

Faculty Self-Service Guide: Advising

1. Log in to Trojan Web Express
2. Select Faculty or Advisors
3. Click on Faculty Self-Service.
4. If you are an advisor, you will see various tabs, one of which should be Advising. If this tab does not appear, or you have trouble throughout this document, please submit a helpdesk ticket under the Student Planning queue.

The screenshot displays a navigation menu with five tabs:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Grades**: Here you can view your grades by term.
- Faculty**: Here you can view your active classes and submit grades and waivers for students.
- 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.

At the bottom of the interface, there is a footer: TROY © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

5. Your list of advisees will populate. You can also search by ID number. If you need to see a colleague's list of advisees, select Advisor, rather than Student.

Who would you like to work with?

Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

- If you have an advisee with a yellow hourglass next to their name, they have requested a review of their account. Select the advisee with whom you would like to work.
- The course plan page will appear. You can approve or deny planned courses on this tab. Once you review their account, you can remove the yellow hourglass icon from the search page by selecting Review Complete in the upper right corner of the student's page.

Student ID: [redacted]

Program(s): Bachelor of Science - Biology Program-Biomedical Sciences

✉ [redacted]

Review Complete

Course Plan

Timeline

Progress

Course Catalog

Notes

Plan Archive

Test Scores

Unofficial Transcript

Grades

<
>
Fall Semester 2017
+

Planned: 0 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

Register Now

☰ List
📅 Calendar

⌂
Approve
⊘
Deny
🔒
Protect
🔓
Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
	✔	<p>BIO-1100-TDAA: Principles of Biology</p> <p>Registered, but not started</p>	3	Morris, M	MWF 10:00 AM - 10:50 AM 8/16/2017 - 12/13/2017	Troy MSCX Math/Science, 326 -Lecture

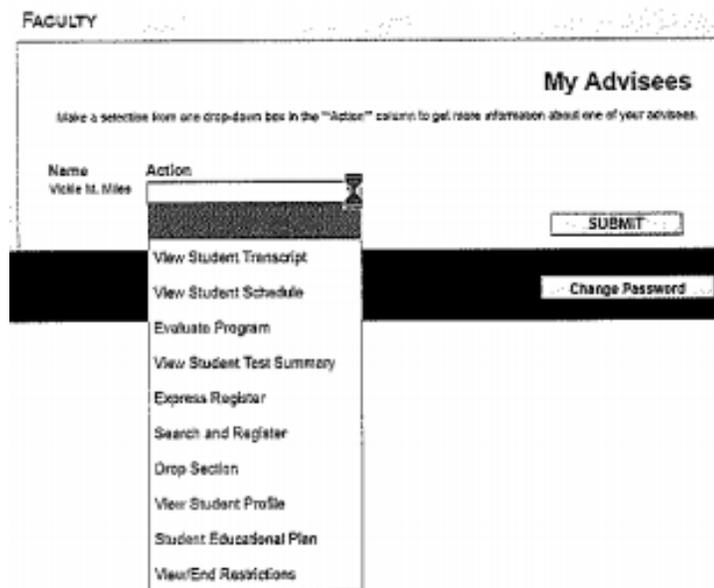
8. The Progress page outlines all information and requirements for the student’s program. It is a great tool for advisement, as it provides a color coded view of the student’s academic progress!

The screenshot displays the 'Progress' page for a Bachelor of Science - Biology Program-Biomedical Sciences. At the top, there are navigation tabs: Course Plan, Timeline, Progress (selected), Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. Below the tabs, the program name is shown with a back/forward navigation arrow, a '+ View a New Program' button, and a 'Load Sample Course Plan' button. The 'At a Glance' section includes a table of requirements: Cumulative GPA (2.000 required), Institution GPA (2.000 required), Degree (Bachelor of Science), Majors (Biology / Biomedical Sciences), Departments (Biology), and Catalog (2017). A light blue information box states 'Program Completion must be verified by the Registrar.' Below this, there are two progress bars: 'Total Credits (15 of 120)' showing 15 credits completed (green bar) and 'Total Credits from this School (15 of 30)' showing 15 credits completed (green bar). The 'Requirements' section is titled 'General Studies Program - Biology / Env Science' and indicates 'Complete all of the following items. 0 of 7 Completed. Hide Details'. Underneath, it lists 'A. AREA I: Composition' and a notice: 'GENERAL STUDIES NOTICE: A STUDENT SHOULD COMPLETE AT LEAST 36 HOURS OF THE GENERAL STUDIES PROGRAM BEFORE REGISTERING AS A JUNIOR.'

9. For further instruction and information regarding Faculty Self Service: Advising, please view the training documents and video located on the Faculty One Stop training page at <http://trojan.troy.edu/faculty/training.html>.

My Advisees

1. Log in to Trojan Web Express
2. Select Faculty or Advisors
3. Click on My Advisees.
4. Select the term or date range, and click submit.
5. Your list of advisees will appear. Here, you will select the drop down box next to the specific student. You will be provided with the list of options below.



6. To remove advisor holds, you would select View/End Restrictions. As of now, this process is ONLY done through My Advisees. If there are changes to this process, you will be notified.
7. You can view a student's unofficial transcript, evaluation, as well as the other information listed above.