

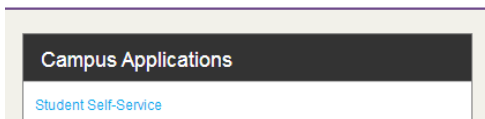
Student Self-Service Guide for Faculty and Administrators

Student Self-Service is a system within my.delval.edu which permits you to review graduation requirements and plan courses for your advisees. It is also the system that is used by students to register for classes.

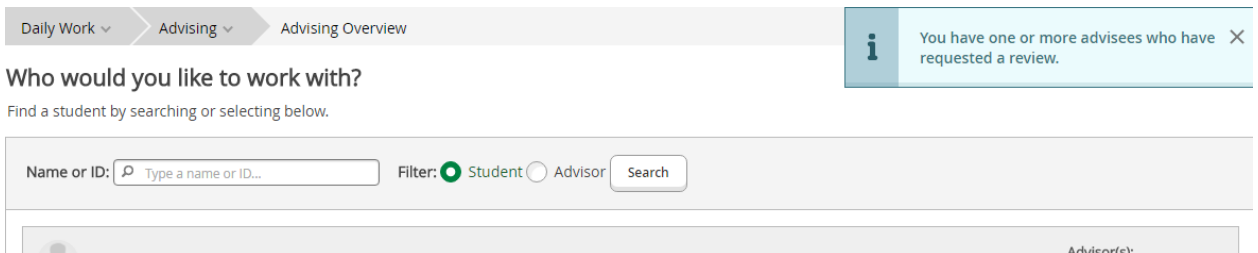
Used in conjunction with regular advisor meetings it is an important tool to ensure a timely graduation. We encourage students to view their progress every semester and note any discrepancy to their advisor and to the registrar's office.

Accessing Student Planning

- 1) Log into my.delval.edu
- 2) On the right hand side under "Campus Applications" click "Student Self-Service"



- 3) In order to access Student Planning you must agree to the Student Promissory Note each and every time. This is there for the students but at this time it does not distinguish between student and advisor. Click on "Enter Student Planning".
- 4) When you enter student planning you'll want to immediately click on the "Advising" link from the left hand menu or from the center of the screen. From here you should have the ability to look up any student at the college as well as view your assigned advisees in the list below. Go ahead and select one of your students.



- 5) Once the page loads take a look at the row of small tabs under the student's name. You should have loaded into the "Course Plan" tab. Here you can see the courses the student is taking in the current term in either a list or weekly calendar format. Registered courses are in Green. Planned courses are in Yellow. Courses that are Full or Conflicting will be Red or have a red boarder.

You can also view future "planned" terms. Here you can "approve" or "deny" the courses your advisees have planned using the list view. They can then see which courses you have approved or denied and remake their schedule. You can also add courses to their plan using the Course Catalog if you wish to place suggestions on the student's schedule. These courses will show up as "planned".

< Back to Advisees

Search for courses...



Student ID:
Program(s):
Advisor(s):
✖

Review Complete

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

Spring 2017 +

Planned: 0 Credits Enrolled: 18 Credits Waitlisted: 0

List | Calendar

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		BA-2008-202: Macroeconomics Registered	3		TTh 8:00 AM - 9:15 AM 1/17/2017 - 5/10/2017	Main Campus Allman, 101 Lecture
<input type="checkbox"/>		BA-2017-201: Principles of Marketing Registered	3		MW 8:00 AM - 9:15 AM 1/17/2017 - 5/10/2017	Main Campus Allman, 102 Lecture

Please be aware that denying a course will NOT prevent the student from registering for it. However, you can save a record of your advising by selecting “Review Complete” and then archiving the student’s course plan. You and the student can then access this plan at any point in the future to see what courses were suggested at your advising meeting.

The review has been completed. ✕

Would you like to archive this course plan?

Cancel Archive

- 6) The “Progress” tab displays the student’s Program Evaluation and should be used to chart their progress toward degree completion. **Please do not use check sheets!** If you see an error on the Program Evaluation please send it to your department chair and have them contact the registrar’s office. We will work with them to correct it.

- 7) The top section of “Progress” displays important information about the student’s degree progress, planned & registered credits, GPA information and current major.

<
>

BS Biology: Preprofessional
(1 of 1 programs)

+
[View a New Program](#)

[Load Sample Course Plan](#)

At a Glance

Cumulative GPA: (2.000 required)

Institution GPA: (0.000 required)

Degree: Bachelor of Science

Majors:

Minors:

Specializations:

Departments:

Catalog:

Description
 This specialization contains course sequences that prepare students who are interested in going on to veterinary school, medical school, and [More...](#)

Program Notes
[Show Program Notes](#)

i Program Completion must be verified by the Registrar.

Progress

Total Credits (68 of 127)

35 33 127

Total Credits from this School (68 of 48)

35 33 48

There are some important items to note in this section:

- **View a New Program:** Allows you to see what requirements a student would have to take if they switched majors. **Please note that any substitutions will not display using this tool.**
- **Load Sample Course Plan:** This feature is currently not implemented yet. Please refer to the college catalog and the First Semester Course Sequence Guide to select courses.

- 8) The remainder of “My Progress” displays the requirements students need to complete in order to graduate. Displayed first are the Core requirements followed by Major Coursework.

- a. Completed and in-progress coursework is marked in green

In-Progress	IT-1011	Info Tech Concepts	2016/FL	1.5
In-Progress	IT-1012	Computer App	2016/FL	1.5

- b. If they have completed a required section other courses will be marked in blue.

2. Complete 1 course. Choose from the courses MP-3231, MP-3250. ✔ 1 of 1 Courses Completed.

Status	Course
✔ Completed	MP-3231 Stats for Science
✔ Fulfilled	MP-3250 Biostatistics

- c. If they have planned a section it will appear in yellow and unmet requirements will appear in red. If they have planned a section you will see “Fully Planned” in yellow above it.

Status	Course	Grade	Term	Credits
✔ Planned	BY-3208 Vert Embryol	<input type="text" value="Search"/>	2017/SP	4
❗ Not Started	BY-3229 Immunol			

- d. To plan courses for a student just click on the course subject and number. You will be taken to the course catalog where you can add the appropriate section to their plan.

Status	Course	
Not Started	EX-2010	Acad Career Exploration Exp
Not Started	EX-3010	Academic Internship
Not Started	SR-4041	Student Research
Not Started	BY-3250	Tropical Ecology
Not Started	RG-4000	Study Abroad

▼ SUBJECTS

Animal Science (16)

▼ LOCATIONS

Harrisburg Area Cmty College (1)

Main Campus (16)

▼ TERMS

Spring 2017 (16)

▼ DAYS OF WEEK

Monday (8)

Tuesday (4)

Wednesday (7)

Thursday (3)

Friday (3)

▼ TIME OF DAY

Select time range... ▼

▼ INSTRUCTORS

Blalock Habres, L (3)

Bobrin, E (1)

Markaveus, I (2)

AS-1006 Intro An Sci (3 Credits) Add Course to Plan

This course examines the management and production practices for dairy, beef, horses, sheep, swine, and poultry. The associated laboratories acquaint the student with working procedures in common practice. 2 hours Lecture and 3 hours Laboratory - 3 credits

Requisites: Take AS-1006L - Must be taken at the same time as this course.

Locations: Main Campus, Harrisburg Area Cmty College

Offered: Fall, Every

▼ View Available Sections for AS-1006

Spring 2017

[Intro An Sci 201](#) Add Section to Schedule

Seats	Times	Locations	Instructors
0	M/W 10:50 AM - 11:40 AM 1/17/2017 - 5/10/2017	Main Campus, Feldman 212 Lecture	Staff

e.

- 9) Filter and find the section you want in the term you want and select "Add Section to Schedule". A box will pop up asking you to verify you want it added to your schedule. Once you hit OK it will add the course to their plan. **They still have not registered yet. Only students may register for classes.**
- 10) **OR** If the schedule has not yet been created you can select "Add Course to Plan" and then select the term.
- 11) **Plan and Schedule Tab.** On this tab you will be able to view their weekly schedule by term, planned and registered courses. You will also be able to view any planned courses that are in conflict.

12)

Spring 2017 Planned: 7 Credits Enrolled: 18 Credits

List Calendar

AS-1006-201: Intro An Sci

Take AS-1006L - Must be taken at the same time as this course.

Planned

Credits: 3
Grading: Graded
Instructor: Staff
1/17/2017 to 5/10/2017
Seats Available: 0

Meeting Information

Conflicting section with CH-2220-201

Time	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		BA-2017-201	BA-2008-202	BA-2017-201	BA-2008-202	
9am						
10am		BY-2003-203		BY-2003-203		
11am		CH-2220-201	BY-2223-201	CH-2220-201	BY-2223-201	
12pm						
1pm						
2pm				BY-2223-121		BY-2004L-122
3pm						
4pm						
5pm						

- a. Notes left for the student on the “Notes” tab can only be viewed when they log into the system. For this reason Email is still the preferred method of communication.

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

Spring 2017 Planned: 7 Credits Enrolled: 18 Credits Waitlisted: 0 Credits

List Calendar

- 13) **Course Catalog** tab. On this tab you can search for any course that DelVal offers and add it to current and future terms. You can use this to communicate to students what courses you think they should take in upcoming semesters. We encourage students to plan out all of their coursework as early as possible.
- 14) **Test Summary** tab. Here you can review all of the test scores DelVal has on file for the student. These can be useful when making decisions about which course students should register.

If you have questions regarding student self-service please contact the registrar@delval.edu.