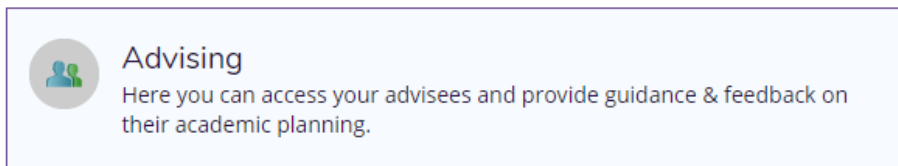




Advisor Approval Process for Registration

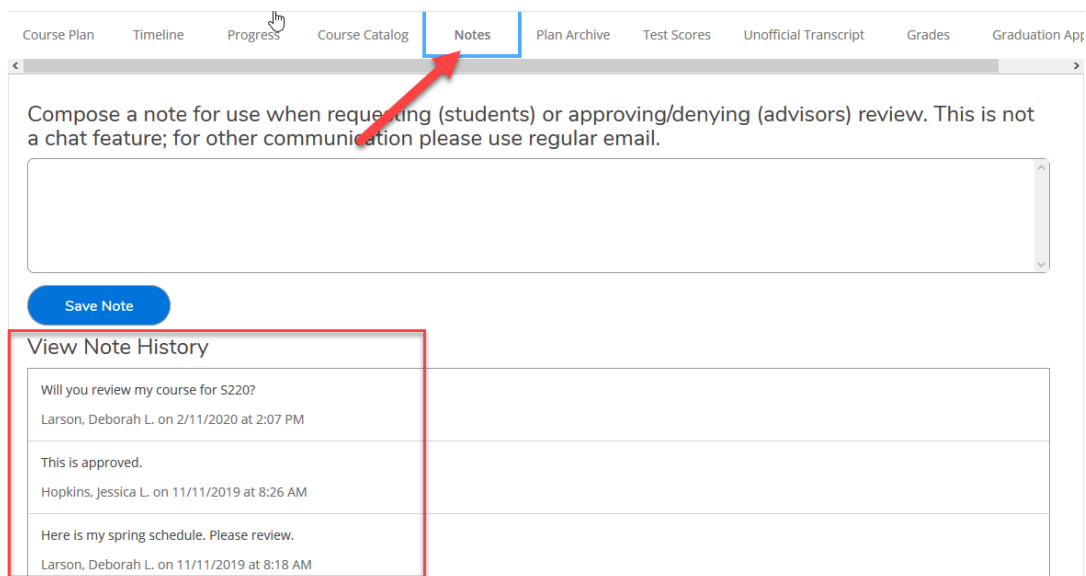
- Once a student requests a review, an automated email will be sent to the advisor from StudentPlanning@mckendree.edu. (Note: As Student Planning is implemented, you may not receive this email during the learning process. Make sure you communicate with your advisees to verify completion of their advisement for registration.)
- Log into MyMcK
- Log into Self-Service
- Click on the Advising icon to search for the student.



- If the student has requested a review, an icon will appear under the 'Review Requested' column next to their name, and will sort with the Review Requested students listed at the top.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
[REDACTED]			[REDACTED]	Bachelor of Arts in Biology	Advisor(s): Jessica Hopkins	View Details

- Click on 'View Details' to view the students schedule and plan.
- Click on the 'Notes' tab to view any notes from the student relating to their request under the 'View Note History' section.



The image shows a navigation bar with tabs: Course Plan, Timeline, Progress, Course Catalog, Notes (highlighted in blue), Plan Archive, Test Scores, Unofficial Transcript, Grades, and Graduation App. Below the tabs is a text area for composing a note, followed by a "Save Note" button. A "View Note History" section is highlighted with a red box and contains the following entries:

Message	Sender	Time
Will you review my course for S220?	Larson, Deborah L.	on 2/11/2020 at 2:07 PM
This is approved.	Hopkins, Jessica L.	on 11/11/2019 at 8:26 AM
Here is my spring schedule. Please review.	Larson, Deborah L.	on 11/11/2019 at 8:18 AM

- Click on the 'Course Plan' tab and scroll through each term (Fall, Fall 1, Fall 2) to review the term(s) where the student has added course sections and/or requested a review.

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

< > Spring 2nd Half 2020 - + Remove Planned Courses

Print Planned: 0.50 Credits Enrolled: 0 Credits

List Calendar

Approve Deny Protect Unprotect

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		PED-124-01CA: Princ Speed/Agility /Quickness	0.50 Credits	Fark, J	TTh 9:30 AM - 10:20 AM 3/16/2020 - 5/7/2020	Lebanon Fitness WEID Lect

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Graduation A

< > Summer 2020 8 Week Term - + Remove Planned Courses

Print Planned: 3 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"/>		ACC-205-01EL: Princ of Financial Accounting	3 Credits	Goodin, J	O 6/1/2020 - 7/24/2020	eLearning WEB

- If you do not approve of the schedule, Use the 'Search for courses...' text box on the top right to search for a specific course. You can type the course name (ENG-111) or course title (Academic Writing). Note: Any course with those words in the title will show in your results – Good way to search for Writing Intensive Courses with WI as your search.

The screenshot shows the 'Advisee Details' page for a student. At the top right, a search bar contains 'eng-111' with a magnifying glass icon. Below it is a blue button labeled 'Review Complete' and a note: 'Course Plan last reviewed on 11/11/2019 by Hopkins, Jessica L.'. A red arrow labeled '1' points to the search bar. Below this is a 'Notifications' bar with a red circle containing the number '2'. The main content area is the 'Course Catalog' for 'ENG-111 Academic Writing (4 Credits)'. On the left, there is a 'Filter Results' sidebar with sections for Availability, Subjects, Locations, Show All Terms, and Days of Week. A red arrow labeled '2' points to the 'Filter Results' header. A red arrow labeled '3' points to the 'View Available Sections for ENG-111' button. The main content shows a course description, a 'This course is planned' status, and a table of available sections for Spring Term 2020. A red arrow labeled '4' points to the 'Add Section to Schedule' button in the table.

- The Filter Sections option on the left hand column can be used to narrow down the results of available courses.
- Find the Course Name that is needed and click on 'View Available Sections for (Course Name)'
- Choose 'Add Section to Schedule' next to the appropriate section number.
- A detailed description of the Section will appear including Instructor, Meeting Information, Dates, Seats Available, Credits, Requisites (with notifications if they have not been completed already), and a Course Description.
- Select whether the course will be taken as Graded or Credit/No Credit on this screen and click 'Add Section'
 - Any major requirement course has to be taken for a Grade.
 - Credit hours from a course that is taken for Credit/No Credit does not count towards either Deans or Presidents List. (12 graded hours are required to qualify for either list.)

Section Details

ACC-330-01CA Managerial Cost Accounting
Spring Term 2020

Instructors Brasel, J (jbrasel@mckendree.edu)

Meeting Information M, W, F 11:00 AM 11:50 AM
1/13/2020 - 5/7/2020
Lebanon Campus, Piper Academic Center 215 (Lecture)

Dates 1/13/2020 - 5/7/2020

Seats Available 11 of 20 Total

Credits 3

Grading Graded

Requisites

- ACC-220 - Must be completed prior to taking this course.
- ACC-230 - Must be completed prior to taking this course.
- MGT-204 - Must be completed prior to taking this course.

Close Add Section

- Repeat this process to add any additional new sections. If you choose to remove a section, click on the Timeline tab and click on the 'X' for each of the scheduled sections that you would like to remove from each term.

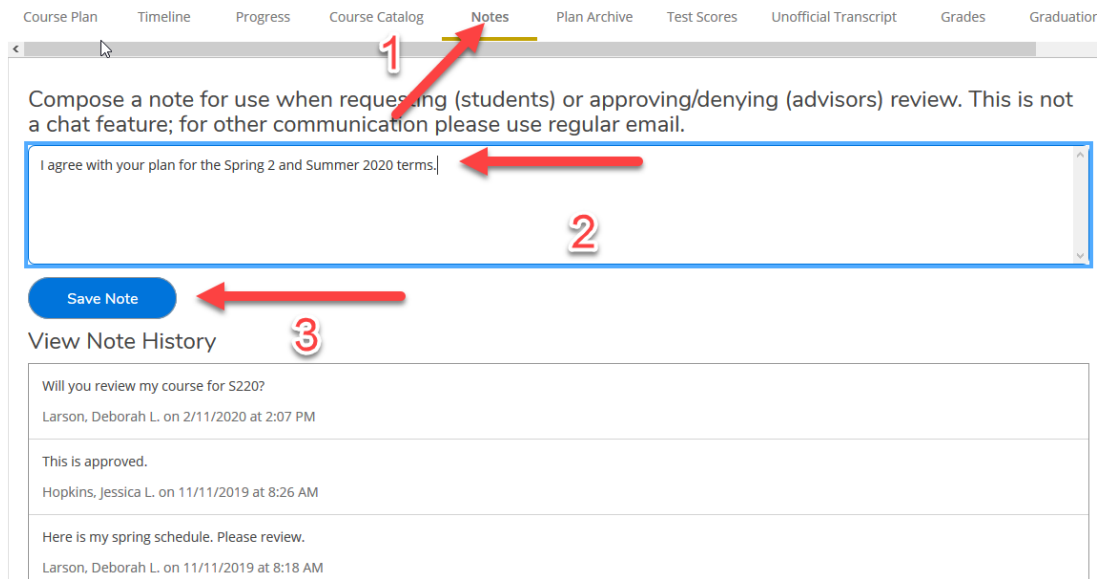
Course Plan **Timeline** Progress Course Catalog Notes Plan Archive

Add a Term Remove Planned Courses

Spring 1st Half 2020	Spring 2nd Half 2020
MIKT-205-01EL: Principles of Marketing Credits: 3 Credits	PED-124-01CA: Princ Speed/Agility /Quickness Credits: 0.50 Credits
3 Planned Credits	0.50 Planned Credits

- Once you approve of the schedule for each of the terms (Fall, Fall1, Fall2) click on the 'Notes' tab to 'Compose' and 'Save' a note containing any comments for the student on your review of their plan. If you have changed anything, be sure to include within the note all changes that have been made. (These notes will be viewable by everyone who has access to the student's

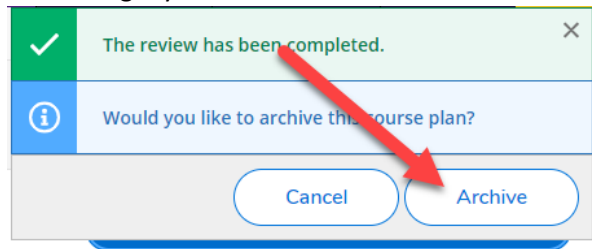
record, which allows for a history of recommended program and course requirements. Note: This is not a chat feature, but a place to leave a history of what is discussed between the advisor(s) and the student.)



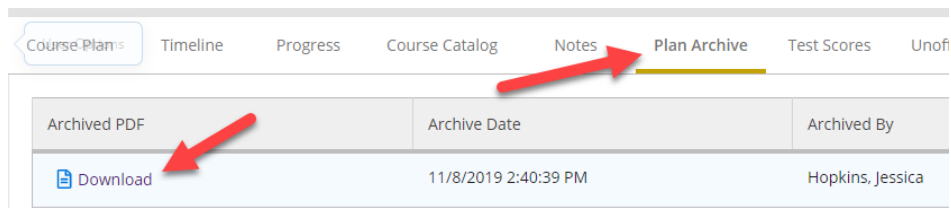
- On the top right hand corner click on the 'Review Complete' button to send an automated email to the student that you have Reviewed their plan/schedule in addition to placing an updated time stamp of your review.



- A notification will appear on the top right corner noting that the review has been completed and asking if you would like to archive this course plan. Choose the Archive button.



- The archived plan will be saved under the 'Plan Archive' tab and each archive will be saved for future download or review.



- After the plan is archived, which gives a detail of the intended schedule as a program evaluation and any notes you have made, click on 'Advisement Complete.' (**A student cannot register each term (Fall, Fall 1, Fall 2) until this button is pressed.**) The student will receive an email stating that you have marked them as advised and that they can register pending all additional registration requirements are met such as business office holds and contact information is updated.

Program(s):
Bachelor of Arts in Biology

Advisor(s):
Jessica Hopkins

Advisement Complete

Last advised on 1/7/2020 by Hopkins, Jessica L.

Review Complete

Course Plan last reviewed on 1/7/2020 by Hopkins, Jessica L.