\*101\*A' at 8am, 'BIOL\*213\*B' at 10am, and 'BIOL\*213L\*A' at 2pm.

	Sun	Mon
7am		
8am		PHIL*101*A
9am		ARTS*142*A
10am		BIOL*213*B
11am		
12pm		
1pm		
2pm		BIOL*213L*A





# DROPPING AN ADVISEE FROM A COURSE

If the Advisor is assisting the student to drop a course on the spot (Summer Orientation or after the student's assigned registration time), the advisor can then toggle to the Calendar View and click the blue "Drop" button. From there, the advisor can select the section(s) to drop and click the blue update button. This will drop the course from the student's schedule and should revert to gold on the calendar.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Transfer S

< > Fall 2022 +

Print

List Calendar

ARTS\*142\*A: Creative Writing

Approved

Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Staff  
08-29-2022 to 12-17-2022

Meeting Information

Drop

View other sections

	Sun	Mon
7am		
8am		PHIL*101*A
9am		ARTS*142*A
10am		BIOL*213*B
11am		
12pm		
1pm		
2pm		BIOL*213L*A

Register and Drop Sections

You have override permissions and may enroll this student into the sections below even if the section is full or waitlisted. Select the sections you would like to enroll the student in or select the waitlist checkbox to add the student to the waitlist.

You have elected to drop: ARTS\*142\*A (3 Credits)

Select sections to drop:

☒ ARTS\*142\*A (3 Credits)

☐ BIOL\*213\*B (3 Credits)

☐ BIOL\*213L\*A (1 Credits)

Select sections to add:

☐ ECON\*151\*A (3 Credits)

☐ PHIL\*101\*A (3 Credits)

Cancel Update

# VIEW OTHER SECTIONS OF A COURSE

If the Advisor is helping the student to rearrange their course schedule and see which times a certain course section is offered, there is a helpful feature that can be of assistance. The advisor can select “View Other Sections.” Lightly shaded below the registered section details will appear the details of any other sections being offered for that course. The other sections will also appear lightly shades in the calendar view. This is helpful to view any conflicts.

The screenshot displays a course schedule interface with two tabs: 'List' and 'Calendar'. The 'List' tab is active, showing details for a registered section: 'ARTS\*142\*E Creative Writing'. Below the details, there is a 'Drop' button and a 'View other sections' link. A red circle highlights the 'View other sections' link and the details for the other section, 'ARTS\*142\*E Creative Writing'. The details include: Credits: 3 Credits, Grading: Graded, Instructor: Staff, 08-29-2022 to 12-17-2022, Seats Available: 25 / 25 / 0, Time: Th 6:00 PM - 8:30 PM, Dates: 08-29-2022 - 12-17-2022, Location: TBD (Lecture). The 'Calendar' tab shows a weekly view of the schedule. The 'ARTS\*142\*E' section is highlighted in the calendar view, indicating a conflict with the currently selected section.

	Sun	Mon	Tue	Wed	Thu	Fri
9am		ARTS*142*A		ARTS*142*A		ARTS*142*A
10am		BIOL*213*B		BIOL*213*B		BIOL*213*B
11am			ECON*151*A		ECON*151*A	
12pm						
1pm						
2pm		BIOL*213L*A				
3pm						
4pm						
5pm						
6pm					ARTS*142*E	
7pm						

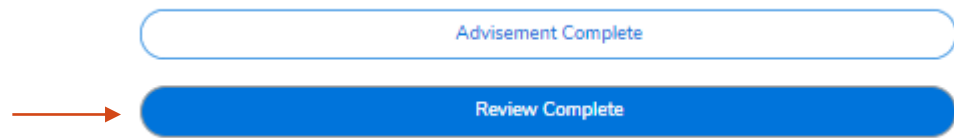


# REVIEW COMPLETE/ADVISEMENT COMPLETE

Once an advisor has successfully completed the review of the course plan for their advisee, the advisor has two options:

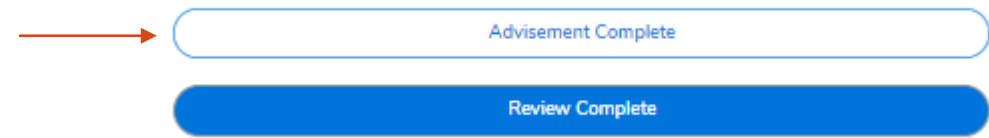
## 1. REVIEW COMPLETE

- The advisor can select review complete if the advisor and advisee anticipate continual discussion about the course plan for next semester.



## 2. ADVISEMENT COMPLETE

- The advisor can select advisement complete if the advisor and advisee have agreed upon a course plan for next semester.



# REVIEW COMPLETE/ADVISEMENT COMPLETE (CONT'D)

If the Advisor selects...

## 1. REVIEW COMPLETE

- The advisee will receive the following email communication:

### Planned Review Complete



kristenlemoncelli@kings.edu

To DatatelSAEmail; Lemoncelli, Kristen

Dear Advisee,  
Your Advisor has reviewed your course plan.

## 2. ADVISEMENT COMPLETE

- Advisors will receive the below pop-up and can click "Continue."

- The advisee will receive the following email communication:

### Advisement Complete



kristenlemoncelli@kings.edu

To DatatelSAEmail; Lemoncelli, Kristen

We removed extra line breaks from this message.

Your academic advisement is officially complete between you and your advisor. You are now able to register at your assigned registration time.



11:4



# ADVISEMENT COMPLETE

- Once Advisement is complete between the advisor and advisee, the advisee can plan and schedule their classes for next semester. When the advisee logs into their self-service account at their assigned registration time, they will be able to register for each of their courses.
- Should alternate courses for the advisee be closed, the advisee may request to review their course plan again for another course to be approved and added to their schedule. At this time, the advisor would be able to approve/deny the course or register the student for the course since the assigned registration time has now passed.
- Any students needing to be added to a closed course section, or who do not meet a pre-requisite, etc., will still need to be registered through the Registrar's Office with appropriate approval.





# ADDITIONAL FEATURES EXPLAINED

## Advisee Assigned Registration Time

When viewing the details of an advisee for the upcoming semester, the advisor will immediately be greeted with a blue notification banner of their advisee's specific assigned registration time. The advisee can also see this on their account.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)









< > Fall 2022 +

Remove Planned Courses Register Now

Student's registration period for Fall 2022 begins on 04-20-2022 at 9:00 AM

Refresh

If a student tries to register before their assigned registration time, the student will also receive the following notifications:

	CHEM*241*A - Student is not allowed to register before 09:00AM on 04/20/22.	
	CHEM*241L*A - Student is not allowed to register before 09:00AM on 04/20/22.	
	ECON*151*A - Student is not allowed to register before 09:00AM on 04/20/22.	
	SPAN*101*A - Student is not allowed to register before 09:00AM on 04/20/22.	



# ADDITIONAL FEATURES EXPLAINED

## Can an ADVISOR register an ADVISEE?

- If the advisor meets with their advisee **BEFORE** the advisee's assigned registration time, **NO**, the advisor cannot register the advisee.

If the advisor meets with their advisee **AFTER** the advisee's assigned registration time, **YES**, the advisor can register the advisee.

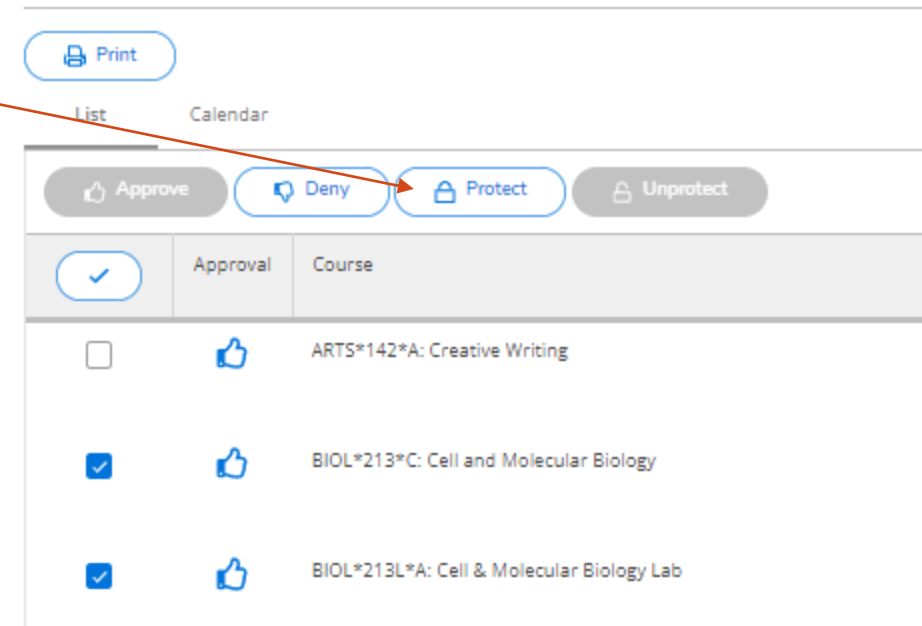


# ADDITIONAL FEATURES EXPLAINED

## Protect Button

The 'protect' feature does not restrict registration. It is used to prevent the student from removing any protected course from their plan and from moving it to another term.

If an advisee should be taking a specific course in a specific semester, an advisor can “Protect” the course by selecting the course(s) and clicking the “Protect” button.



A screenshot of the advisor interface showing a table of courses. The 'Protect' button is highlighted with a red arrow pointing to it from the text 'Protect' in the section header. The interface includes a 'Print' button at the top, 'List' and 'Calendar' tabs, and a row of buttons: 'Approve', 'Deny', 'Protect', and 'Unprotect'. Below these is a table with columns for a checkbox, a thumbs-up icon, and the course name.

	Approval	Course
<input type="checkbox"/>		ARTS*142*A: Creative Writing
<input checked="" type="checkbox"/>		BIOL*213*C: Cell and Molecular Biology
<input checked="" type="checkbox"/>		BIOL*213L*A: Cell & Molecular Biology Lab

<input type="checkbox"/>		BIOL*213*C: Cell and Molecular Biology	3 Credits	Staff	MWF 11:15 AM - 12:05 PM 08-29-2022 - 12-17-2022	Mulligan Building, 202 Lecture	
<input type="checkbox"/>		BIOL*213L*A: Cell & Molecular Biology Lab	1 Credits	Staff	M 2:30 PM - 5:30 PM 08-29-2022 - 12-17-2022	Mulligan Building, 409 Lecture	



# ADDITIONAL FEATURES EXPLAINED

## TIMELINE TAB

Advisors can see a semester-by-semester breakdown of what students have taken in each semester.

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

[Add a Term](#)

Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022
<div>ENGL*110*A: Academic Writing Credits: 3 Credits   A</div> <div>PSYC*101*B: Introduction to Psychology Credits: 3 Credits   A</div>	<div>ARTS*141*C: Imaginative Writing Credits: 3 Credits   A</div> <div>HIST*103*B: Global History II Credits: 3 Credits   A</div>	<div>BIOL*113*C: Evolution and Diversity ✓ Credits: 3 Credits</div> <div>BIOL*113L*B: Evolution &amp; Diversity Lab ✓ Credits: 1 Credits</div> <div>CHEM*113*G: General Chemistry I ✓ Credits: 3 Credits</div> <div>CHEM*113L*I: General Chemistry I Lab ✓ Credits: 1 Credits</div> <div>COMM*101*K: Oral Communication ✓ Credits: 3 Credits</div> <div>HCE*101*A: The Holy Cross Experience ✓ Credits: 1 Credits</div>	<div>BIOL*210*D: Organisms and Their Ecosystems ✓ Credits: 3 Credits</div> <div>BIOL*210L*B: Organisms&amp;their Ecosystems Lab ✓ Credits: 1 Credits</div> <div>CHEM*114*F: General Chemistry II ✓ Credits: 3 Credits</div> <div>CHEM*114L*C: General Chemistry II Lab ✓ Credits: 1 Credits</div> <div>CSEM*100*A: Quest for Meaning ✓ Credits: 3 Credits</div> <div>MATH*126*D: Introduction to Statistics ✓ Credits: 3 Credits</div>	<div>ARTS*142*A: Creative Writing ✓ Credits: 3 Credits</div> <div>BIOL*213*C: Cell and Molecular Biology ✓ Credits: 3 Credits</div> <div>BIOL*213L*A: Cell &amp; Molecular Biology Lab ✓ Credits: 1 Credits</div> <div>CHEM*241*A: Organic Chemistry I ✓ Credits: 3 Credits</div> <div>CHEM*241L*A: Organic Chemistry I Lab ✓ Credits: 1 Credits</div> <div>ECON*151*A: Gender and Globalization ✓ Credits: 3 Credits</div>
GPA: 4.000   6 Enrolled Credits	GPA: 4.000   6 Enrolled Credits	16 Enrolled Credits	17 Enrolled Credits	17 Enrolled Credits, 3 Planned Credits



# ADDITIONAL FEATURES EXPLAINED

## NOTES TAB

Advisors and advisees can send notes internally back and forth when communicating about Advising. After a note is composed and saved, both advisees and advisors can see the notes in “View Note History.”

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

### Compose a Note

Save Note

### View Note History

Eric, your plan looks great! I've made some minor adjustments. Review the changes when you have a moment and if you agree, I will mark your advisement as complete. Thank you!

Lemoncelli, Kristen A. on 03-18-2022 at 11:09 AM

Mrs. Lemoncelli, Can you please review my course plan for Fall 2022? I am thinking of taking SPAN 101, but if it is closed when it is my turn to register, my next option will be to register for ECON 151.

Eric P. on 03-17-2022 at 10:22 AM





# ADDITIONAL FEATURES EXPLAINED

## NOTES TAB – RESTRICTED NOTES

Advisors can compose a restricted note that an advisee cannot see.

Grades   Petitions & Waivers   Graduation Application

---

Compose a Restricted Note

[Hide](#)

i

While the student cannot see these notes in their plan, the institution will provide them upon request.

Save Restricted Note

View Restricted Note History

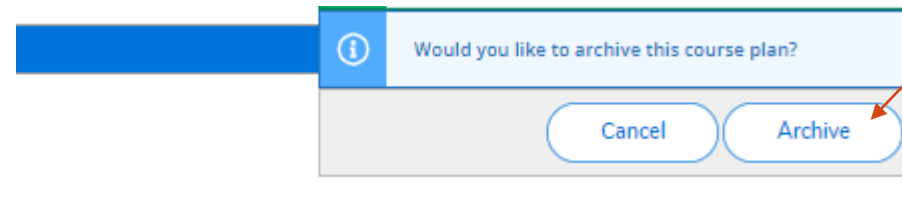
After multiple emails/calls to Eric to meet with me for Fall 2022 advisement, the student failed to respond.  
Lemoncelli, Kristen A. on 03-18-2022 at 11:18 AM



# ADDITIONAL FEATURES EXPLAINED

## PLAN ARCHIVE

Advisors can archive each course plan reviewed to keep track of any changes that have been made from each review session. Once selecting “Review Complete” or “Advisement Complete” each time you make changes to an advisee’s course plan, the advisor will be prompted to archive the plan. Click the “Archive” button and each time a plan is archived, it will be saved in the “Plan Archive” tab.



Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Transfer Summary	Grades	Petitions & Waivers	Graduation Application
Archived PDF		Archive Date				Archived By					
Download		03-02-2022 3:18:46 PM				Lemoncelli, Kristen A.					
Download		03-02-2022 2:37:29 PM				Lemoncelli, Kristen A.					
Download		03-02-2022 1:16:29 PM				Cebreck, Daniel T.					



# ADDITIONAL FEATURES EXPLAINED

## TEST SCORES

Advisors can review standardized test scores for advisees as well as their placement test scores.

[Course Plan](#)
[Timeline](#)
[Progress](#)
[Course Catalog](#)
[Notes](#)
[Plan Archive](#)
[Test Scores](#)
[Unofficial Transcript](#)
[Transfer Summary](#)
[Grades](#)
[Petitions & Waivers](#)
[Graduation Application](#)

Admission Tests

Test	Date Taken	Score	Percentile	Status
SAT Math	12-07-2019	650		
SAT Verbal	12-07-2019	620		

Placement Tests

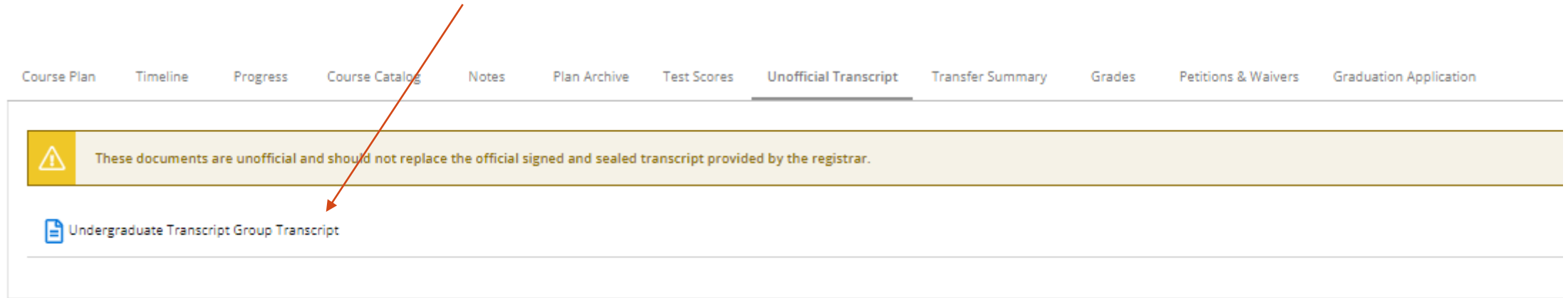
Test	Date Taken	Score	Percentile	Status
Language Dept. Recommendation	06-04-2021			
German - P.T.	06-04-2021	127		
Spanish - P.T.	06-04-2021	241		
Math Dept. Recommend	05-28-2021			
Writing - P.T.	04-21-2021			




# ADDITIONAL FEATURES EXPLAINED


## UNOFFICIAL TRANSCRIPT

Advisors can review an unofficial transcript for their advisees. Select the “Undergraduate Transcript Group Transcript” and the transcript will download.



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

 These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 [Undergraduate Transcript Group Transcript](#)



# ADDITIONAL FEATURES EXPLAINED

## TRANSFER SUMMARY

Advisors can review any credits that have been transferred from another institution. Click the institution and the information will expand.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

Expand All

Crestwood Sr. High School

Luzerne County Community College

Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs
BUS 229/Personal Money Management	3.00	B	03-17-2022	BUS/100	3.00	BUS	Undergraduate	
MAT 105/Basic College Math	3.00	A	03-17-2022	MATH*100	3.00	-	Undergraduate	
Transfer Credit Total	6.00			Equivalent Credit Total	6.00			



# ADDITIONAL FEATURES EXPLAINED

## GRADES

Advisors can review midterm and final grades by semester for each advisee.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

[Fall 2022 \(08-29-2022-12-17-2022\)](#)

[Spring 2022 \(01-18-2022-05-13-2022\)](#)

[Fall 2021 \(08-23-2021-12-11-2021\)](#)

[Spring 2021 \(02-01-2021-05-14-2021\)](#)  
Term GPA: 4.000

Course Section	Title	Credits	Final Grade	Midterms
				1
<b>ARTS*141*C</b> 02-01-2021 - 05-14-2021	Imaginative Writing	3	A	A
<b>HIST*103*B</b> 02-01-2021 - 05-14-2021	Global History II	3	A	A

[Fall 2020 \(08-24-2020-12-05-2020\)](#)  
Term GPA: 4.000



# ADDITIONAL FEATURES EXPLAINED

## PETITIONS & WAIVERS

Advisors can see if an advisee is approved for an Overload Petition (18 credits) for a given semester. (Other functionality may be available in the future.)

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Transfer Summary	Grades	Petitions & Waivers	Graduation Application
<div>Student Petition(s) No existing petitions</div> <div>Faculty Consent(s) No existing faculty consents</div> <div>Requisite Waiver(s) No existing waivers</div> <div>Add Authorization(s) No existing add authorizations</div> <div>Overload Petition(s)</div>											
Term/Period						Status				Updated On	
Fall 2022						Approved				03-14-2022 10:31:09 AM	






# ADDITIONAL FEATURES EXPLAINED

## GRADUATION APPLICATION

Advisors can see the if an advisee has submitted their graduation application. If the student did complete the graduation application, the advisor can see the following information:

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Transfer Summary	Grades	Petitions & Waivers	Graduation Application	
Program of Study				Bachelor of Science in Medical Studies						Minor		Biology
Graduation Term												
Diploma				Bachelor of Science								
Major				Medical Studies								
 Application submitted on 03-18-2022												

If the advisee has not submitted the graduation application, the Advisor will see the following information:

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Transfer Summary	Grades	Petitions & Waivers	Graduation Application
ⓘ Advisee currently does not have any graduation applications.											

