Student Planning

Advisors, Faculty And Staff Tutorial

Updated 2/23/17
How to access
Student Self-Service Advising:

Trojan Web Express
Faculty or Advisors
Student Self-Service Advising
• Search by **name** or **ID number** for the advisee you’re working with, or choose a student from the list of your advisees that will appear below the search box.

• You can also search another advisor’s list of advisees by selecting the Advisor circle and entering their name or ID number in the search box.
• Students who have plans ready for your review will be at the top of your list, and will be marked with the yellow hourglass icon.

• You will also see a notification at the top of the screen if you have advisees who have requested a review.

• The system sends email notifications of schedules/plans awaiting approval. Advisor holds will still be placed on Troy Campus accounts and must be removed through Trojan Web Express under My Advisees before the student can register.
The first screen you will see is the course plan for the current semester or term. You can approve or deny each course a student has chosen by using the boxes, or click at the top of the column to approve all. However, approving or denying courses will not lock the student into those specific courses.
• When you have finished reviewing a student’s account, click on the **Review Complete** button at the top right of the screen, and archive the plan.

• The student’s name, ID number, and email address will always appear at the top left of your screen.

• You can use the arrow buttons just below the student’s information to scroll through planned semesters/terms. If you click on **Calendar**, it will take you to the calendar view of the student’s schedule.
• When you click the **Review Complete** button, you will get two notification messages at the top right of the screen under your name. Click the **Archive** button to save the student’s current course plan.

• Under the **Plan Archive** tab, you can download a .pdf file of any archived plan.
• Students can download their schedule to their phone or computer by using the link on this screen.

• These courses are yellow because the student has planned them, but not yet registered; if they were registered for the courses, they would be green.
• You and the student have the ability to arrange or delete these planned courses at your discretion.

• The *Timeline* tab allows you to see what courses the student has planned for which semesters if they have loaded a course plan (laid a track). This is an overview of their educational path.
The Progress tab shows the degree program, cumulative and institutional GPAs, catalog year, and color coded progress bars.

The Load Sample Course Plan allows the student to lay a track to see a calendar view of their schedule for the courses they plan to take for the duration of their academic program. (Note: this feature is only recommended for incoming freshman).

The View a New Program tab allows you or the student to do a fastest path analysis on academic programs if the student is thinking about changing their degree program.
This section shows you what courses are required for the academic program. It uses a color coding system to denote course status.

**Green**-Completed or In Progress

**Yellow**-Planned or Fully Planned

**Red**-Not Started

**Blue**-Fulfilled
This section shows what courses are required for their major. The search feature allows you to search for courses within each section. (Detailed explanation in Course Catalog Section)
Advisors and students can play “What if ...” to look at different degree programs by clicking on the **View a New Program** tab and choosing a program from the box.
• Advisors and students can view plans by clicking on the Load Sample Course Plan button at the top right of the screen. These plans can also be loaded onto the student’s Timeline (aka lay a track).

• In the dialogue box, choose the current term or semester. Use the search box to choose the plan for the program the student is currently in or search for a different one. You only need to type in a few letters of a program name to search, but you must spell out the program and not just use the abbreviation.
• The sample plan will come up in another pop-up box. You can scroll through it to review planned courses. This is also called “laying a track.”

• Clicking the **Load** button will place these courses onto the student’s plan, which can then be viewed under **Timeline**.

• Be careful not to click **Load** if you are just reviewing.
• Here is the timeline with the sample plan loaded.
• Courses or entire semesters can be deleted by clicking on the ✗.
• Courses can be moved to another semester by clicking on the course name to bring up another dialogue box. Choose the new term from the drop-down menu.

• Note that in this view, a yellow warning ▲ appears if the student has not yet taken or planned a prerequisite course. These warnings are also shown on the student’s Timeline.
The search feature on the Progress tab directs you to the Course Catalog.

You can view all sections offered for each course, filter the results, as well as add them to the course plan. You must type the name of the department, not the abbreviation (ex. Mathematics, not MTH).
Once you have found the specific course needed, you can view available sections for the course, and add the desired section to the student’s planned schedule.
How the Student Registers

- This is how the student registers, but if you need to do overrides, those will still be done through DATATEL. If the student wishes to add a course section to their schedule and it is within the registration period for that semester/term, they’ll click **Add Course to Plan**.

- A screen similar to the one above will appear. It provides detailed information about the course. If they approve of the course, they’ll click **Add Section to Schedule**.
To see this course on their Planned Schedule, the student will click on **Plan & Schedule** and use the arrows to toggle to the correct semester/term.

**Note:** This course is only Planned. The student is not yet fully registered for this course and section.
Sections being offered in the current term or semester for planned courses can also be accessed in Calendar View; just click View Other Sections under each course on the left side of the screen.

All sections will show in a lighter color with dotted outlines on the student’s schedule view, and sections that are full will appear in red. This makes time conflicts easy to spot.
To register for the planned course/s, the student will click **Register Now** in the upper right hand corner.

Once they are fully registered for a course or courses, it/they will appear green and will say **Registered**.
How the Student Drops

If the student wishes to drop a course or courses from their schedule and it is still within the allotted schedule change period, they’ll click **Drop**.

The above screen will appear. They’ll click on the course/s they wish you drop from their schedule.
- Once they have been dropped from the course, it will appear in yellow. If the student wishes to remove the course from their plan, they’ll click the X on the planned course box.
• However, they may not drop all of their classes through this process. If the student wishes to withdraw from the semester/term, they should submit a Withdrawal Form.

• If they’re unsure how to access the form, they should contact their advisor or the Registrar’s office. If it is after normal business hours, it is suggested they leave a message and/or send an email to their advisor stating they wish to withdraw from the semester/term.
• It is important you log in to Student Self-Service Advising everyday to check whether any of your advisees have requested a review of their account. Please keep in mind anything posted in the notes section can be seen by the student and all advisors.

• There is a Notes function in Student Planning that was developed as a way for advisors and students to communicate with each other about reviewing the student’s account and planned schedule.
The **Test Scores** tab allows you to view the student’s entrance exam and placement test scores.
The **Notifications** tab is located in the top right hand corner. This tab gives you the ability to view updates to your advisee’s account, such as holds.
### My Degree Maps

My Degree Maps can be found on Troy University’s Records Page, and work in tandem with Student Planning. They show course sequencing outlines for each degree program and are intended to be used by students as guidelines for course scheduling.
For further questions or comments, please contact:

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or

Submit a HelpDesk Ticket