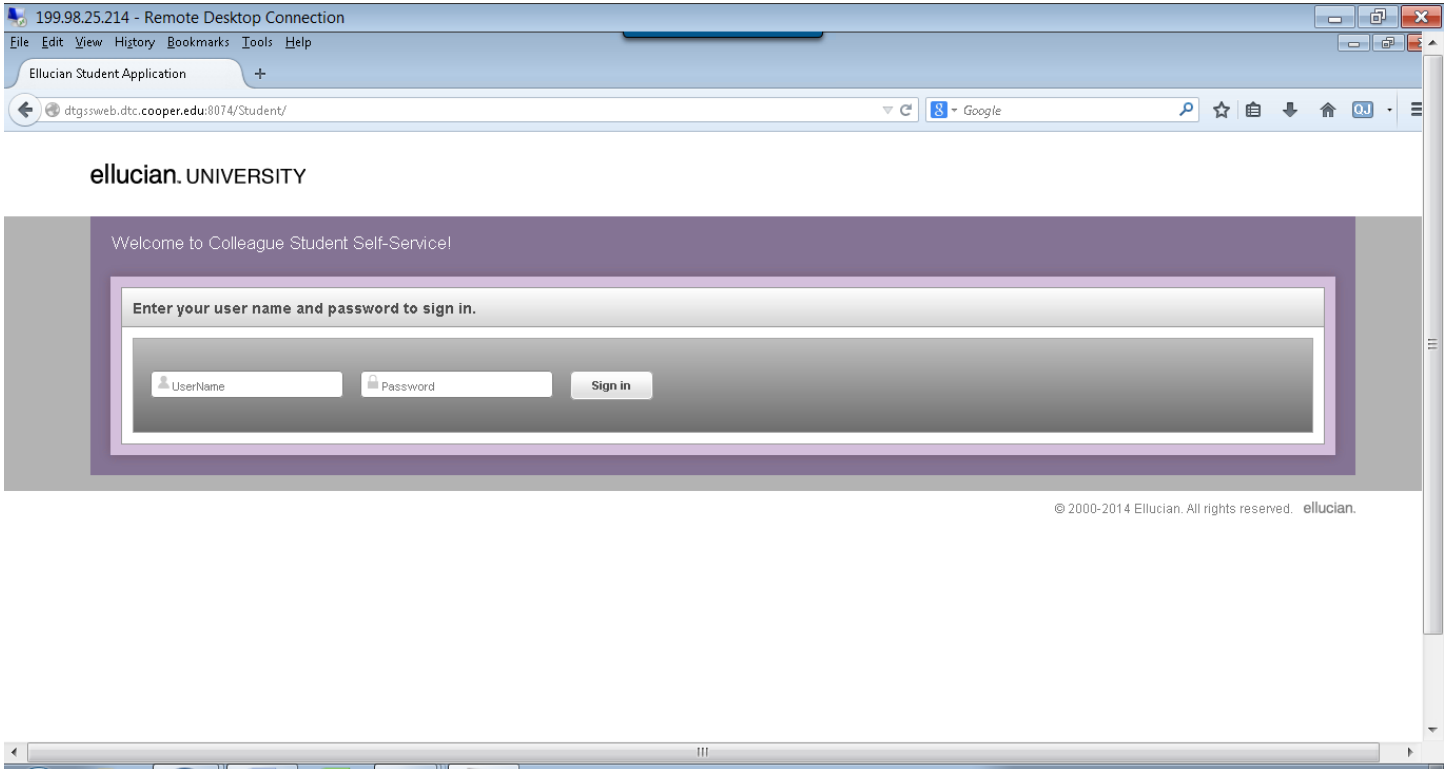


# Student Self-Service for Advisors

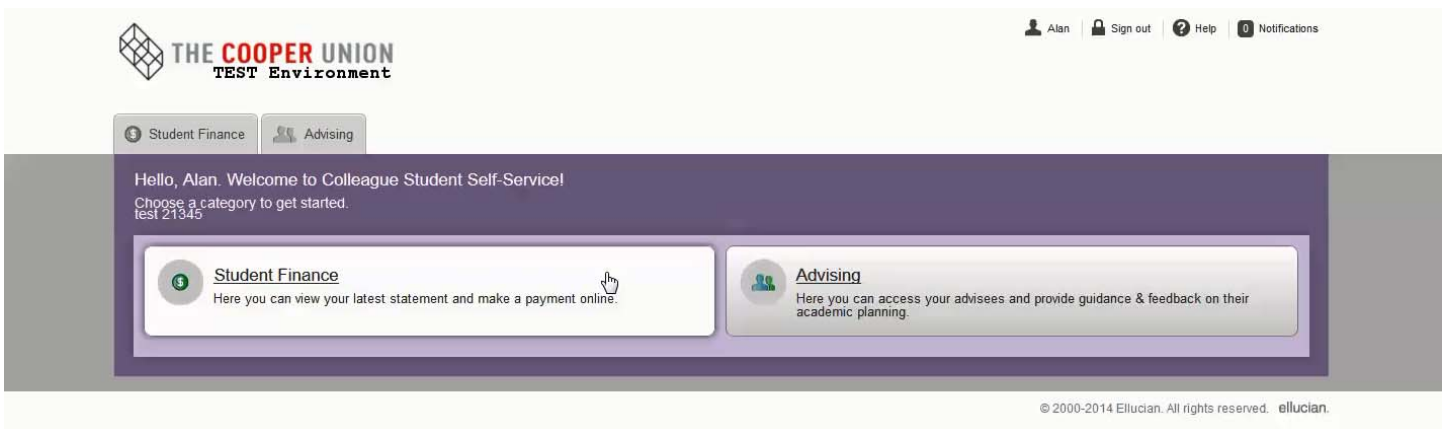
Go to **Student Self-Service**

Your log in user name and password are the same as your Web Advisor credentials

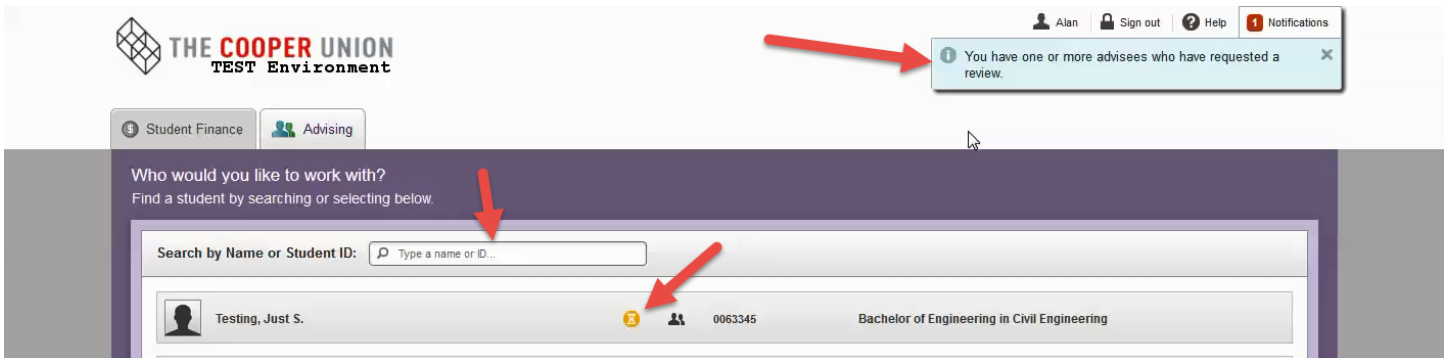
## (1) Login screen:



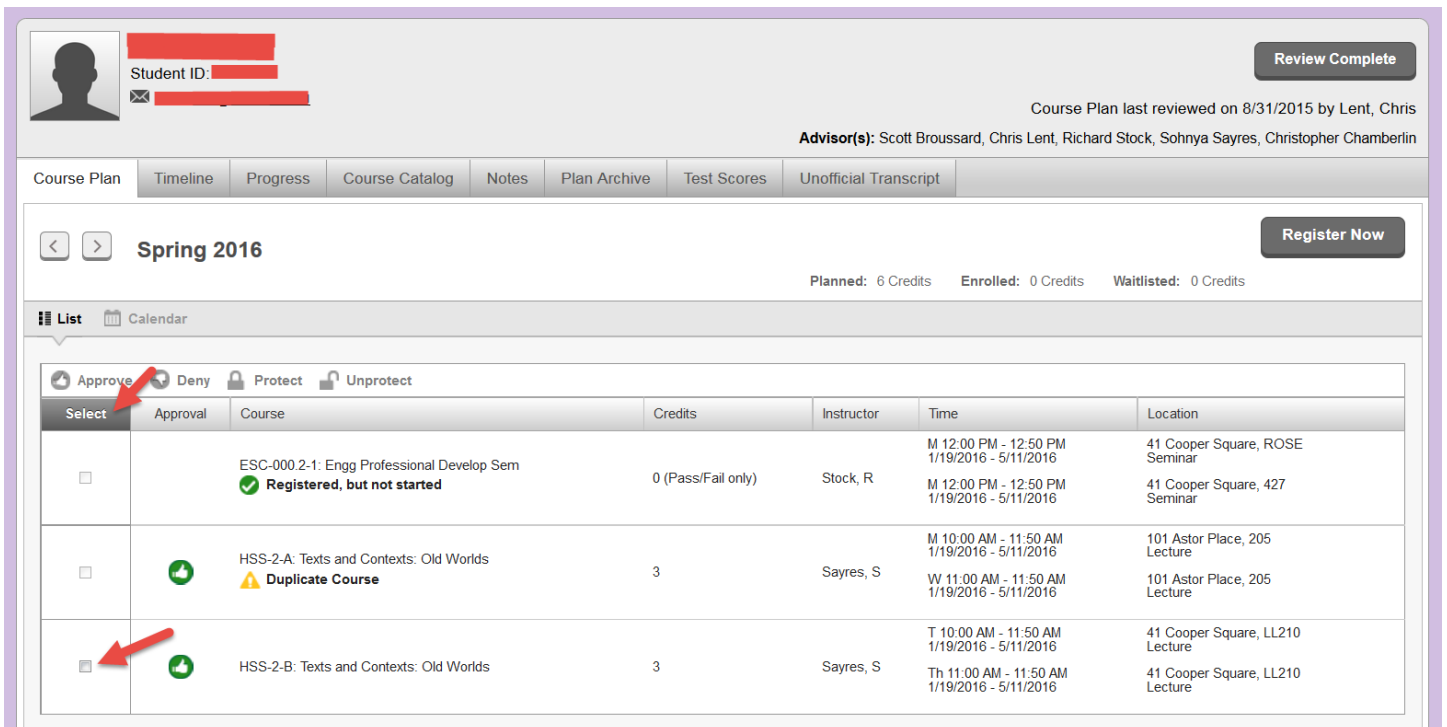
## (2) Welcome screen: Click "Advising"



(3) You will receive a msg atop the screen, if you have advisees requesting your approval of their education plan. The advisees will also be atop the list of students with an hour glass icon next to their names. If you don't have an advisee atop the list waiting for your approval and want to search for a student, simply type their name or ID number in the blank area next to " Search by Name or Student ID" and press the enter key.



(4) After you click on the advisee's name. It will bring you to their course plan for your review. You can individually approve and deny a course by clicking the check box next to the course. If you want to approve or deny all the courses in a batch, click on the word "Select".



Once you have selected one or more courses chose “Approve” or “Deny”. If you want to ensure a student can’t remove a course from their Ed plan, click “Protect”.

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

Spring 2016 Register Now

Planned: 6 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

List | Calendar

Approve | Deny | Protect | Unprotect

| Select                              | Approval                            | Course  | Credits            | Instructor | Time  | Location   |
|-------------------------------------|-------------------------------------|---|--------------------|------------|---|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | ESC-000.2-1: Engg Professional Develop Sem<br>Registered, but not started | 0 (Pass/Fail only) | Stock, R   | M 12:00 PM - 12:50 PM<br>1/19/2016 - 5/11/2016<br>M 12:00 PM - 12:50 PM<br>1/19/2016 - 5/11/2016  | 41 Cooper Square, ROSE Seminar<br>41 Cooper Square, 427 Seminar    |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HSS-2-A: Texts and Contexts: Old Worlds<br>Duplicate Course               | 3                  | Sayres, S  | M 10:00 AM - 11:50 AM<br>1/19/2016 - 5/11/2016<br>W 11:00 AM - 11:50 AM<br>1/19/2016 - 5/11/2016  | 101 Astor Place, 205 Lecture<br>101 Astor Place, 205 Lecture       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | HSS-2-B: Texts and Contexts: Old Worlds                                   | 3                  | Sayres, S  | T 10:00 AM - 11:50 AM<br>1/19/2016 - 5/11/2016<br>Th 11:00 AM - 11:50 AM<br>1/19/2016 - 5/11/2016 | 41 Cooper Square, LL210 Lecture<br>41 Cooper Square, LL210 Lecture |

(5) Once you approve or deny the advisee’s plan, you should leave the student a note explaining your actions under “Notes”. Type your msg in the Compose box and then click the Save Note button. Your advisee will receive the note once they log back into Student Self-service.

THE COOPER UNION  
TEST Environment

Alan | Sign out | Help | Notifications

Student Finance | Advising

Back to Advisees

**Just S. Testing**  
Student ID: 0063345  
Educational Goal: Bachelors  
brouss@cooper.edu

Review Complete  
Course Plan last reviewed on 9/26/2014 by Paul, Alan

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores

**Compose**

Hi Just Testing, I have approved your plan again.  
Please register. Prof Ahmed

Save Note

**View History**

Hi Just Testing, I have approved your plan. Please register your courses. Prof Ahmed  
Paul, Alan on 9/26/2014 at 3:54 PM

Hi Prof Ahmed, please approve my plan. Tks  
Testing, Just S. on 9/26/2014 at 1:22 PM

Hi Mr. Lent,  
Please review and approve my plan.

- (6) Next you need to complete your Review and Archive the course plan you have approved by clicking “Review Complete”. You will receive a pop up msg stating that the review is complete and do you want to archive the plan? Click the “Archive” button.

The screenshot shows the user interface for 'Just S. Testing' (Student ID: 0063345). The 'Review Complete' button is highlighted with a red arrow. A confirmation dialog box is open, asking 'Would you like to archive this course plan?' with 'Cancel' and 'Archive' buttons. The 'Archive' button is also highlighted with a red arrow. A notification banner at the top states 'The review has been completed.'

- (7) You can verify the archived file as well as see other archive files by clicking the “Plan Archive” tab. Here you can see all the courses approved and denied as well as all the notes between advisors and the advisee. Click on the PDF file to open for review.

The screenshot shows the 'Plan Archive' tab selected. A notification banner at the top states 'An archive has been created.' The 'Plan Archive' tab is highlighted with a red arrow. Below the tab is a table of archived PDF files:

| Archived PDF                 | Archive Date          | Archived By |
|------------------------------|-----------------------|-------------|
| <a href="#">Download PDF</a> | 9/26/2014 3:57:18 PM  | Paul, Alan  |
| <a href="#">Download PDF</a> | 9/26/2014 11:59:15 AM | Paul, Alan  |
| <a href="#">Download PDF</a> | 9/25/2014 1:55:21 PM  | Paul, Alan  |
| <a href="#">Download PDF</a> | 9/22/2014 1:32:43 PM  | Lent, Chris |
| <a href="#">Download PDF</a> | 6/19/2014 3:15:20 PM  | Paul, Alan  |
| <a href="#">Download PDF</a> | 6/19/2014 9:48:16 AM  | Paul, Alan  |

The first 'Download PDF' link in the table is highlighted with a red arrow.

**(8) The Timeline view allows you to see what courses a student has taken and is planning on, with grades achieved.**

The screenshot displays the Cooper Union TEST Environment interface. At the top left is the logo for THE COOPER UNION TEST Environment. On the top right, there are user navigation options: Alan, Sign out, Help, and Notifications. A green notification box states "An archive has been created." Below the navigation are tabs for Student Finance and Advising. The main content area is titled "Just S. Testing" with student ID 0063345, Educational Goal: Bachelors, and email brouss@cooper.edu. A red arrow points to the "Timeline" tab in the navigation bar. The timeline shows two terms: Fall 2014 and Spring 2015. The Fall 2014 term includes courses: CH-110: General Chemistry (Credits: 3), CS-102-CID: Intro to Computer Science (Credits: 3), EIB-101-A: Engg Design & Problem Solving (Credits: 3), ESC-000-4-1: Engg Professional Develop Sem (Credits: 0 (Pass/Fail only)), HSS-1-E: Freshman Seminar (Credits: 3), and MA-110-A: Intro to Linear Algebra. The Spring 2015 term is currently empty. At the bottom of the timeline, it shows "GPA: 0.00 3 Enrolled Credits, 15 Planned Credits".

\*\*

**Do not approve a course offered in another school at Cooper Union without permission of an advisor (Architecture and Art) or a Dean (Engineering), even if your advisee has told you that the instructor approved it. Your advisee must ask the advisor or dean to email approval to you.**