

Self-Service at Bladen Community College

Advising with Self-Service



OVERVIEW

Dashboard

When you log in to Self-Service, you'll be directed to a Dashboard like the one below. From here, you can choose what you want to do using the links or the tabs:

1. **Student Finance:** Students can see their latest statements and make payments online.
2. **Student Planning:** Students can search for courses, plan their semesters, and schedule and register for courses.
3. **Advising:** Advisors can access their advisees' records and provide guidance and feedback regarding their academic planning.

Bladen Community College **Self-Service** STUDENT CENTERED FUTURE FOCUSED

K. F. Cantwell | Sign out | Help | Notifications

Student Finance | Student Planning | Advising

Hello, K. F. Cantwell. Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

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

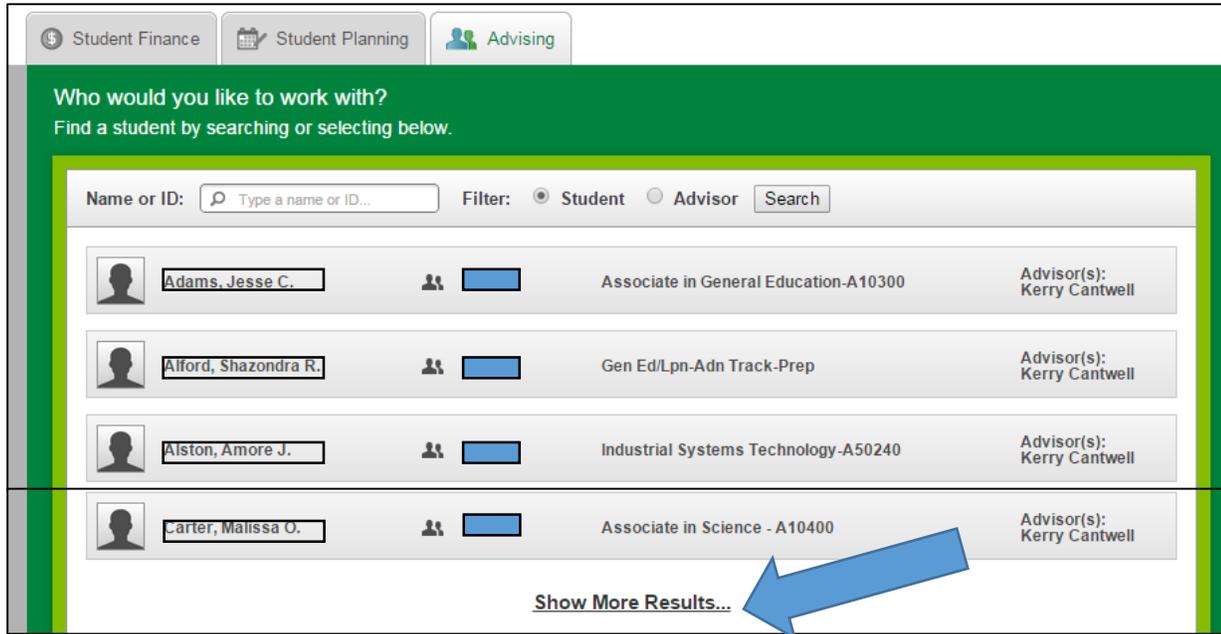
Main Menu-Bar

There are four options in the main menu-bar in the top right-hand corner of the window.

1. **Your name:** Clicking here will allow you to access the **Change Password** link.
2. **Sign out:** Clicking here will sign you out of the Self-Service application.
3. **Help:** Clicking here will allow you to access the relevant help items for the current screen.
4. **Notifications:** Clicking here will show you any current notifications you have in the Self-Service application. These could include advisees who have submitted plans for your approval as well as other relevant notifications throughout the system.

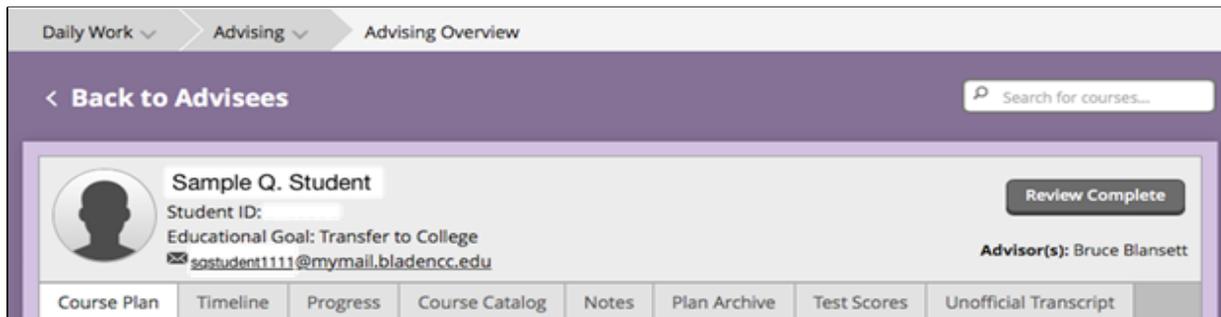
Advising Tab

Click on the Advising tab or link to get started advising students. Self-Service will load an alphabetical list of your first ten current advisees. You can click on [Show More Results...](#) at the bottom to see more students or just scroll to the bottom of the window to automatically load more advisees. Select a student by clicking anywhere on the gray bar with their name or use the search box to search by name or ID.



The screenshot shows the 'Advising' tab in a web application. At the top, there are navigation tabs for 'Student Finance', 'Student Planning', and 'Advising'. Below this is a green header with the text 'Who would you like to work with? Find a student by searching or selecting below.' A search bar is present with the placeholder 'Name or ID: Type a name or ID...' and a 'Filter:' section with radio buttons for 'Student' (selected) and 'Advisor', and a 'Search' button. Below the search bar is a list of four student entries, each with a profile picture, name, educational goal, and advisor(s). The entries are: Adams, Jesse C. (Associate in General Education-A10300, Advisor(s): Kerry Cantwell), Alford, Shazondra R. (Gen Ed/Lpn-Adn Track-Prep, Advisor(s): Kerry Cantwell), Aiston, Amore J. (Industrial Systems Technology-A50240, Advisor(s): Kerry Cantwell), and Carter, Malissa O. (Associate in Science - A10400, Advisor(s): Kerry Cantwell). At the bottom of the list is a 'Show More Results...' link, which is highlighted by a blue arrow.

Once you select a student, you will be taken to the student's Course Plan tab. You will see the student's name, photo (if available), student ID, educational goal as indicated on their enrollment application, and a link to email the student's Office 365 account.



The screenshot shows the 'Advising Overview' page for a student. The breadcrumb trail is 'Daily Work > Advising > Advising Overview'. There is a 'Back to Advisees' link and a search box for courses. The student's profile is displayed with a photo, name 'Sample Q. Student', Student ID, Educational Goal 'Transfer to College', and email address 'sostudent1111@mymail.bladenc.edu'. The advisor is listed as 'Bruce Blansett'. A 'Review Complete' button is visible. At the bottom, there are eight tabs: 'Course Plan' (selected), 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial Transcript'.

The student's record will have eight tabs to choose from:

1. **Course Plan**
2. **Timeline**
3. **Progress**
4. **Course Catalog**
5. **Notes**
6. **Plan Archive**
7. **Test Scores**
8. **Unofficial Transcript**

1. Course Plan

Click on the **Course Plan** tab to see the student's course history and plan. The **Course Plan** screen appears initially in List view showing a chart of the classes in which the student is currently enrolled. If nothing appears, then that student is not currently enrolled in any classes. This would be the case for students who are new to Durham Tech as well as students who are "inactive" (have not taken classes in at least three semesters). From this screen, you can do a number of things.

A. Scroll through past semesters as well as planned future semesters.

B. Add future semesters to the student's plan.

C. Switch to the Calendar view for a visual representation of the student's academic week.

D. Easily see the number of credits the student has currently planned, enrolled, and waitlisted.

E. See the class information for the student's current classes.

A. Scrolling through the student's plan is as easy as clicking on the left and right arrows. Clicking the left arrow shows previous courses the student registered for. If the left arrow is grayed out, then there are no previous courses. Clicking the right arrow shows courses that the student is planning to take. If the right arrow is grayed out, then there are no future semesters on the student's plan yet.

B. To add future semesters to a student's plan, click on the **+** button. Select the desired semester from the pull-down menu to add to the student's plan; then click **Add Term**.

- C. Click the Calendar icon to switch to a calendar view that shows the student's academic week. This is helpful in the process of selecting sections for registration.
- D. This **Course Plan** window also clearly shows the student's credit information. Planned credits lets you know whether the student has entered a plan and, if so, how much has been planned. Enrolled credits includes all credits for which the student enrolled in the current semester. **NOTE:** This number includes classes the student has completed (in the case of mini-sessions) as well as classes from which the student has been withdrawn. These courses will be listed as "Completed" because the student has a grade for the course, whether it is successful completion or not. You will also see the number of credits for which the student is waitlisted if registration is currently underway.
- E. The current semester's classes in which the student is enrolled will show in a list. If the student is not currently enrolled, nothing will be listed. If the student planned to take a class in the current semester but did not register for it, that class will be listed as Planned. **NOTE:** If a student completed a class in the current semester (in the case of mini-session) or was withdrawn from a class in the current semester, these will display as "Completed" courses because the student has a grade for the course, whether it is successful completion or not.

2. Timeline

The Timeline gives a visual perspective of what the courses the student has registered for each semester as well as what the student plans to do in future semesters. If the student is currently enrolled in classes, the current semester will be positioned on the left with future semesters to the right and previous semesters accessible by clicking on the left arrow on the left of the window.

You can also see term GPA for completed semesters as well as totals of enrolled and planned credits each semester.

The screenshot displays a student's Course Plan interface. At the top, there are navigation tabs for 'Student Finance', 'Student Planning', and 'Advising'. Below this, the student's profile is shown: 'Sample Q. Student', Student ID: 0881234, Educational Goal: Degree, Diploma, or Cert, and email: student1234@mymail.bladenc.edu. A 'Review Complete' button is visible, along with the text 'Course Plan last reviewed on 5/7/2015 by Cantwell, Kerry F.' and 'Advisor(s): Kerry Cantwell'. The main area is divided into a timeline of semesters: Spring 2015, Summer 2015, Fall 2015, and Spring 2017. Each semester panel shows a list of courses with their credits and status (e.g., 'ENR' for Enrolled). The Spring 2015 panel shows 7 Enrolled Credits. The Summer 2015 panel shows 3 Enrolled Credits. The Fall 2015 panel shows 9 Planned Credits and includes a warning message: 'Take One Set: Set 1: DMA-010, DMA-020, DMA-030 and DMA-040 Set 2: DMA-040 and MAT-080 - Must be completed prior to taking this course.' The Spring 2017 panel shows 4 Planned Credits. A 'GPA: 0.00' is displayed at the bottom of each semester panel. A '+ Add a Term' button is located at the top right of the timeline area.

3. Progress

The **Progress** tab allows a more comprehensive view of the student's progress through their chosen program. You will be able to scroll through Progress reports for a student who has more than one program on record (Ex.: Continuing Education and a Diploma or Associate's degree).

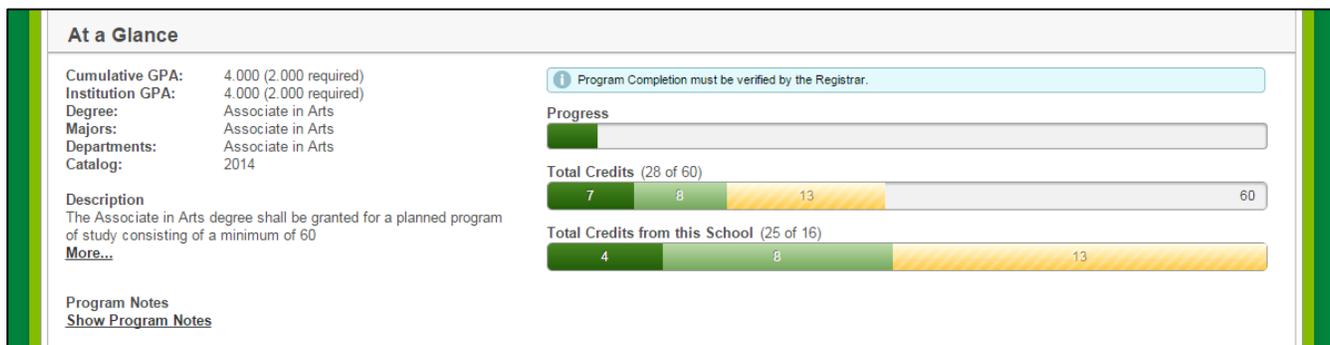
What If Nothing Is Listed?

Any student in a program with a separate admissions process (Ex.: ADN, Surg. Tech.) may be coded into an Associate in General Education preparatory code. As a result, you may see a yellow warning note reading "No requirements specified for" this program. In this case, select the **View a New Program** option and select the student's chosen program from the drop-down list.

What If the Student Wants to Change Programs?

View a New Program is ideal for students who want to switch to a new program. They can see their progress if they switched programs now.

The **Progress** screen is divided into two sections: **At a Glance** and **Requirements**. **At a Glance** shows the general overview of a student's program.



The student's cumulative and institution GPAs are both listed. The student's **Degree**, **Majors**, and **Departments** are also listed. A student who is in a University Transfer program, will have either Associate in Arts or Associate in Science on all three lines. Associate in Applied Science students will indicate an Associate in Applied Science Degree with their major listed under **Majors** and **Departments** (ex.: Criminal Justice Technology). The student's **Catalog** year will also be listed to indicate the relevant plan of study for advising sessions.

The degree Description in the **At a Glance** section comes directly from North Carolina Community College System information about that degree.

If there are details about the student's program in the system, they will be linked under **Program Notes**.

On the right side, you will likely see a blue bar that reads, "Program Completion must be verified by the Registrar." This message will appear on all students' Progress tabs as a reminder that nothing is complete until approved by the Student Information and Records Office.

The **Progress** bar is intended to indicate visually the amount of the students' required program credits are completed.

Total Credits will indicate the number of credits completed, currently underway, and currently planned out of the total number required by the student's plan of study.

- **Dark Green:** These are completed courses. Includes classes completed this semester for which the student already has a grade.
- **Light Green:** These courses are currently in progress. The student is registered for those classes this semester and/or next semester (when applicable).
- **Yellow:** These courses are on the students plan in future semesters.

Total Credits from this School indicates the number of credits the student has completed from Durham Tech. This is intended to assist the Student Information and Records Office as well as advisors because students must complete 25% of their credits at Durham Tech in order to earn a credential here.

In the **Requirements** section, there are several additional segments:

1. General Education Requirements
2. Major Requirements (for AAS students)
3. Other Major Requirements (for AAS students)
4. Other Requirements (for AAS students)
5. Other Required Hours (for AA/AS students)
6. Other Courses

Each of these sections will list the required classes and the options available to the student to complete the requirements for their chosen credential. The chart will list the course prefix and course number, course title, student's course grade (if applicable), the semester in which the student took the course (if applicable), and the associated credit hours. Each course will have one of five possible Status indicators:

1. **Completed:** This is a green box with green font and a green checkmark indicating that the student has completed that course with a passing grade.
2. **In-Progress:** This is a green box with green font and a half-filled green circle indicating that the student is currently registered for this course. **NOTE:** This could refer to classes in the current semester or next semester if the student has already registered.
3. **Planned:** This is a yellow box with yellow font and a yellow checkmark indicating that the student has this course planned for a future semester.
4. **Not Started:** This is a red box with red font and a red exclamation point indicating that the student has not registered for, planned, or completed this course.
5. **Fulfilled:** This is a light blue box with blue font and a blue checkmark indicating that the student did not take that class but has completed some other class that meets that requirement.

A. Required Courses						
Take CJC-111 CJC-112 CJC-113 CJC-131 CJC-212 CJC-221 CJC-231						
Show Details 3 of 7 Courses Completed.						
Status	Course	Grade	Term	Credits	Hide	
Completed	CJC-111 Intro to Criminal Justice	B	2013FA	3		
Completed	CJC-112 Criminology	C	2013FA	3		
Completed	CJC-131 Criminal Law	A	2014SP	3		
In-Progress	CJC-113 Juvenile Justice		2015SP	3		
In-Progress	CJC-231 Constitutional Law		2015SP	3		
Planned	CJC-212 Ethics & Comm Relations		2016SP	3		
Not Started	CJC-221 Investigative Principles					
C. Composition						
Take ENG-112 or ENG-113						
Show Details 1 of 1 Courses Completed.						
Status	Course	Grade	Term	Credits	Hide	
Completed	ENG-112 Argument-Based Research	A	2014SP	3		
Fulfilled	ENG-113 Literature-Based Research					

NOTE: At this time, it is not recommended that you use the course search function on the header bars. It's not quite perfect. However, you can view the course information for any the course in the list of required courses by clicking on the hyperlinked course code.

4. Course Catalog

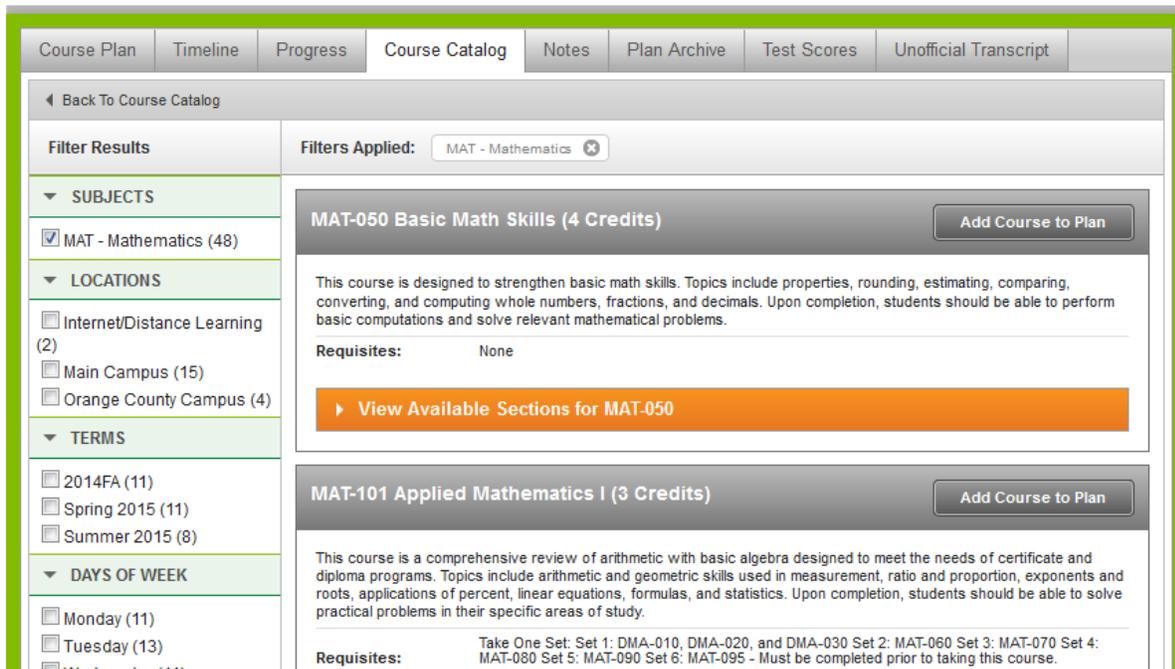
When you first click on **Course Catalog**, you will see an alphabetical list of all of the curriculum disciplines at Durham Tech.



You have three ways to search this list:

1. You can select a discipline from the list by clicking on it. This will return a list of all courses with that prefix.
2. You can type a subject (Ex.: ENG or English) in the **Search for a course subject** box above the list. This will return a list of disciplines with that prefix or containing those letters in the discipline name (Ex.: English and Engineering).
3. You can use the **Search for Courses** box at the top of the screen (Ex.: ENG or ENG-111). This will return a list of disciplines with that prefix or containing those letters in the discipline name (Ex.: English and Engineering). **NOTE:** If you are searching for a specific course, be sure to capitalize the course prefix and use a hyphen between the course prefix and the course number.

When you select a discipline, you will return a list in numerical order of all classes in that discipline.



Narrowing Your Options:

Below the tabs is a link that will take you **Back To Course Catalog**. Below that link is a series of filtering options. You can filter sections by the following criteria:

- **Subject:** This criterion will already be checked since it was your original search term.
- **Locations:** These options will include only the different locations where those courses are currently being offered. If a class is not offered at OCC, then OCC will not appear on the list.
- **Terms:** These options will include the semesters for which there are specific sections listed in the system. If department chairs have not submitted schedules for a future semester yet, then that option will not be listed in the filtering options.
- **Days of the Week:** These options will include only the days on which the classes is currently being offered or scheduled to be offered.
- **Time of Day:** This pull-down menu offers you the time ranges (Early Morning, Afternoon, etc.) during which the course is currently available or scheduled to be available.
- **Instructors:** This list includes all instructors currently teaching or scheduled to teach sections of a course in that discipline.
- **Academic Levels:** Curriculum or Continuing Education
- **Course Levels:** This allows you to narrow your results to classes that are developmental education, are covered by the CAA, or apply to other credentials.
- **Course Types:** This criterion helps narrow down courses that count toward particular types of credentials (AA, AAS, etc.)
- **Topics:** It is unclear how this criterion is applied at this time.
- **Instruction Type:** The only option here is "Not Online." Its application is unclear at this time.

Selecting a Course:

At this point, you have two options for adding a course to your plan:

1. Add Course to Plan
2. Add Section to Schedule

Let's look at each option separately.

1. **Add Course to Plan:** Use this option if you simply want to add a course to a future semester in a student's plan. This option will present a window with Course Details, such as the course description, number of credits, and any pre-requisites. Select the semester from the pull-down menu, and then select **Add Course to Plan**.

Course Details

ARC-132: Specifications & Contracts

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

Credits 2
Locations Offered TBD
Requisites **Take ARC-112 - Must be completed prior to taking this course.**

Term
Select a Term...
Spring 2015
Summer 2015
Fall 2015
Spring 2016
Summer 2016
Fall 2016
Spring 2017
Summer 2017

Close Add Course to Plan

- Add Section to Schedule:** This option will only be available if registration is underway. If sections are available, you will see the option to **View Available Sections**. Selecting that option allows you to see the current sections with available seats as well as all of the necessary section information, including the number of seats currently available.

ARC-131 Building Codes (3 Credits) Add Course to Plan

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects.

Requisites: Take One: ARC-112 or CAR-111 - Must be completed prior to taking this course.

View Available Sections for ARC-131

Spring 2015

Building Codes 001 Add Section to Schedule

Seats	Times	Locations	Instructors
18	M 11:30 AM - 1:15 PM 1/12/2015 - 5/12/2015	Main Campus, Newton Bldg 432 Classroom Hours	Lawrence, R
	W 11:30 AM - 1:15 PM 1/12/2015 - 5/12/2015	Main Campus, Newton Bldg 432 Lab/Shop Hours	

From here, you can click Add Section to Schedule in order to add that section to the student’s queue of classes to register for.

Section Details

ARC-113-001: Residential Arch Tech
Spring 2015

Instructors Lawrence, R (lawrencer@durhamtech.edu)

Meeting Information
MW 8:00 AM - 8:25 AM
1/12/2015 - 5/12/2015
Main Campus, Newton Bldg 418 (Classroom Hours)

MW 8:30 AM - 11:10 AM
1/12/2015 - 5/12/2015
Main Campus, Newton Bldg 418 (Lab/Shop Hours)

Dates 1/12/2015 - 5/12/2015

Seats Available 17 of 22 Total

Credits 3

Grading Graded

Close Add Section to Schedule

Under the **Grading** option, you always want to choose “Graded.” Then click **Add Section to Schedule**. This is NOT the same as registering for a course. It simply adds the section to the student’s list of sections to register for in the currently enrolling semester.

5. Notes

This section allows you to send a note to an advisee or review previous notes left between you and the advisee. The notes will be saved with a time stamp indicating who wrote the note and the date and time. The student and advisor can both see all notes left here. Simply type your note and hit **Save Note**.

6. Plan Archive

The Plan Archive allows you to view previous plans that an advisor has approved and archived for this student.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript
 Archived PDF		Archive Date		Archived By			
Download PDF		5/7/2015 4:45:50 PM		Cantwell, Kerry			
Download PDF		5/7/2015 4:44:22 PM		Cantwell, Kerry			

The archived plans will be listed with the most recent plan at the top. Click on **[Download PDF](#)** to view the archived plan.

Summer 2015						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned		PSY-241 190 Developmental Psych	3		Cantwell, K. 5/7/2015	
Planned		DMS-002 Developmental Math Shell 2	2		Cantwell, K. 5/7/2015	
Planned		DMA-040 Express/Lin Equat/Inequal	1		Cantwell, K. 5/7/2015	
Planned		DMA-050 Graphs/Equations of Lines	1		Cantwell, K. 5/7/2015	
Planned		DMA-060 Polynomial/Quadratic Appl	1		Cantwell, K. 5/7/2015	
			8.00	0.00		
Fall 2015						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Approved		ACA-122 College Transfer Success	1		Cantwell, K. 5/7/2015	Cantwell, K. 5/7/2015
Approved		CHM-130 Gen. Org. & Biochemistry	3		Cantwell, K. 5/7/2015	Cantwell, K. 5/7/2015
Approved		CHM-130A Gen. Org. & Biochem Lab	1		Cantwell, K. 5/7/2015	Cantwell, K. 5/7/2015
			5.00	0.00		
Spring 2016						
Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Approved		BIO-168 Anatomy and Physiology I	4		Cantwell, K. 5/7/2015	Cantwell, K. 5/7/2015
			4.00	0.00		

Archived plans are stored in the system as a PDF that you can view and save to your desktop. The archived plan presents the planned courses as well as completed and currently enrolled courses. Planned classes will include details about who added them to the plan as well as who approved or denied them and when. Any advising notes in the student's record will print on a separate page of the archived plan with the timestamp information.

7. Test Scores

The **Test Scores** tab lists scores in three categories:

1. Admission Tests: The intent of this field is unclear at this time.
2. Placement Tests: These include all placement scores typically found under TSUM in Colleague (COMPASS, ASSET, ACCUPLACER) as well as SAT and ACT scores, DMA Backfill information and DMA modules in which the student is currently enrolled.
3. Other Tests: This section includes the NCDAP scores for individual DMA module scores.

8. Unofficial Transcript

Students can download and print unofficial PDF versions of their Continuing Education, Degree Audit, and Curriculum Transcripts.