STUDENT PLANNING: ADVISORS

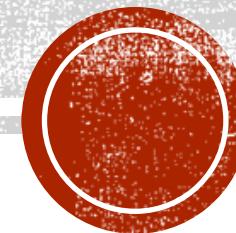**KING'S COLLEGE**
TRANSFORMATION. COMMUNITY. HOLY CROSS.

How to Advise Students Using the New Self-Service Features

King's College

Summer 2022

SELF-SERVICE LOGIN

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.

Select the "View Details" button to begin the advising process.

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

Daily Work · Advising · Advising Overview

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

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.

○ 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)	View Details
	Ashley B.		👥		B.S. Business Administration Major in Accounting	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	View Details
	Matthew J.		👥		B.S. Business Administration Major in Accounting	02-24-2022	Cebrick, Daniel T. (Major) Lemoncelli, Kristen A. (General)	View Details
	Sean T.		👥		Bachelor of Arts in Criminal Justice	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	View Details
	Luke D.		👥		Bachelor of Arts in Criminal Justice	03-10-2022	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	View Details
	Julia H.		👥		Bachelor of Science in Medical Studies	03-04-2022	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	View Details
	Kaitlyn M.		👥		Bachelor of Science in Biology	N/A	Lemoncelli, Kristen A. (Major) Cebrick, Daniel T. (General)	View Details

Academic Plan Review Requested

webadvisor@kings.edu
To   DatatelSAEmail; Lemoncelli, Kristen

Advisee Julia ___, Id ___, 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:	Select catalog year...

Description
Bachelor of Science in Medical Studies

Program Notes
Show Program Notes
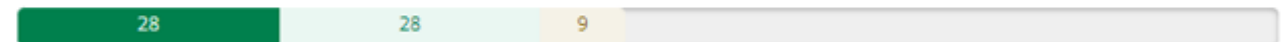
ℹ️ Program Completion must be verified by the Registrar.

Progress
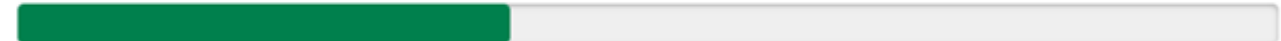
Total Credits   65 of 135

| 28 | 28 | 9 | |

Total Credits from this School   65 of 60

| 28 | 28 | 9 |

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		Search	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 — 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	Search	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	Search	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.

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.
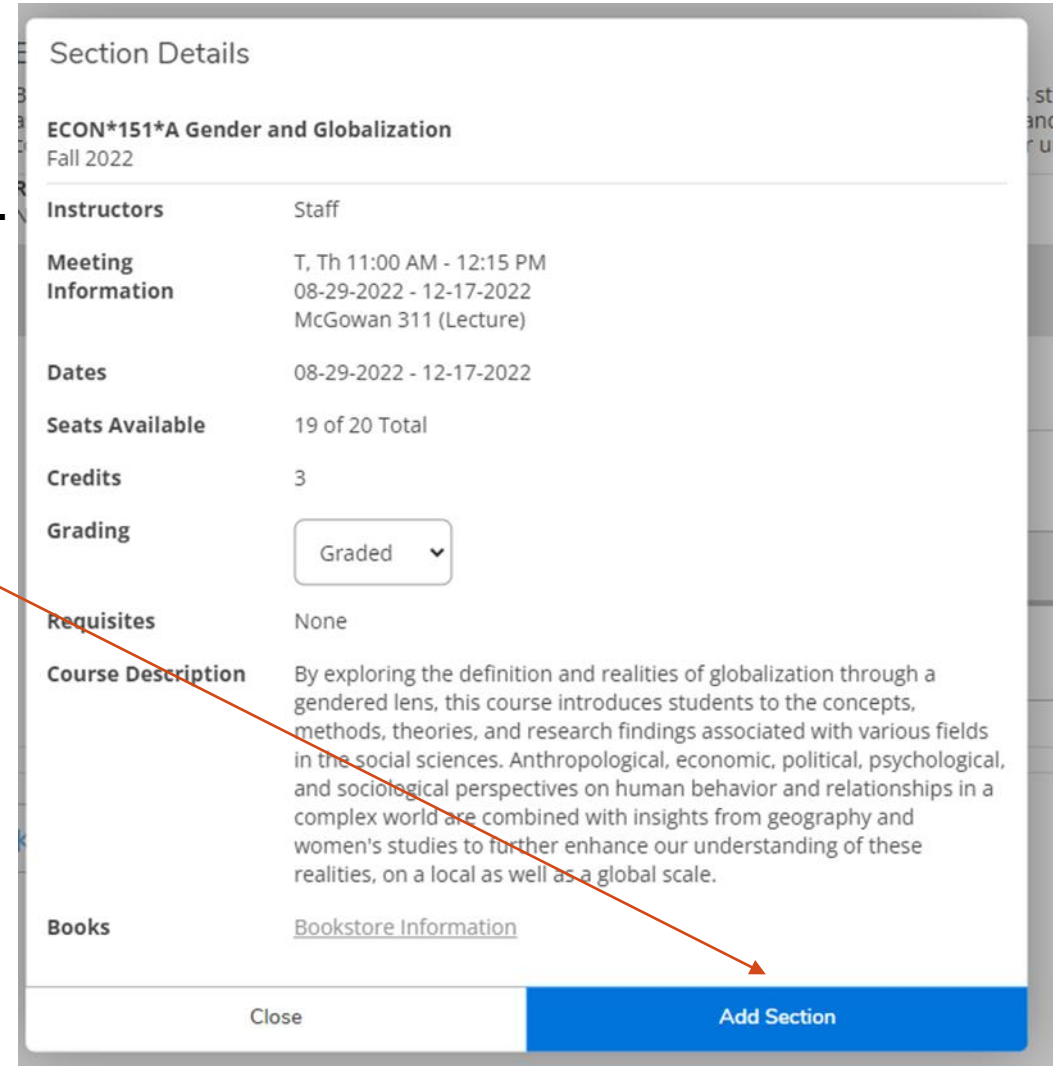
PROGRESS TAB: REQUIREMENTS — NOT STARTED (CONT'D)

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	Graded ⌄
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	Bookstore Information

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

Search for courses...

Program(s):
Bachelor of Science in Medical Studies

Advisor(s):
Lemoncelli, Kristen A.

Eric P.
Student ID
✉ kristenlemoncelli@kings.edu

View Full Profile

Advisement Complete

Review Complete

| 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

✓	Approval	Course	Credits	Instructor	Time	Location
☐		BIOL*210*D: Organisms and Their Ecosystems ✓ Registered	3 Credits	Yezerski, Dr. Ann M.	MWF 11:15 AM - 12:05 PM 01-18-2022 - 05-13-2022	Penn Ave, 3S Lecture
☐		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
☐		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.

Program(s):
Bachelor of Science in Medical Studies

Advisor(s):
Lemoncelli, Kristen A.

Eric P.
Student ID:
✉ kristenlemoncelli@kings.edu

View Full Profile

Advisement Complete

Review Complete

| 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
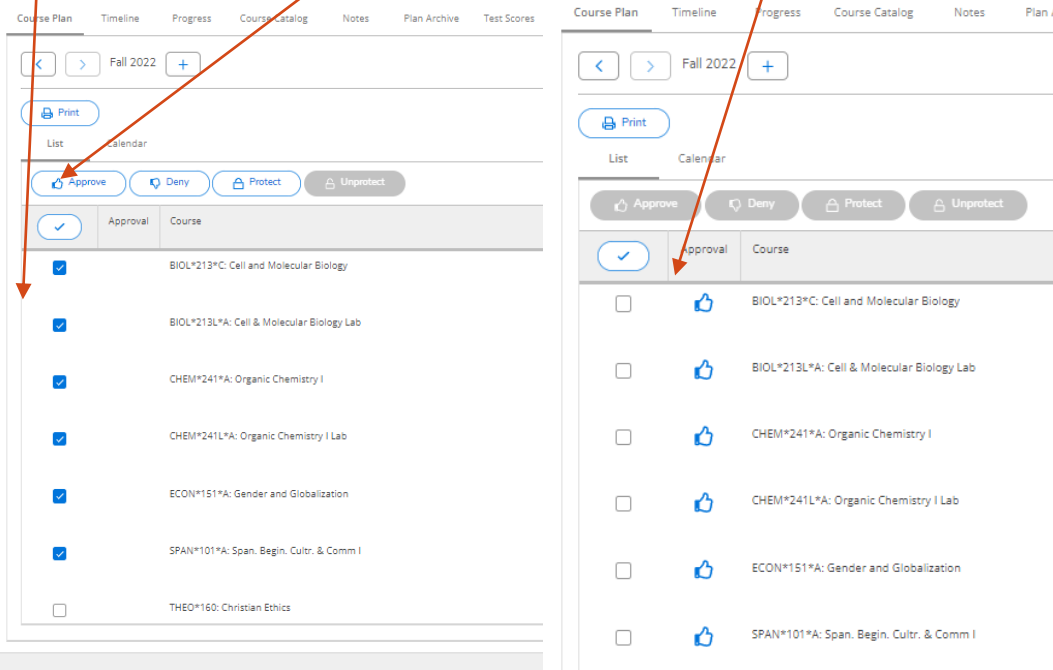
✓	Approval	Course	Credits	Instructor	Time	Location
☐		BIOL*213: Cell and Molecular Biology ⓘ **Duplicate Course**	3 Credits	No Section Selected	No Section Selected	No Section Selected
☐		BIOL*213*C: Cell and Molecular Biology	3 Credits	Staff	MWF 11:15 AM - 12:05 PM 08-29-2022 - 12-17-2022	Mulligan Building, 202 Lecture
☐		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
☐		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
☐		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
☐		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
☐		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
☐		THEO*160: Christian Ethics	3 Credits	No Section Selected	No Section Selected	No Section Selected

REVIEW ACADEMIC PLAN

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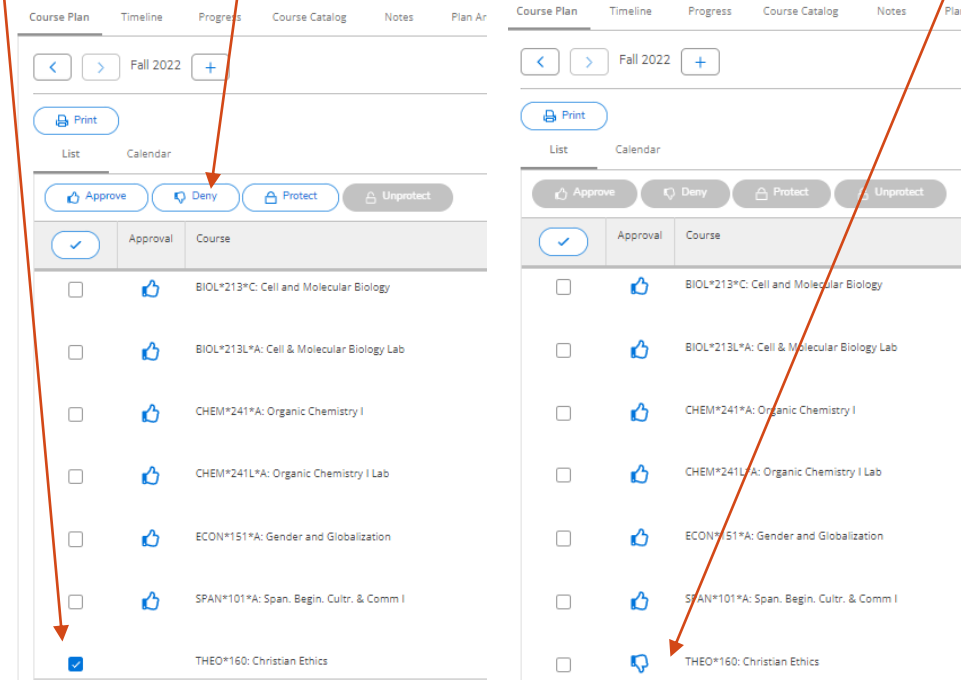
Click the box next to each course you would like to Approve, and then select the "Thumbs Up Approve" button. Once approved, a 👍 will appear next to the course.

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.

REVIEW ACADEMIC PLAN

LIST VIEW

CALENDAR VIEW

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.

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.)

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

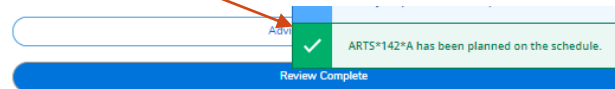|	
Instructors	Staff
Meeting Information	M, W, F 9:05 AM - 9:55 AM 08-29-2022 - 12-17-2022 TBD (Lecture)
Dates	08-29-2022 - 12-17-2022
Seats Available	25 of 25 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	No Description Available
Books	Bookstore Information

Close	Add Section

ARTS*142*A has been planned on the schedule.

Review Complete

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		Bookstore Information

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.

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.

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.

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.

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.
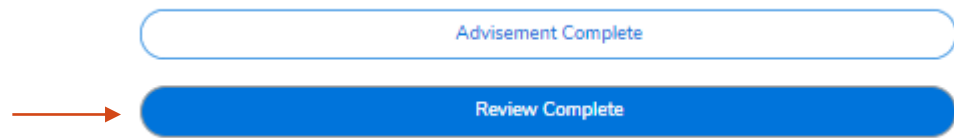
2. ADVISEMENT COMPLETE

- 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."

Complete Advisement?   ✕
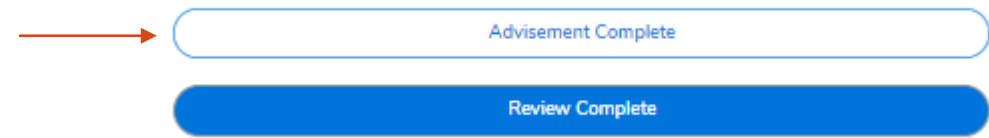
Are you sure you want to mark this student's advisement complete as of 03-22-2022?

Cancel   Continue

- The advisee will receive the following email communication:

Advisement Complete

kristenlemoncelli@kings.edu
To DatatelSAEmail; Lemoncelli, Kristen

11:4

ⓘ 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.

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.

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

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.
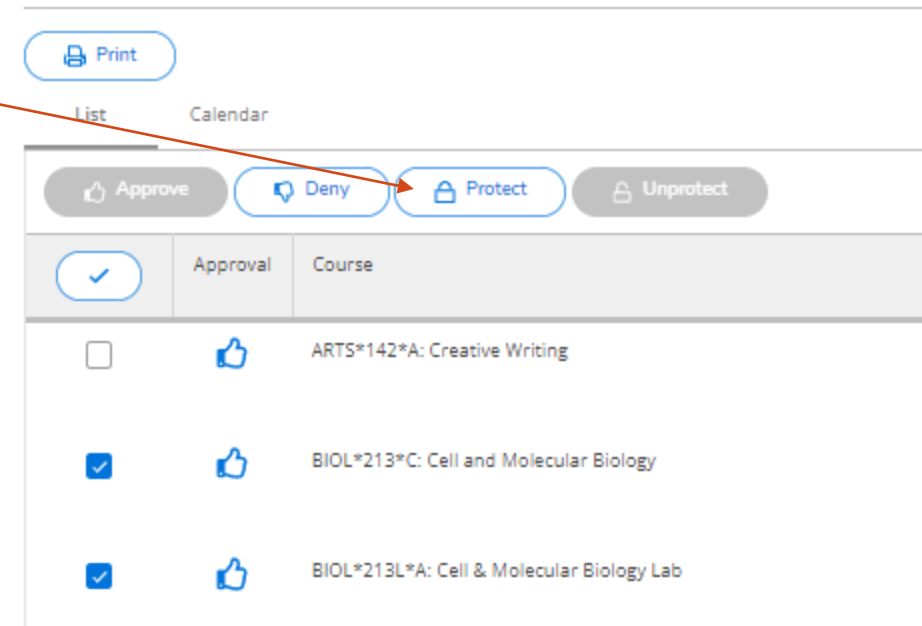
ADDITIONAL FEATURES EXPLAINED

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.

ADDITIONAL FEATURES EXPLAINED

TIMELINE TAB

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

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.

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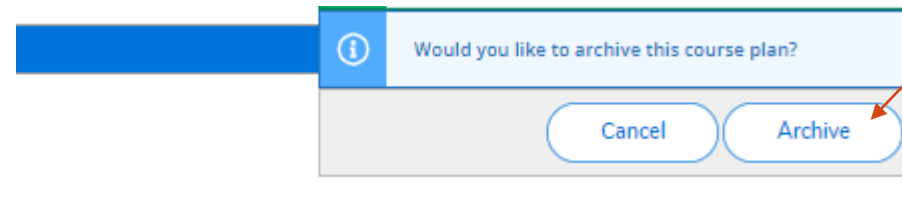
Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Transfer Summary	Grades	Petitions & Waivers	Graduation Application

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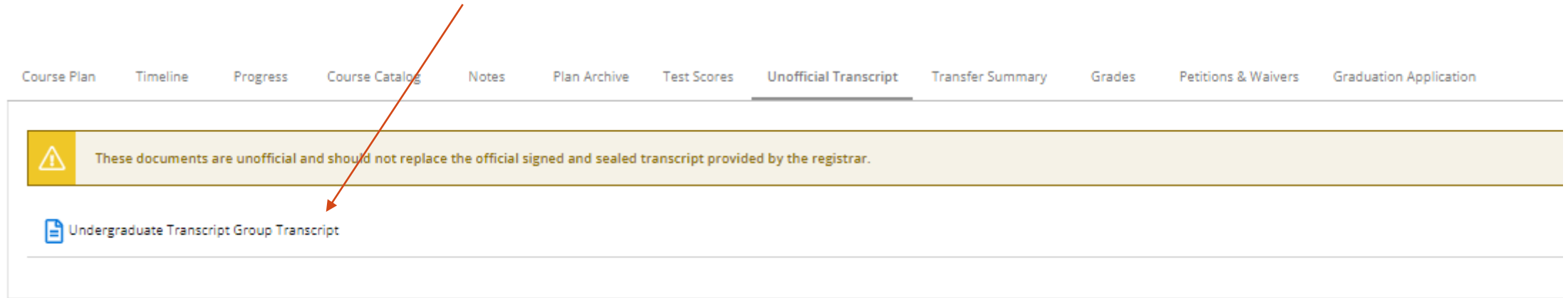
Test	Date Taken	Score	Percentile	Status
Language Dept. Recommendation	06-04-2021			
German - P.T.	06-04-2021	127		
Spanish - P.T.	06-04-2021	241		
Math Dept. Recommend	05-28-2021			
Writing - P.T.	04-21-2021			

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
ARTS*141*C 02-01-2021 - 05-14-2021	Imaginative Writing	3	A	A
HIST*103*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.)

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.