

ADVISING

SELF-SERVICE FACULTY USER GUIDE

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Welcome to Self-Service! Self-Service is web-based tool that will allow you to register for classes, view your grades and financial statement, and much more. Not all features of Self-Service are currently available. Additional modules will become available.

SECTION 1. CREATING A SELF-SERVICE PASSWORD

Before accessing Self-Service, you will need to create a Self-Service password. Enter the following URL in the address bar of any web-browser: RESET.MARTINCC.EDU. You will see the Martin Community College Password Portal homepage.

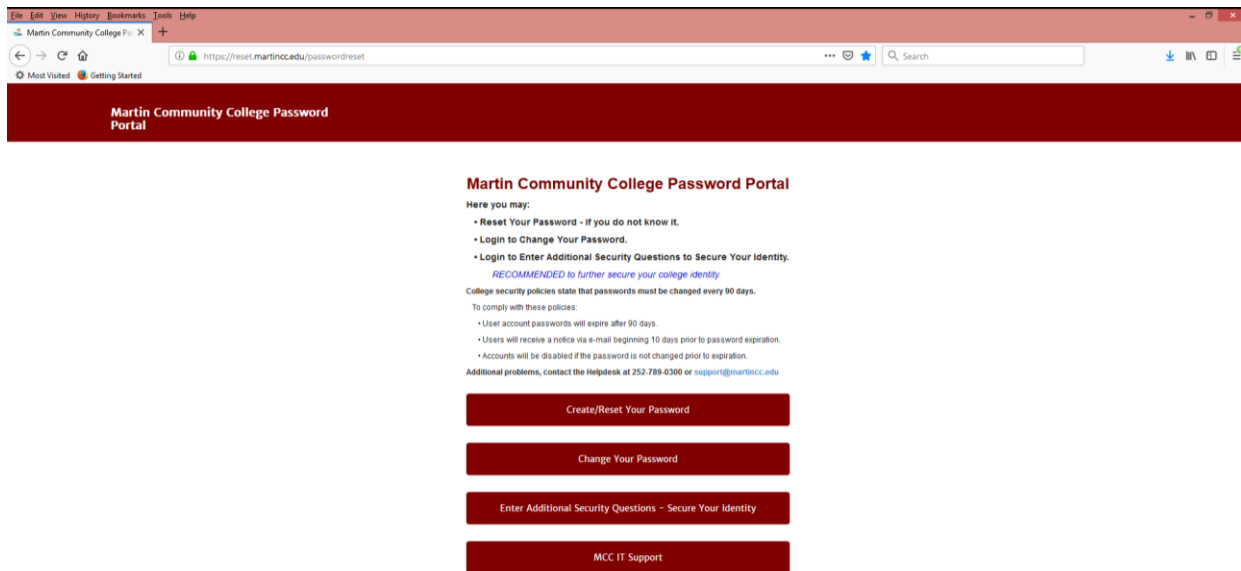


Fig. 1. For first-time users, click RESET YOUR PASSWORD. If you know your password but want to reset your password, click CHANGE YOUR PASSWORD. If you have forgotten your Password and need to reset your Password, click RESET YOUR PASSWORD. Once you have created your password, it is recommended that you create new Security Questions to help secure your identity. Click ENTER ADDITIONAL SECURITY QUESTIONS. Remember your questions and answers; you will be asked to answer these questions the next time you reset your password.

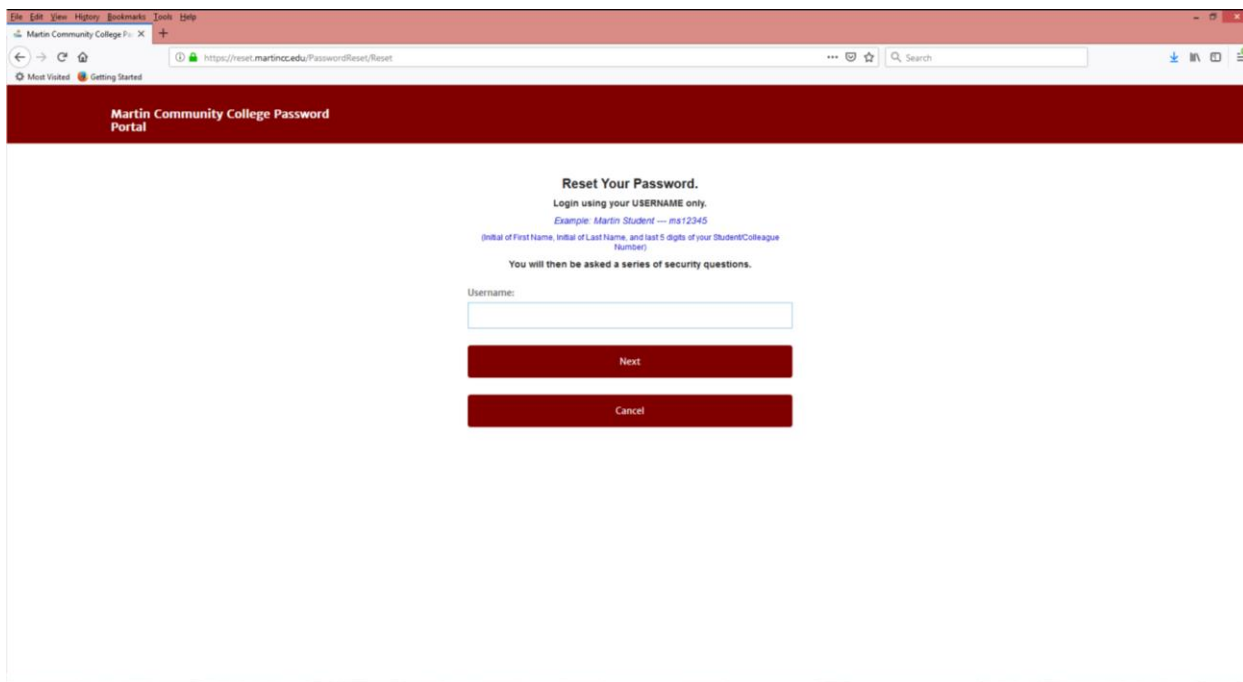


Fig. 2. To create/reset your password, enter your username. Your username is the initial of your first name, the initial of your last name, and the last five (5) digits of your Student/Colleague ID number. Your Student/Colleague ID number is on most information that you receive from the college. If you cannot locate your Student/Colleague ID number, visit your faculty advisor, counselor, or the Registrar's Office. Bring your photo ID.

Example: Martin C. College is a student; his Student/Colleague ID number is 0312345. His username is MC12345.

Click NEXT. You may cancel this process/request at any time. To do so, click CANCEL.

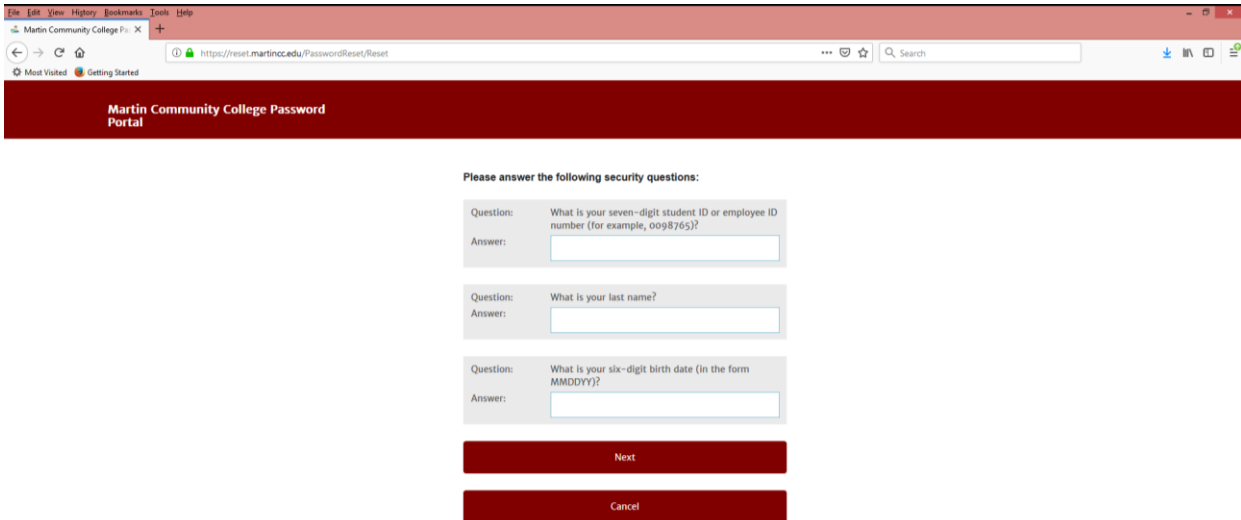


Fig. 3. To continue creating/resetting your password, answer the questions on the screen. Enter your full seven-digit Student/Colleague ID number. Enter your last name. Enter your six-digit birth date. Example: If your birth date is January 1, 2000, enter 010100. Click NEXT.

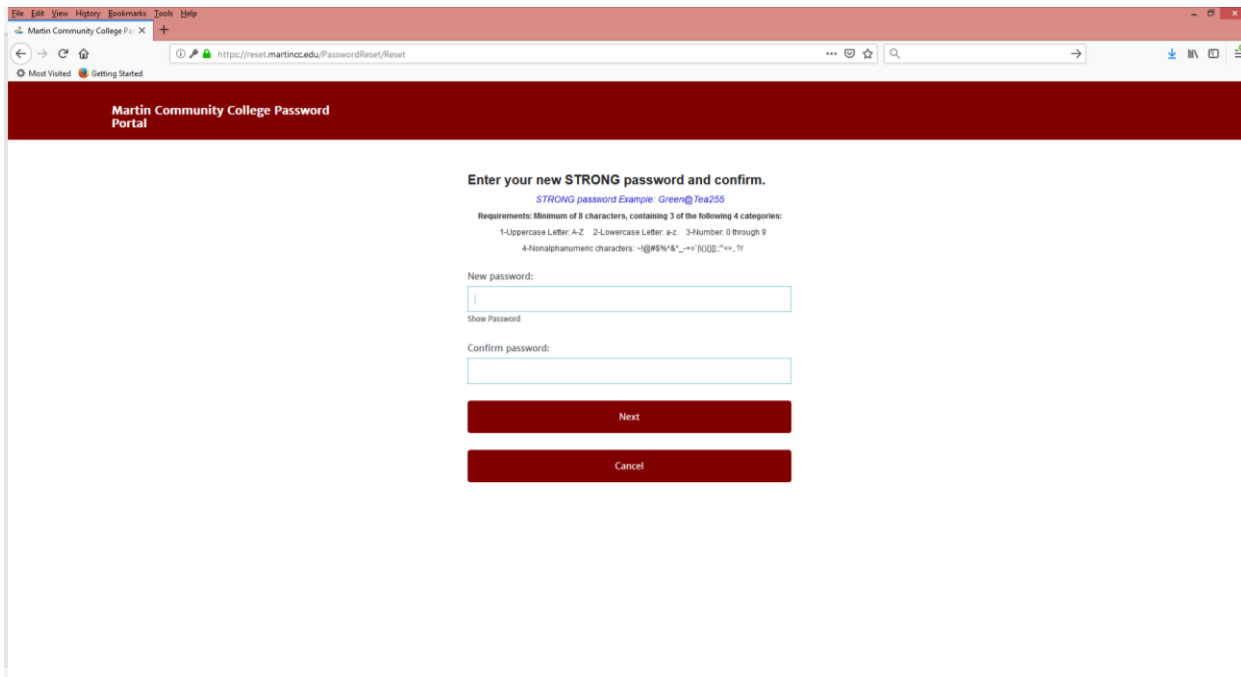


Fig. 4. Enter your new password. The password must be 8 characters and contain three (3) of the following four (4) categories: uppercase letter (A-Z); lowercase letter (a-z); number 0 through 9; nonalphanumeric character ~!@#%&* _-+=`|\(){}[];:;'"<>.,?/. Confirm your new password. Click NEXT.

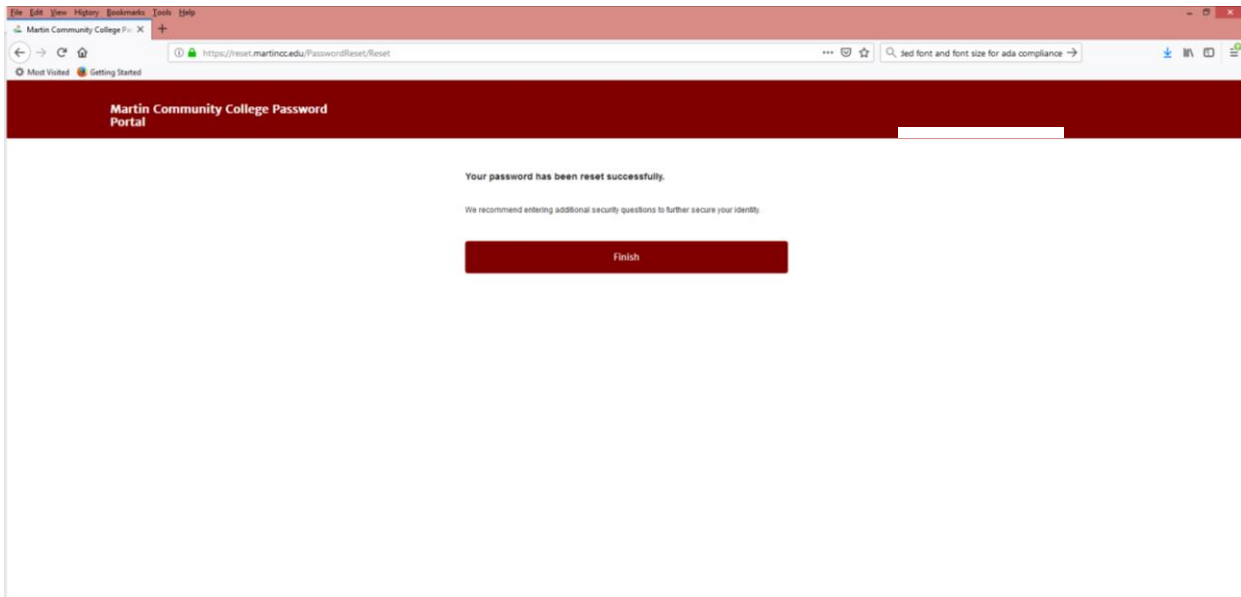


Fig. 5. Congratulations. Your password has been successfully created/reset. Click FINISH.

You will return to the Martin Community College Password Portal homepage. Remember to enter additional security questions to help secure your identity. Do not forget your answers!

SECTION 2. SIGNING IN TO SELF-SERVICE

Now that you have created/reset your password, go to Self-Service. Enter the following URL into any web browser: ss.martincc.edu. You will see the Martin Community College Self-Service Sign In page.

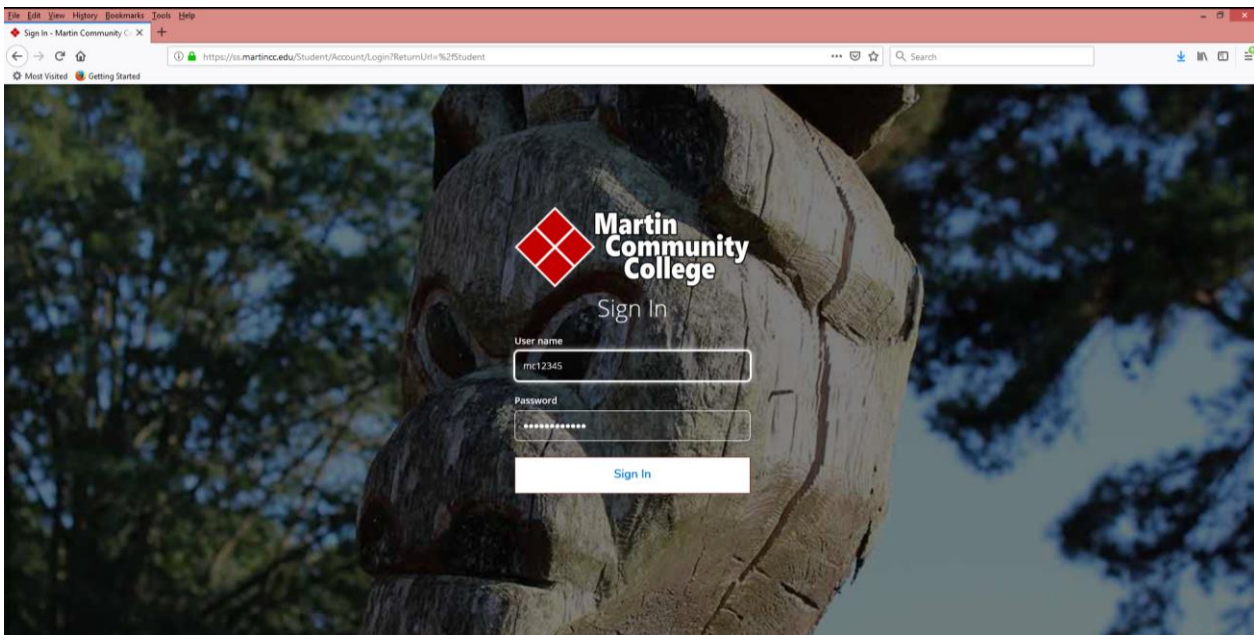


Fig. 6. Enter your user name and password. Click SIGN IN.

SECTION 3. ADVISING

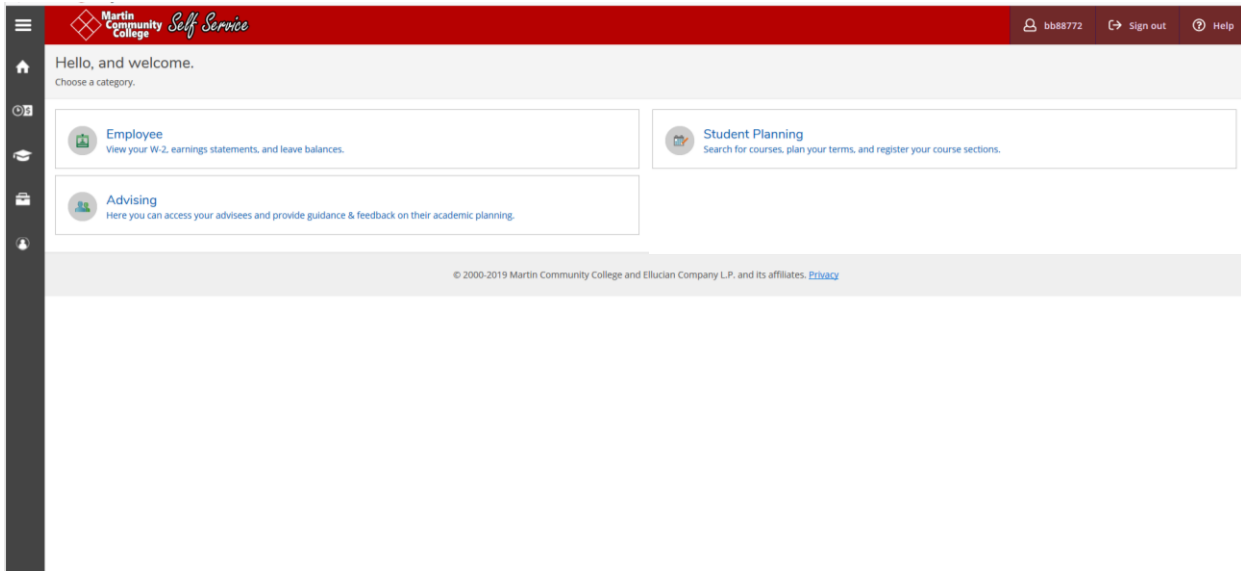


Fig. 7. From the Self-Service homepage, choose ADVISING. Here you can access review your advisees and provide guidance and feedback on their academic planning.

Section 3.A. Advising Overview

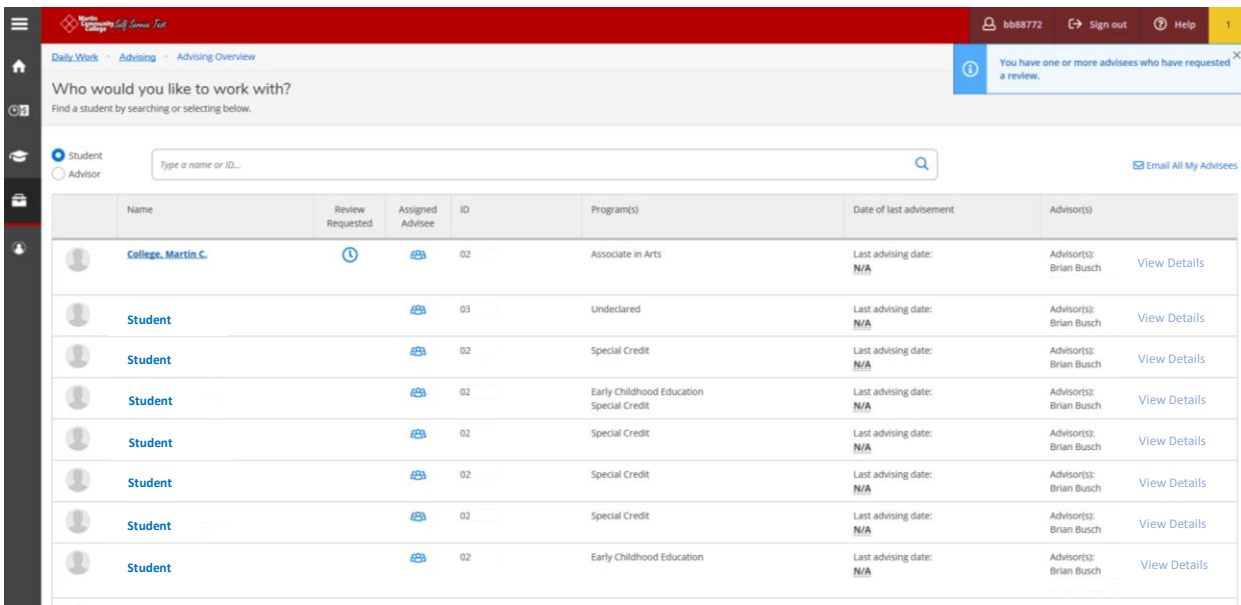


Fig. 8. A list of your advisees is shown. Students who have requested a review will be prioritized in your advisee list; notice the clock symbol; information also appears in the upper-right corner notifying you that one or more advisees has requested a review. In addition, the advisor will receive an email from “Datatel User” indicating that a user has requested a review.

NEW: Move the cursor over the student name; student contact information will appear. To access the student’s advising record click **VIEW DETAILS**. If you do not see the name of the student you wish to access, you may search for that student by typing the student’s name or Student/Colleague ID number into the search bar. Click the magnifying glass to search. **In some versions, the “Date of last advisement” column will not be available.**

Section 3.B. Course Plan (and Student Registration)

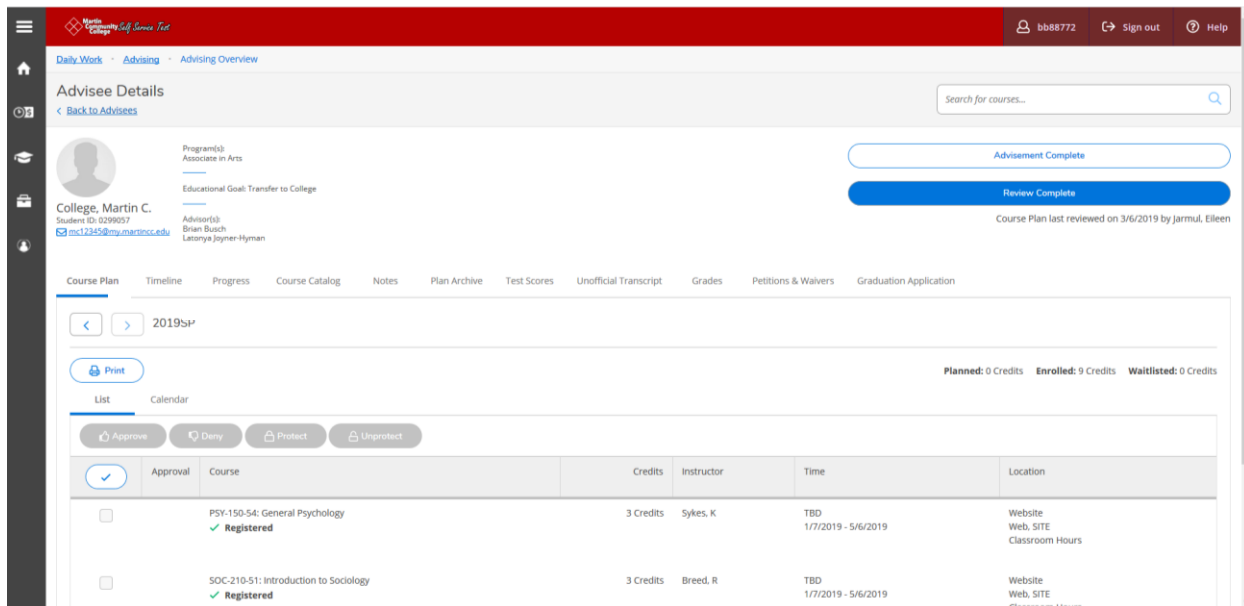


Fig. 8. There are numerous important pieces of information on this page that you see about your advisee or the student whom you have accessed. You will see the student’s program information, educational goal, advisor, Student/Colleague ID number, and “my.martincc.edu” email address.

Note: The current “my.martincc.edu” student email address is for future use. However, click on the email link to generate an email message. The address or “To...” box will be generated. Replace “my” with “mcc” and you will have the student’s current “mcc.martincc.edu” email address. The college plans to migrate students to a new email service by the beginning of the 2019 Fall Semester.

You will also see options for accessing various advising tools: Course Plan, Timeline, Progress (EVAL), Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions and Waivers, and Graduation Application. Not all of these tools may be immediately available. Additional tools will become available.

The first tool is Course Plan. Be sure you are on the right term; you may toggle between different terms by clicking the left and right arrows. The selected term appears to right side of the arrows.

Figure 8 shows a 2019SP term student who is already in progress—i.e., the student is already registered in classes. Course information—including credits, instructor, time, and location are

provided—is shown. The plan shows that the student has successfully registered for these courses; note the green check.

You can print the student’s course plan by clicking the PRINT button.

Because the 2019SP term is already in progress, we can assume the request the review request is for the following term. Click the right arrow to see the 2019SU term.

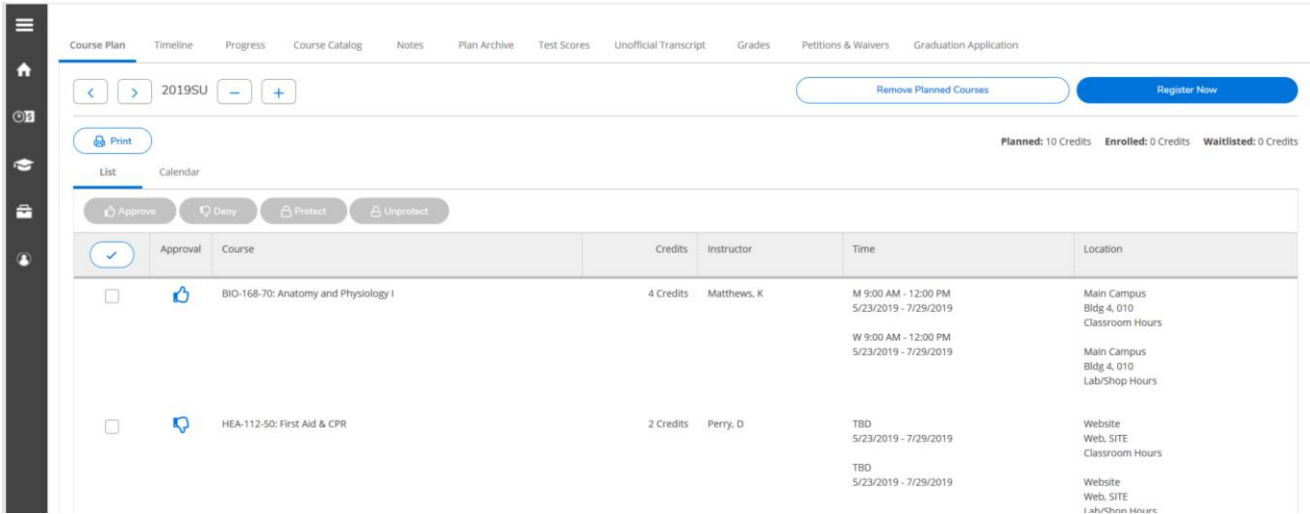


Fig. 9. Notice the options which the advisor has. After selecting one or more of the courses, you may APPROVE or DENY the student’s selection. If you APPROVE the course selection, the student will be able to register themselves (via the Student Planning module). The advisor must APPROVE the course before he or she can register the student. If you DENY the course, the student will not be able to register themselves. The advisor cannot register the student for a course that has been DENIED. Remind the student to log into their Self-Service account to register using Student Planning. To prevent a student from removing a course from their plan, click PROTECT. To register the student, click REGISTER NOW.

You may also register a student in each course individually. Switch to CALENDAR view.

Advisee Details

Program(s): Associate in Arts
Educational Goal: Transfer to College

College, Martin C.
Student ID: 0299057
mc12345@my.martincc.edu

Advisor(s): Brian Busch, Latonya Joyner-Hyman

Search for courses...

Advisement Complete
Last advised on 3/7/2019 by Busch, Brian W.

Review Complete
Course Plan last reviewed on 3/7/2019 by Busch, Brian W.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

2019SU

Remove Planned Courses | Register Now

Planned: 10 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

Print

List | Calendar

BIO-168-70: Anatomy and Physiology I

Approved

Planned

Credits: 4 Credits
Grading: Graded
Instructor: Matthews, K
5/23/2019 to 7/29/2019
Seats Available: 15

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		BIO-168-70 X		BIO-168-70 X			
10am							
11am							
12pm							
1pm							
2pm							

Fig. 10. In calendar view, you may register the student for each course individually using the blue REGISTER button. You may register the student for all approved courses using the blue REGISTER NOW button. You can also remove the cross from the plan by clicking the 'x' next to the course. The REMOVE PLANNED COURSES button will remove all planned courses.

Advisee Details

Program(s): Associate in Arts
Educational Goal: Transfer to College

College, Martin C.
Student ID: 0299057
mc12345@my.martincc.edu

Advisor(s): Brian Busch, Latonya Joyner-Hyman

Search for courses...

Advisement Complete
Last advised on 3/7/2019 by Busch, Brian W.

Review Complete
Course Plan last reviewed on 3/7/2019 by Busch, Brian W.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

2019SU

Register Now

Planned: 6 Credits | Enrolled: 4 Credits | Waitlisted: 0 Credits

Print

List | Calendar

BIO-168-70: Anatomy and Physiology I

Approved

Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: Matthews, K
5/23/2019 to 7/29/2019

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		BIO-168-70		BIO-168-70			
10am							
11am							
12pm							
1pm							
2pm							

Fig. 11. When the student has been registered for the course, the statement below the course title changes from “planned” to “registered.” The REGISTER button also changes to DROP. You may drop a student from a course before classes begin and at the beginning of the semester during the Drop/Add period denoted on the college’s academic calendar.

Note: If you plan to meet with your students before the registration process is completed, it is important to encourage students to meet you with a plan already assembled.

Note: You may remove planned courses. All courses will be removed; you may not remove individual courses. Once a section is approved, it will be approved if the student places the section back on their course plan.

You may print the course plan by clicking PRINT.

Section 3.C. Timeline

Click **TIMELINE**.

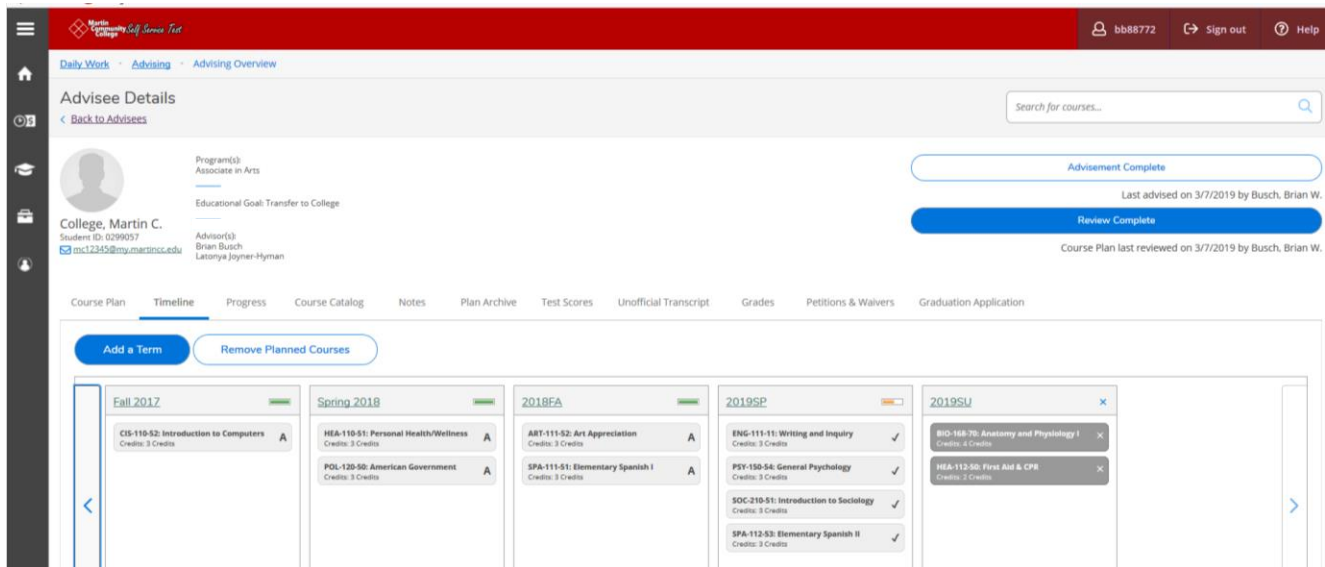


Fig. 10. The **TIMELINE** shows the terms in which the student has been enrolled as well as the sections and grades earned.

Section 3.D. Progress

Click **PROGRESS**.

Course Plan Timeline **Progress** Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Associate in Arts (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#) [Print](#)

At a Glance

Cumulative GPA: 3.000 (2.000 required)
 Institution GPA: 3.000 (2.000 required)
 Degree: Associate in Arts
 Majors: Associate in Arts
 Departments: Associate in Arts
 Catalog: 2015
 Anticipated Completion Date: 8/17/2017

Description: The Associate in Arts degree shall be granted for ... [more](#)

Program Notes [Show Program Notes](#)

Requirements

General Education Requirements

Complete all of the following items. ⚠ 1 of 6 Completed. [Hide Details](#)

A. English Composition
 Take 6 credits: from ENG-111 ENG-112
 Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

B. Humanities/Fine Arts/Co
 Take 9 credits: From courses COM-231 ART-111 ENG-231(S24025) ENG-232(S24026) MUS-110 PHI-215(S24028) PHI-240(S24029); Minimum 9 credits; Minimum 2 subjects:
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 6 of 9 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	MUS-110 Music Appreciation	A	2016SP	3
✓ Completed	ART-111 Art Appreciation	A	2018FA	3

Fig. 11. The PROGRESS page bears strong resemblance to the EVAL (Colleague). Important student information is shown including the student’s cumulative GPA, degree, catalog year.

C. Social/Behavioral Sciences
 Take 9 credits: From courses ECO-251 ECO-252 HIS-131 HIS-132 POL-120(S24030) PSY-150 SOC-210; Minimum 9 credits; Minimum 2 subjects:
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 9 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
🔄 In-Progress	PSY-150 General Psychology		2019SP	3
🔄 In-Progress	SOC-210 Introduction to Sociology		2019SP	3
⚠ Not Started	ECO-251 Prin of Microeconomics			
⚠ Not Started	ECO-252 Prin of Macroeconomics			
⚠ Not Started	HIS-131 American History I			
⚠ Not Started	HIS-132 American History II			
⚠ Not Started	POL-120 American Government			
⚠ Not Started	POL-120 American Government (Possible Replacement) (GPA only)	F	2016FA	3

D. Math
 Take 3 credits: From courses MAT-143 MAT-171(S23934); Minimum 3 credits:
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
⚠ Not Started	MAT-143 Quantitative Literacy			
⚠ Not Started	MAT-171 Precalculus Algebra			

E. Natural Sciences
 Take 4 credits: From courses BIO-110(S24019) BIO-111(S24020) CHM-151:

Fig. 12. As you scroll down the PROGRESS page, observe the color-coding of the courses: “Completed” (green), “In-Progress” (green), “Not Started” (red), and “Planned” (yellow). Not every course on this plan needs to be completed. Each section of the program has a specific number of credits required for completion. The Humanities/Fine Arts/Communications requirement of this program requires nine (9) credits; the student has completed six (6) of the required nine (9) credits.

If a course in the student's program is not started, and you wish to add the course to the student's plan, click on the course prefix/number. This will take you to the COURSE CATALOG. You may also access the COURSE CATALOG from the tool menu.

Section 3.E. Course Catalog

Click on COURSE CATALOG.

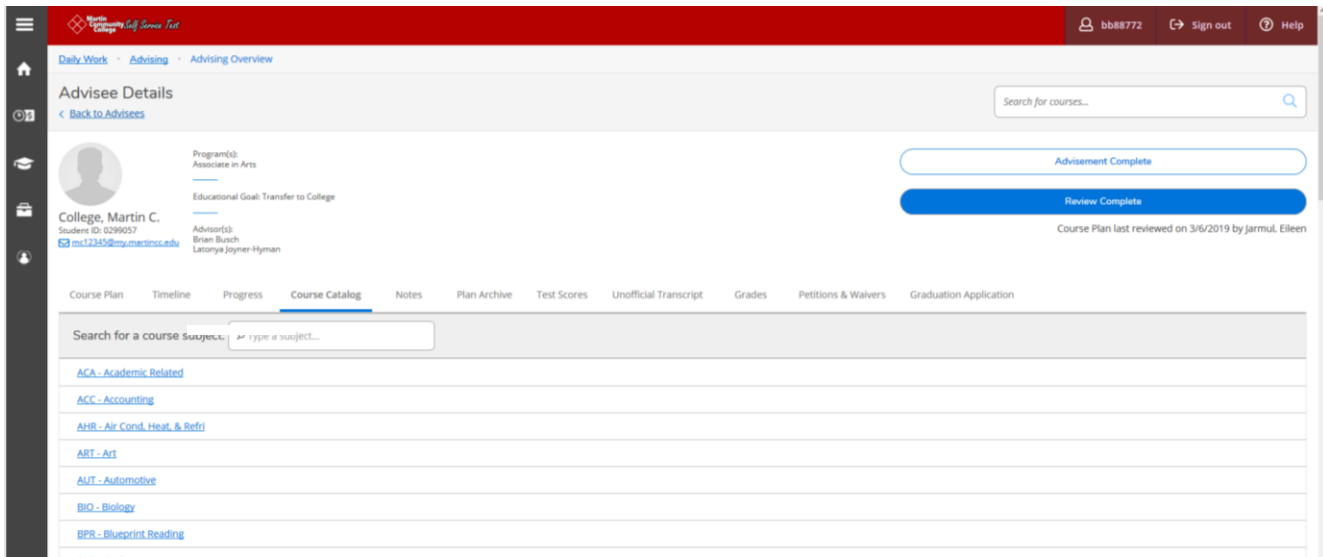


Fig. 13. The course catalog will allow you to locate information on any course—just as you would in the college's online catalog of course descriptions.

From the PROGRESS page of the student's account, you may also click on the course/prefix number of a course. **Figure 12** shows an unsatisfied Math requirement. MAT 171 would satisfy that requirement. The following shows the COURSE CATALOG information for MAT 171.

College, Martin C.
 Student ID: 0299057
 mc12345@my.martincc.edu

Educational Goal: Transfer to College
 Advisor(s):
 Brian Busch
 Latonya Joyner-Hyman

Review Complete
 Course Plan last reviewed on 3/7/2019 by Busch, Brian W.

Course Plan | Timeline | *Progress* | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Grad

Back To Course Catalog

Filter Results

Subjects

MAT - Mathematics (1)

Locations

Main Campus (1)
 Website (1)

Show All Terms

2019SP (1)
 2019SU (1)

Filters Applied: None

MAT-171 Precalculus Algebra (4 Credits) [Add Course to Plan](#)

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

Requisites:
 Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065 Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 6: DMA-025, DMA-040, DMA-050, and DMA-065 Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080 Set 8: DMA-025, DMA-045, and DMA-065 Set 9: MAT-121 Set 10: MAT-003 - Must be completed prior to taking this course.

[View Available Sections for MAT-171](#)

Fig. 14. Figure 14 shows course catalog information for MAT 171. By clicking VIEW AVAILABLE SECTIONS, you will see sections of MAT 171 that will be available in upcoming terms.

Not Online (1)

TBD
3/4/2019 - 5/6/2019

Website, Web SITE
Lab/Shop Hours

Precalculus Algebra 71 [Add Section to Schedule](#)
 Runs from 1/7/2019 - 4/1/2019

Seats	Times	Locations	Instructors
0	T/Th 10:00 AM - 11:50 AM 1/7/2019 - 4/1/2019	Main Campus, Bldg 4 026 Classroom Hours	Carson, M
	TBD 1/7/2019 - 4/1/2019	Main Campus, Web SITE Lab/Shop Hours	

2019SU

Precalculus Algebra 50 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
22	TBD 5/23/2019 - 7/29/2019	Website, Web SITE Classroom Hours	Green, M
	TBD 5/23/2019 - 7/29/2019	Website, Web SITE Lab/Shop Hours	

Navigation: < 1 >

Fig. 15. MAT 171 is available for the 2019SU term. Click the course/section title.

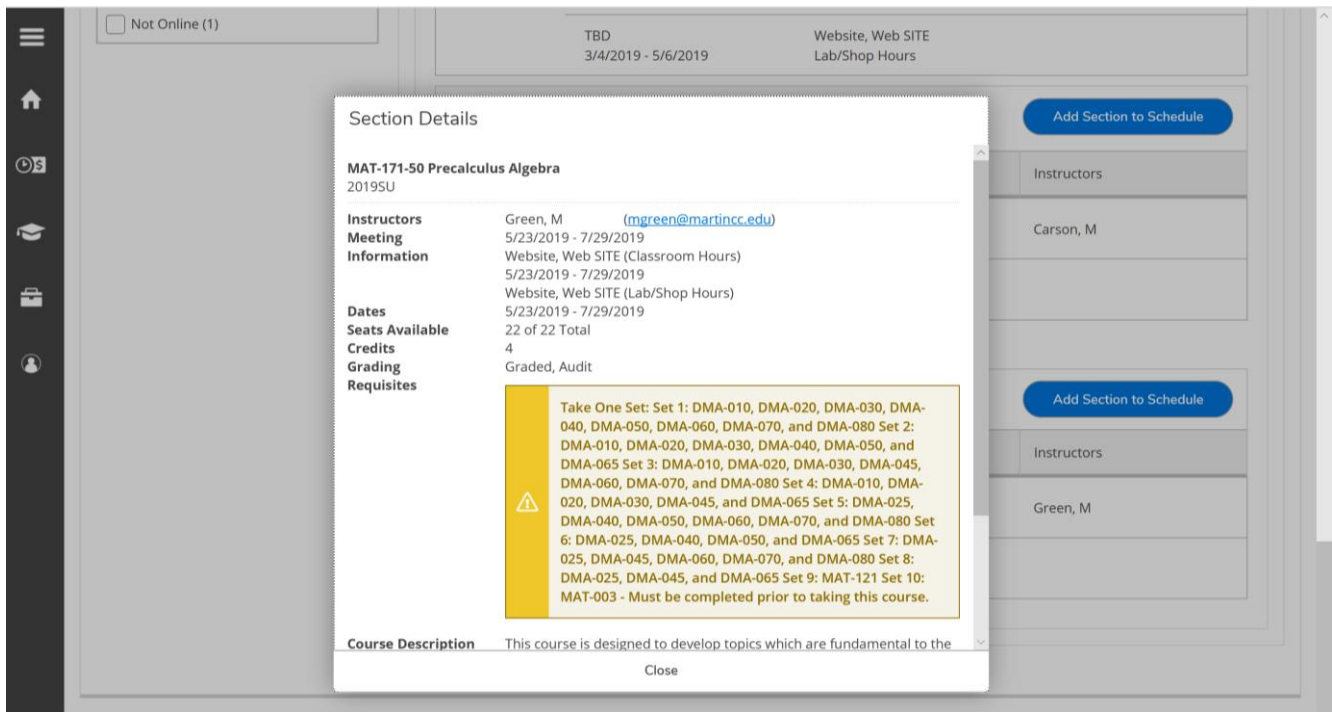


Fig. 16. By clicking the course/section title, you can view the section details.

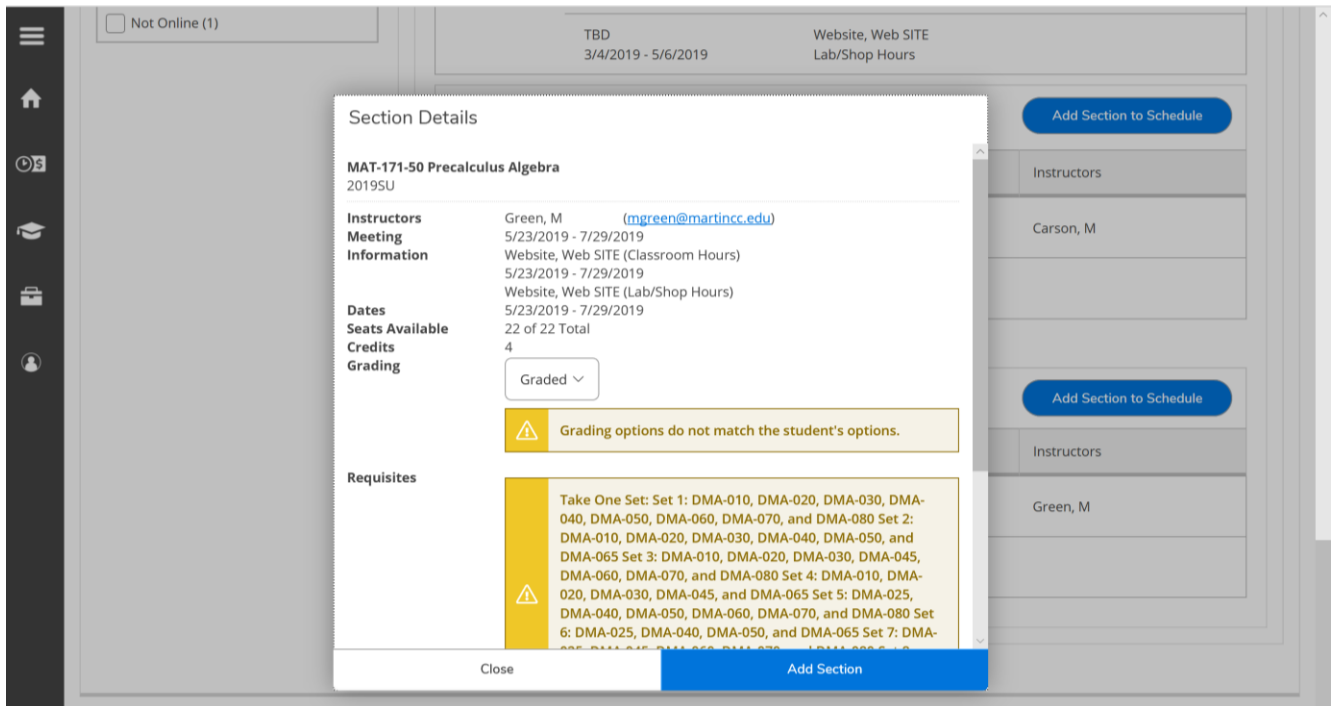


Fig. 17. By clicking ADD SECTION TO SCHEDULE, you can view the section details. You will also be prompted to add the section or close the window. You may add the section.

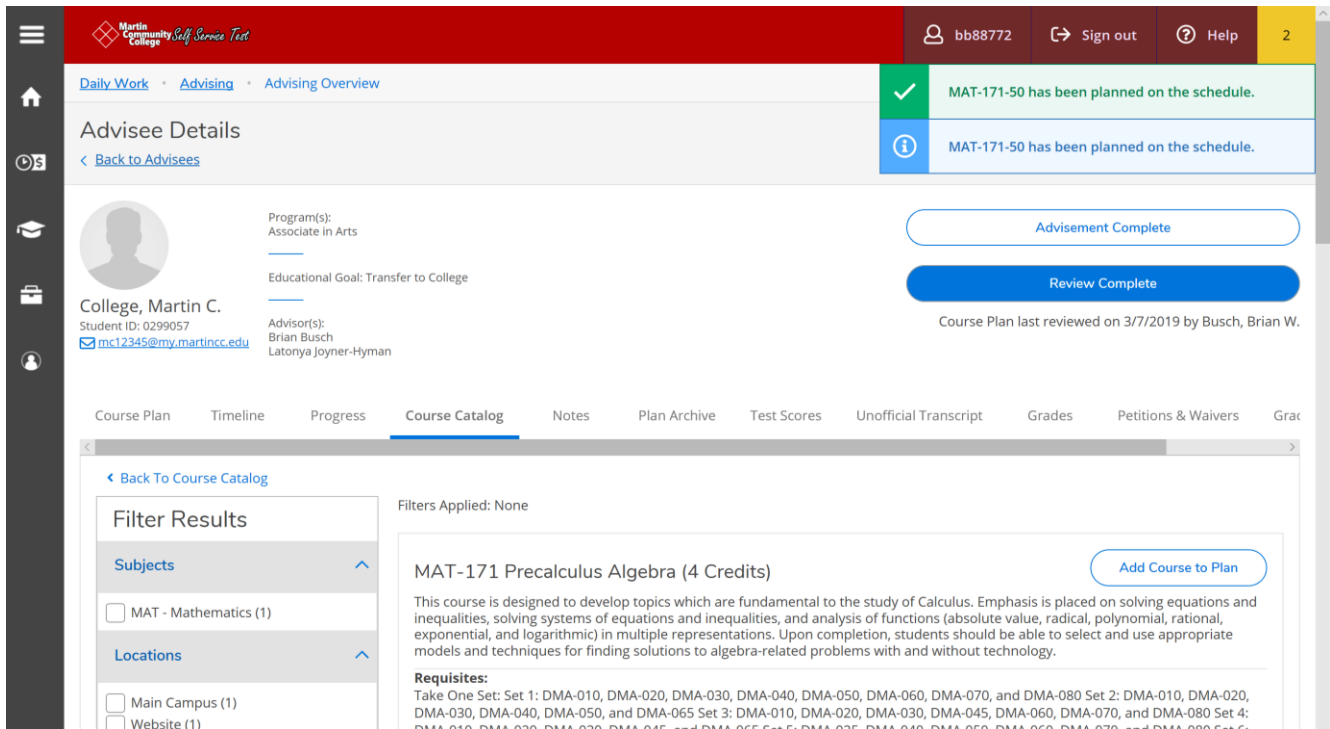


Fig. 18. When the section is added, a notification will appear in the upper righthand corner, and the course now appears on the Course Plan and Timeline.

Section 3.F. Notes

There are other tools on the student advising page. Click NOTES.

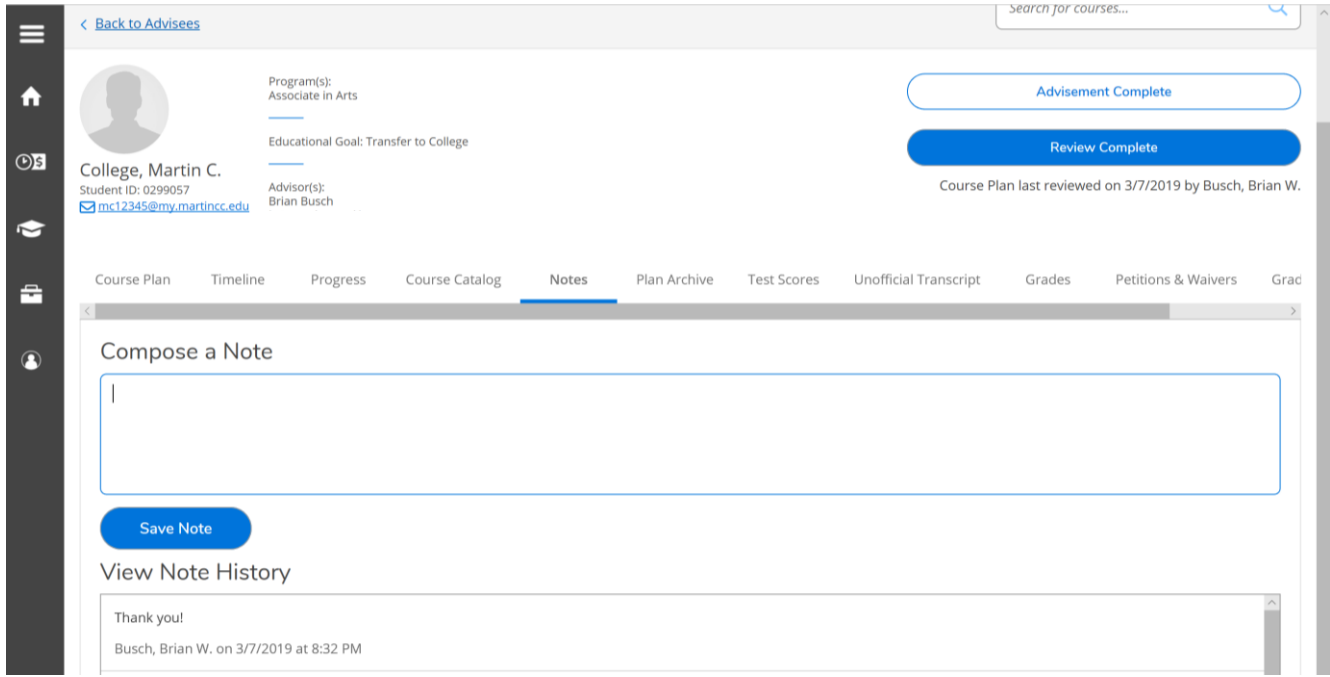


Fig. 19. The NOTES tool provides a convenient way of sharing information with your advisee.

Section 3.G. Test Scores

Admission Tests
No tests of this type have been recorded.

Placement Tests

Test	Date Taken	Score	Percentile	Status	Status Date
CCP DRE Placement	4/3/2018	151		✓ Accepted	11/19/2018
Plan English	10/1/2016	30 of 32		✓ Accepted	8/7/2017
Plan Math	10/1/2016	20 of 32		✓ Accepted	8/7/2017
Plan Reading	10/1/2016	23		✓ Accepted	8/7/2017

Other Tests
No tests of this type have been recorded.

Fig. 20. The TEST SCORES tool provides your advisee placement testing scores. A high score may on a placement test may result in a “non-course equivalency” on the PROGRESS page.

Section 3.H. Grades

2019SP (1/7/2019-5/6/2019) ✓

2018FA (8/16/2018-12/17/2018)
Term GPA: 3.667 ✓

Spring 2018 (1/4/2018-5/2/2018)
Term GPA: 4.000 ✓

Fall 2017 (8/18/2017-12/18/2017)
Term GPA: 4.000 ✓

Fall 2016 (8/18/2016-12/16/2016)
Term GPA: 0.375 ✓

2016 Spring (1/6/2016-5/5/2016)
Term GPA: 4.000 ✓

2015 Fall (8/17/2015-12/15/2015)
Term GPA: 3.000 ✓

Fig. 21. The GRADES tool shows your advisees grades from previous terms.

The screenshot shows a student's academic record page. At the top, there is a navigation bar with buttons for 'Advisement Complete' and 'Review Complete'. Below this, the student's information is displayed, including their name, program, educational goal, and advisor(s). The main content area is titled 'Grades' and shows a list of terms. The 2018FA term is expanded, showing a table of courses and grades.

Course Section	Title	Credits	Final Grade
ART-111-52	Art Appreciation	3	A
ENG-112-50	Writing/Research in the Disc	3	B
SPA-111-51	Elementary Spanish I	3	A

Fig. 22. Clicking on one of the terms will show grades for that term.

Note: Your advisee will have a Student Finance module. Students are able to check their term balance and print a registration statement for each term.

Section 3.I. Advisement Complete and Review Complete

Return to Course Plan and select the term for which the student may be registering.

The screenshot displays the 'Advisee Details' page for a student named College, Martin C. (Student ID: 0299057). The page includes a search bar for courses, a 'Back to Advisees' link, and buttons for 'Advisement Complete' and 'Review Complete'. The 'Review Complete' button is highlighted in blue. Below these buttons, it states 'Course Plan last reviewed on 3/7/2019 by Busch, Brian W.'. The page also features a navigation menu with options like 'Course Plan', 'Timeline', 'Progress', etc. The 'Course Plan' section shows the term '2019SU' and a 'Remove Planned Courses' button. A 'Print' button is also visible. The course plan table shows a table with columns for 'Approval', 'Course', 'Credits', 'Instructor', 'Time', and 'Location'. The first row shows a checkmark in the 'Approval' column and the course 'BIO 168 70: Anatomy and Physiology I' with 4 credits.

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	BIO 168 70: Anatomy and Physiology I	4 Credits	Matthew K	M 9:00 AM - 12:00 PM	Main Campus

Fig. 23. The Course Plan tool provides the option two further options. The ADVISEMENT COMPLETE functionality allows the advisor to “sign off” on the student. The REVIEW COMPLETE functionality allows the advisor to “sign off” on the degree plan. By selecting REVIEW COMPLETE, the clock icon that appears next to the student’s name on the Advising homepage student list will disappear, and this particular student will not be prioritized to the top of the list.

Section 3.J. Add Course to Plan

There is an important feature to the Advising module that is separate but distinct from “Adding a Section to a Schedule.” Another possibility is “Adding a Course to a Plan.” Figure 24 shows the 2019 Summer term from the Course Plan.

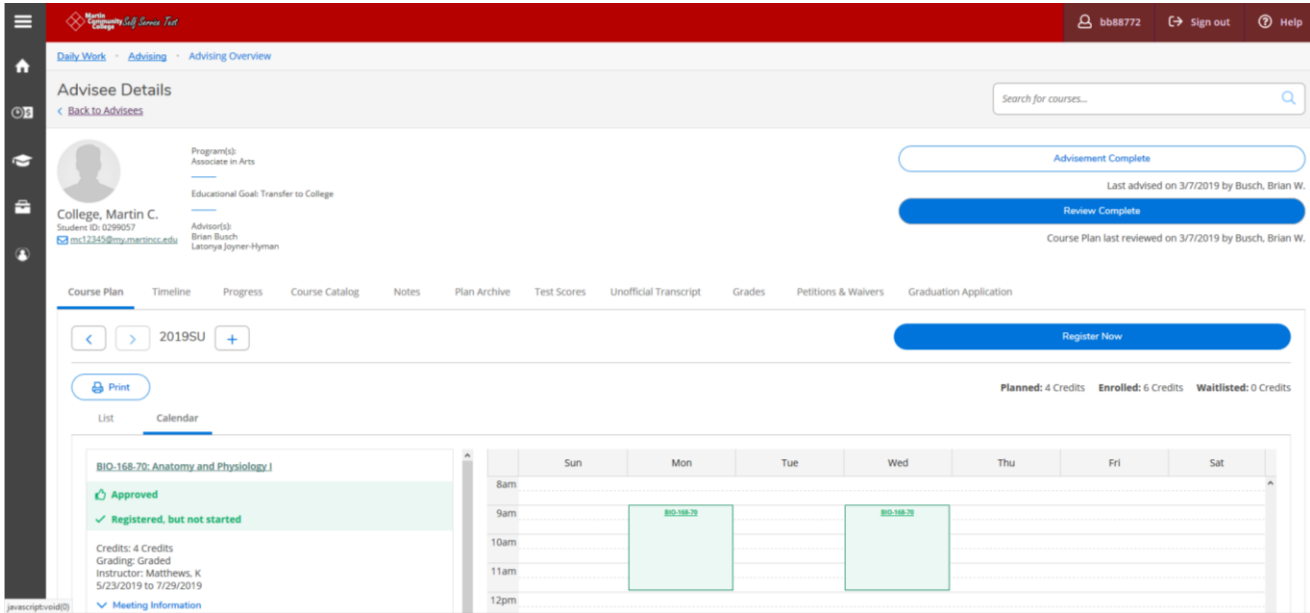


Fig. 24. First, let’s add a term to the plan. The ‘+’ sign next to the 2019SU term will allow you to add a term to the course plan.

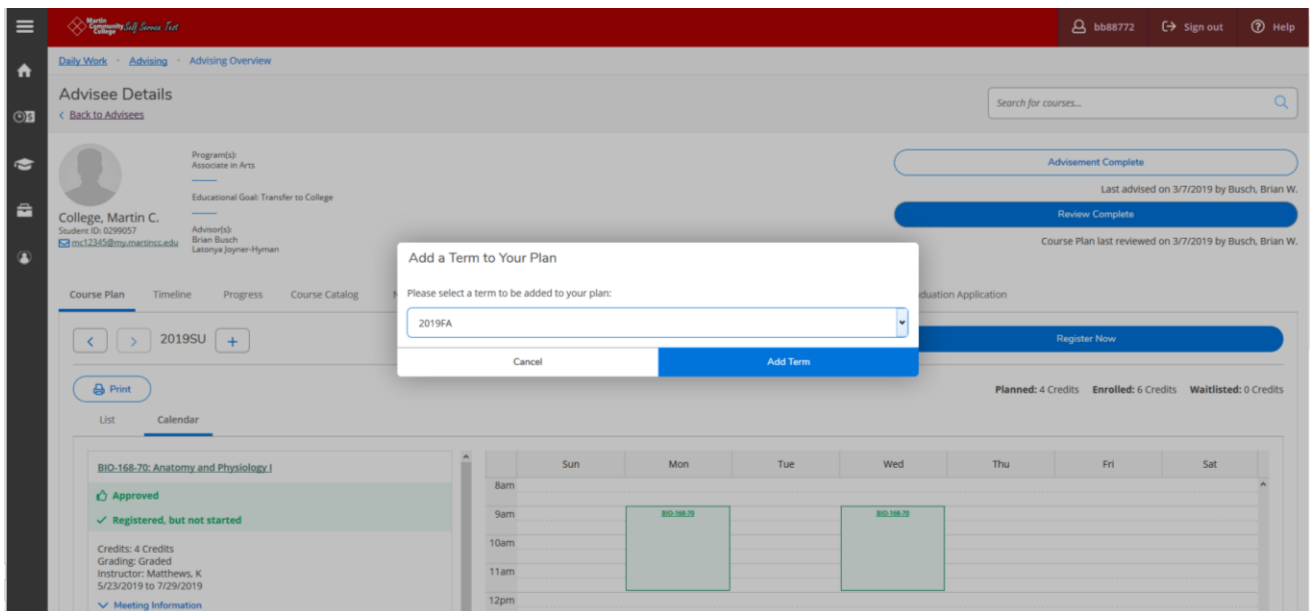


Fig. 25. The 2019FA term can be added to the student’s Plan. Click ADD TERM.

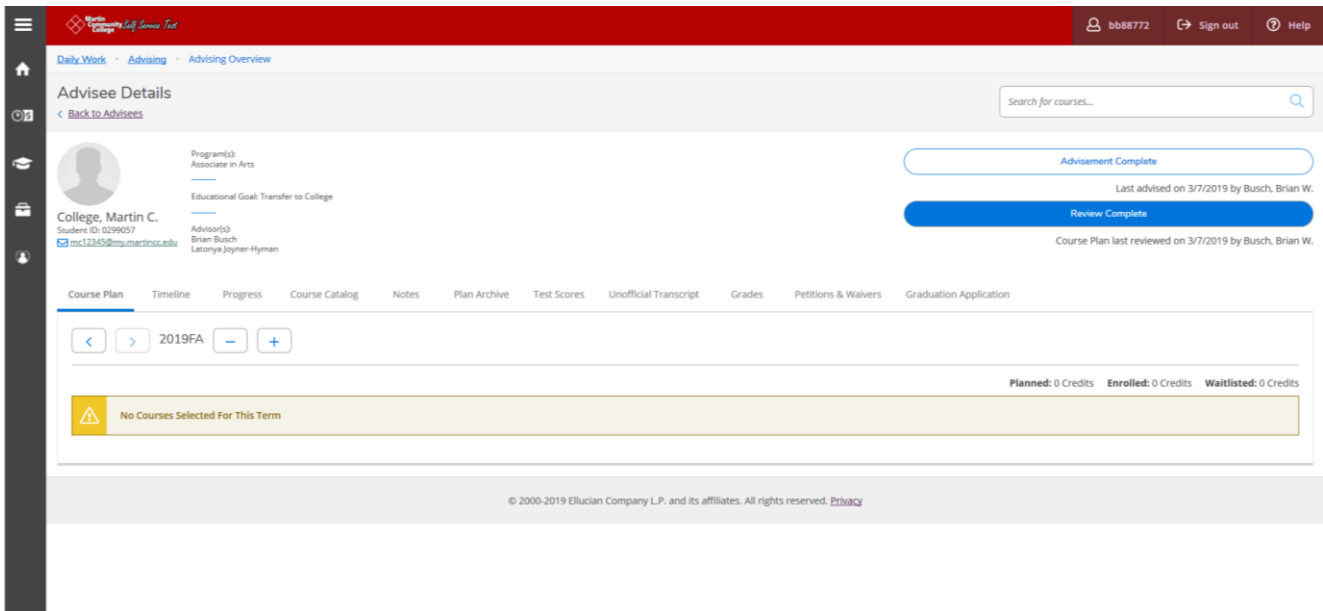


Fig. 26. Even, though there are no courses on the Plan, the Term has been added to the Plan. The “empty” term will also be visible on the Timeline.

By returning to the Progress screen, you can determine other courses which the student will need to complete in order to finish his or her academic program. Figure 12 shows that the student still needs a Social/Behavior Science course, such as HIS 131. Click on HIS 131 from the Progress screen will take you to the Course Catalog.

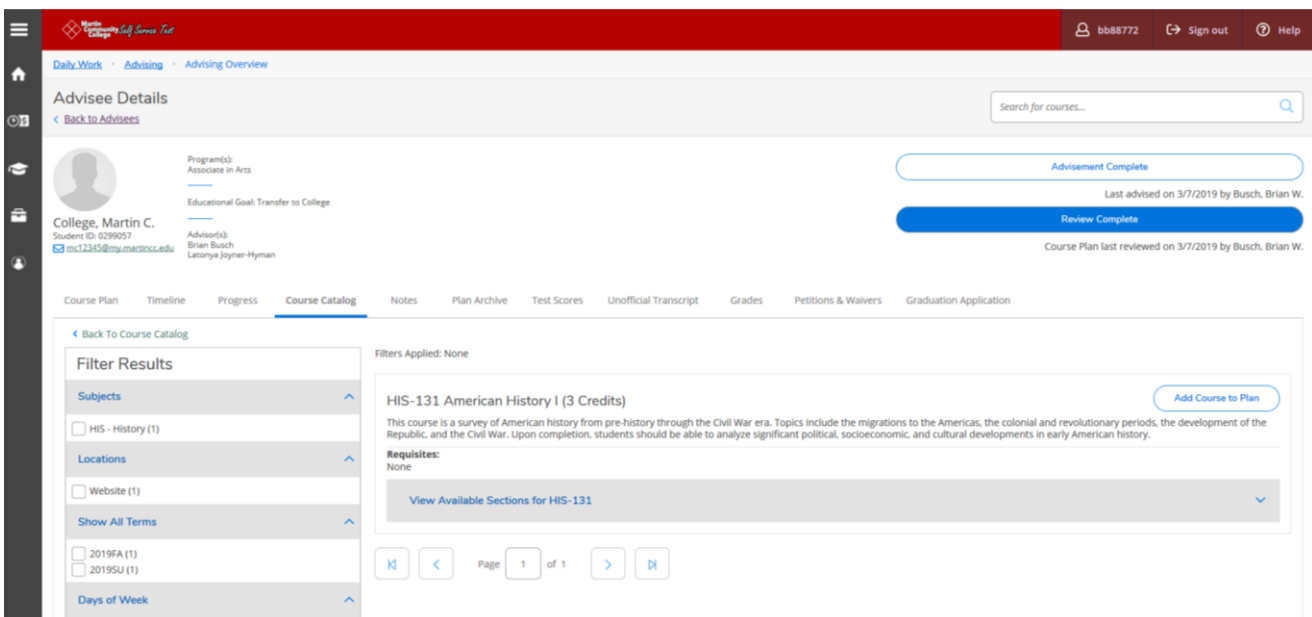


Fig. 27. In a previous exercised, you practiced viewing available sections. Now, click ADD COURSE TO PLAN.

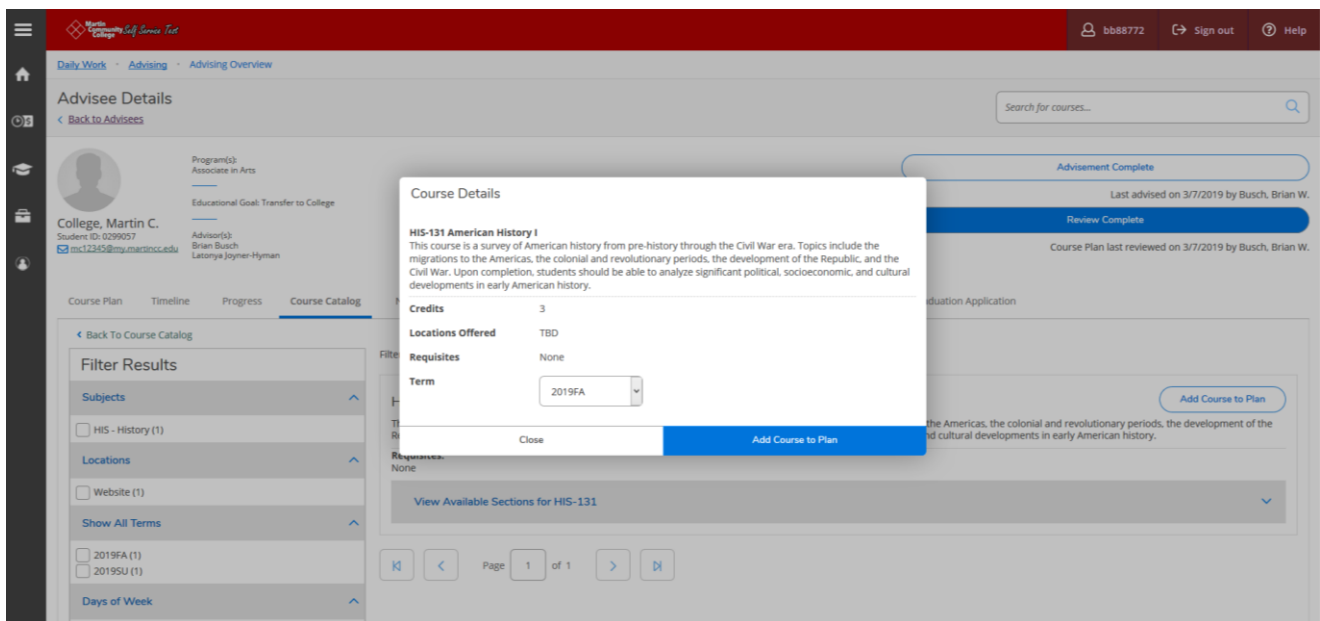


Fig. 28. Select the term—here, 2019FA—and click ADD COURSE TO PLAN.

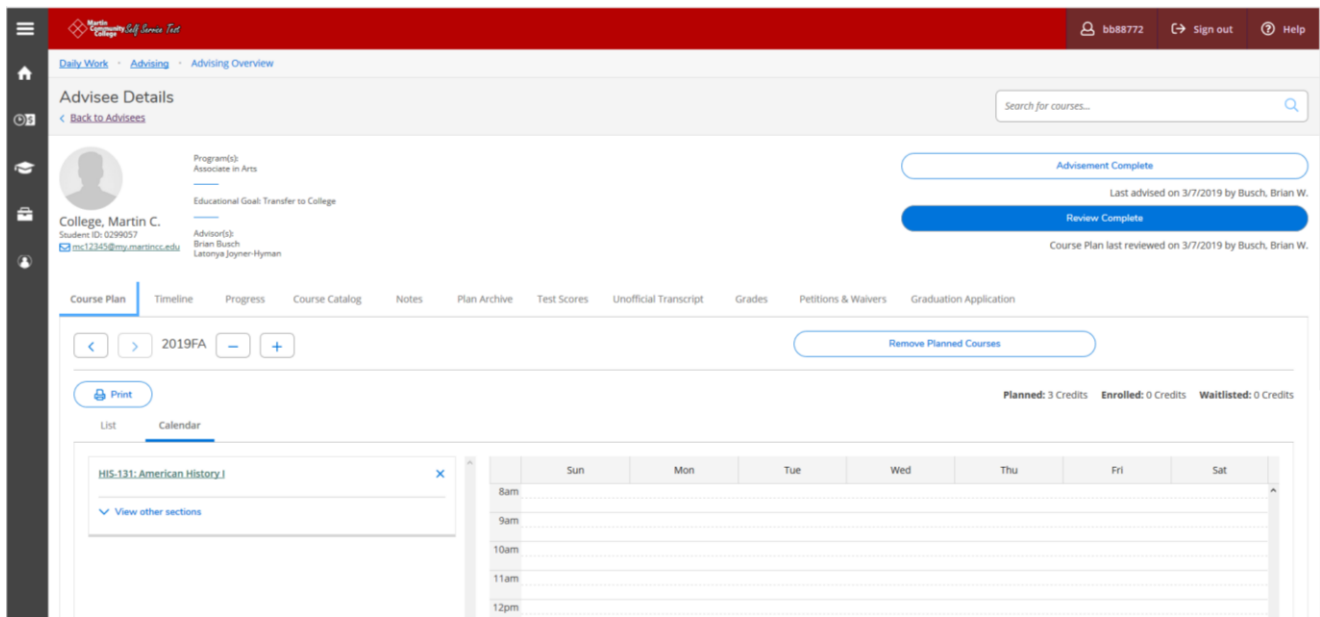


Fig. 29. The course is now visible on the Course Plan and Timeline.

Note: The purpose of add a course to the Plan, rather than adding a section to the schedule, is the planning benefit of determining which courses will be taken in upcoming semesters. Students can potentially make a two-year or three-year plan for their entire program. A course can be added to the plan before the day, time, or instructional method of the course has been determined.