# Loyola University Maryland Student Planning Faculty Advising

Last Updated 10/5/2021

# Family Educational Rights and Privacy Act (FERPA)

Loyola University Maryland has a commitment to protect the confidentiality of student records. The University makes every effort to release information only to those individuals who have established a legitimate educational need for the information. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials rTo2 (t)-2. 4.4 t3D[r)(T)-22.8 335.2 (t)-4.4 Tw0.001 Tw 00.04.4 t3D[r)34.4 Tw0.001riT (e)0u

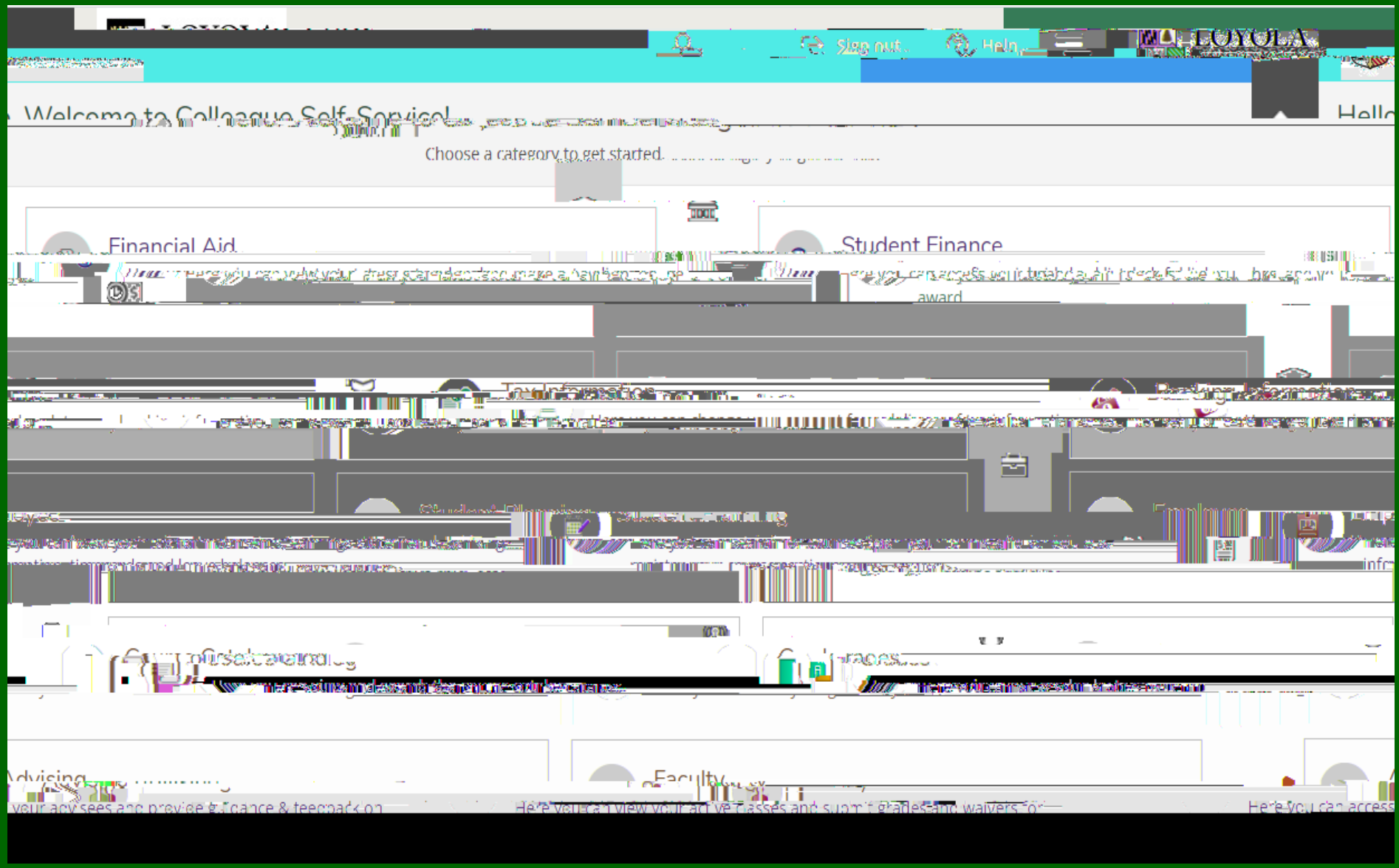
# Self-Service Home



If you receive this Self-Service home menu, select

If you are unable to access this link, contact the Records Office.

You will only have access to the link if you have at least one assigned advisee or you are a department chair.



# Student Planning Advising



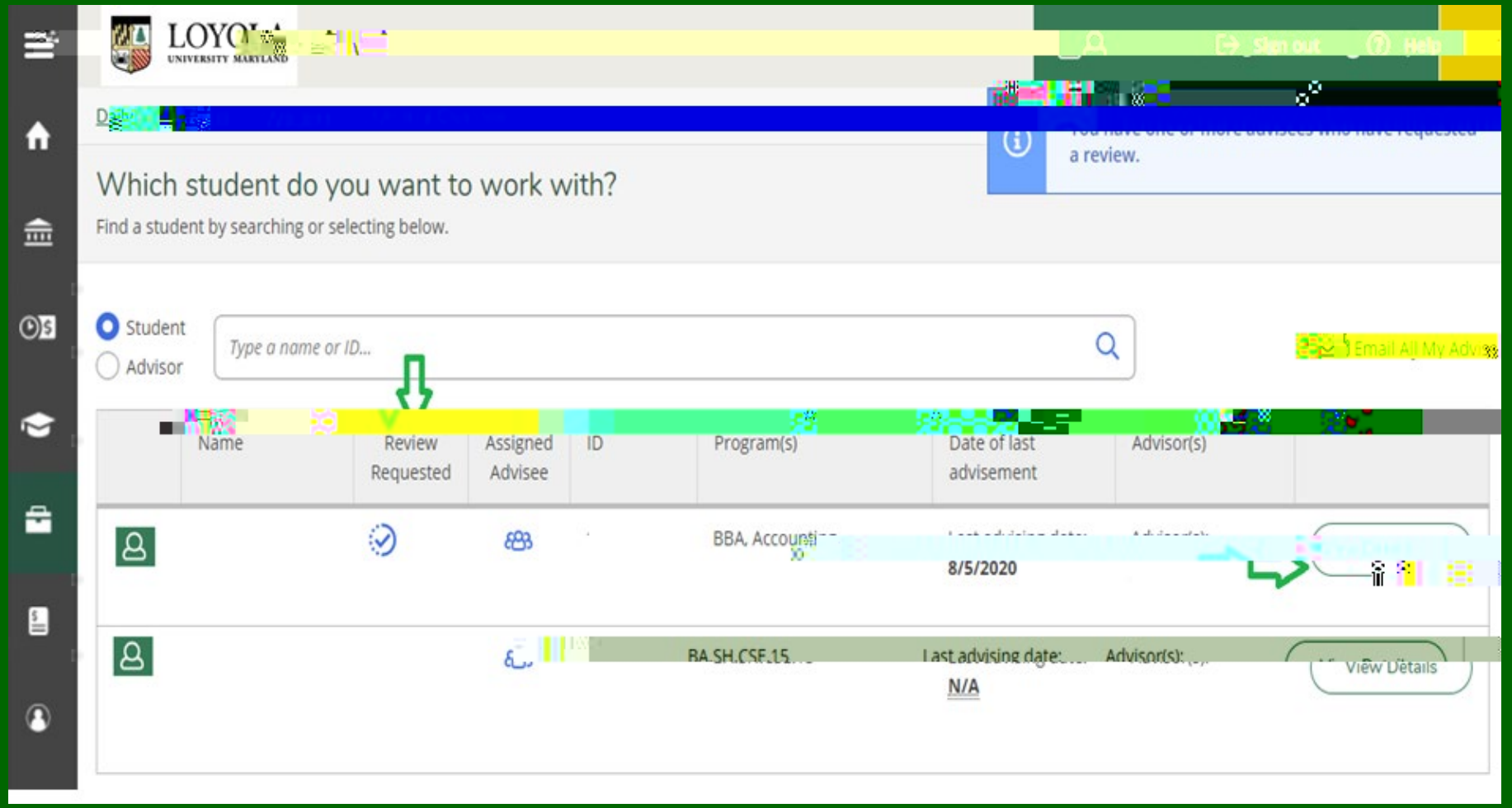
The Advising screen lists your current advisees assigned to you within Colleague.

If no advisees are assigned to you but you are assisting a colleague with advising, first select the radio button and find the student by entering their ID number or name in the search bar.

Students that have requested a review are at the top of the list with a in the column.

To review and approve an advisee's plan, select:

for the chosen advisee.

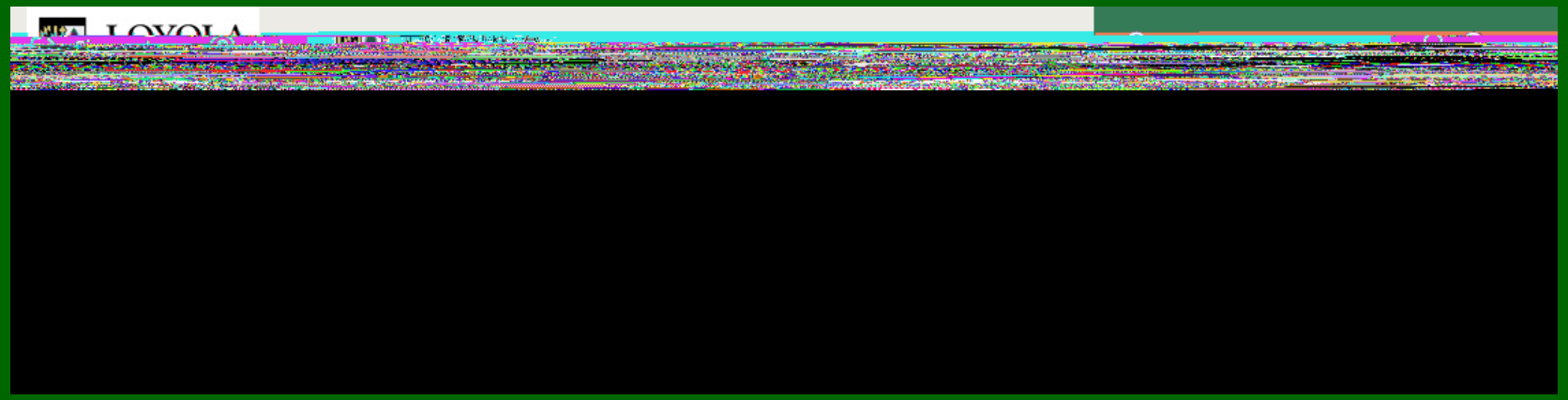


# Email All Your Advisees



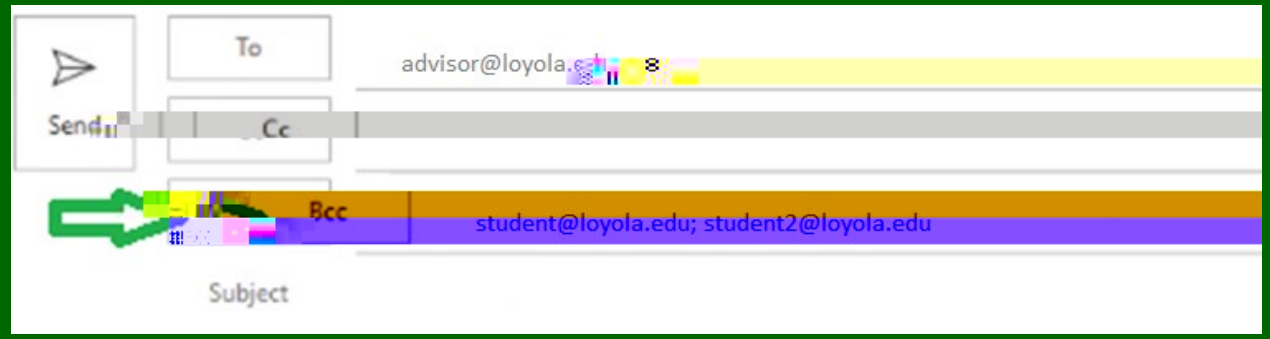
To email all your advisees:

1. Select the
   icon on the of the Advising Overview screen.



2. This will open a new email message in your default email client, with all your advisees in the blind copy (Bcc) portion, to protect your advisee's privacy.

3. To receive a copy of your email, enter your email address in "To", complete your email and select Send.




4. If you need assistance making outlook your default email, please contact the Help Center at ots@loyola.edu or 410-617-5555.

After selecting these tab choices are available:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- 

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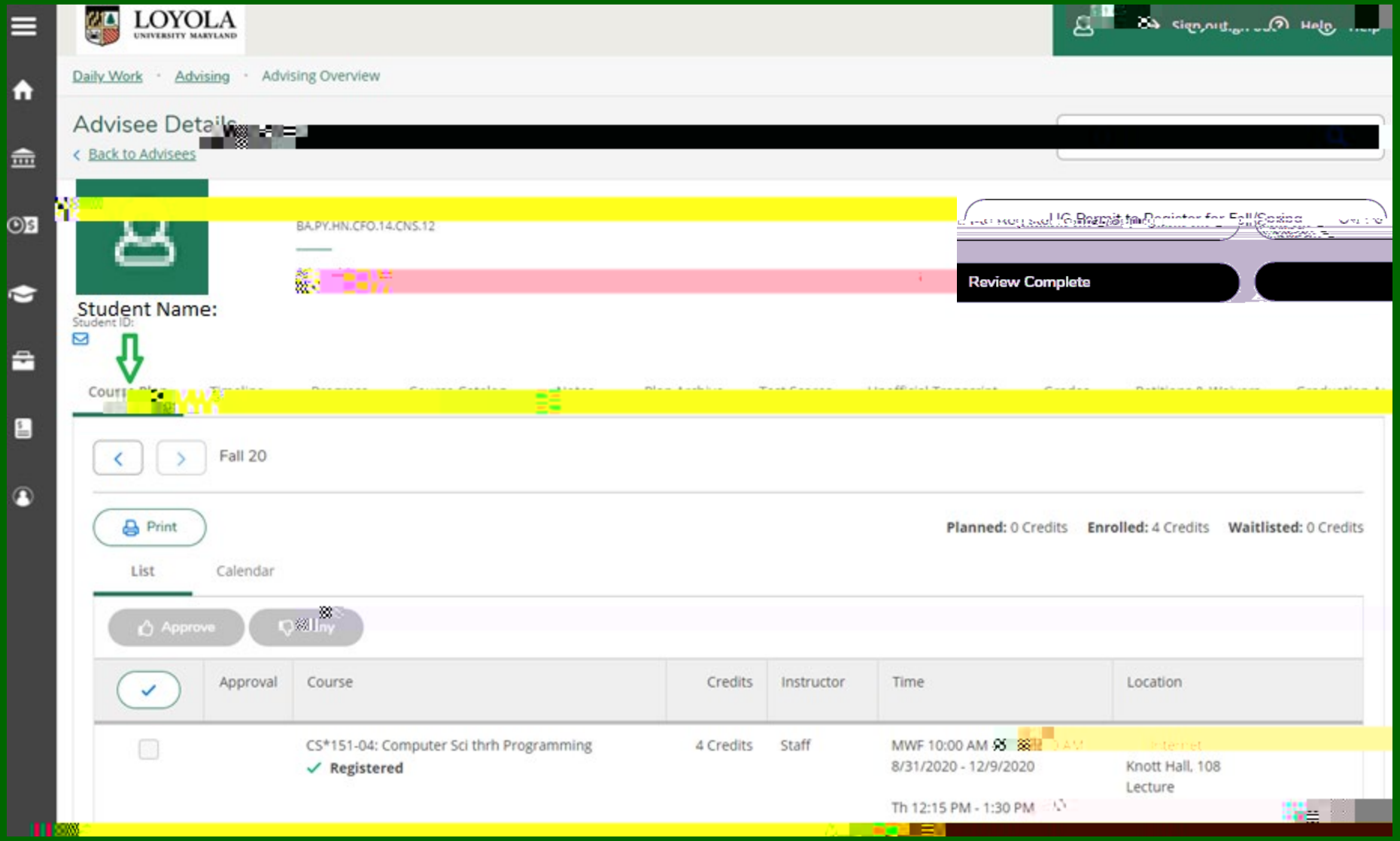
# Student Planning Advising Tabs: Course Plan

: Advisee Details brings you to your advisee's . The course plan contains course(s) / section(s) the student has chosen.

The course plan tab displays course section(s) the students have placed on their schedule for registration permission.

Each course may be individually approved or denied but these decisions do not impact student choices.

Overall approval is given by performing the steps beginning on next slide regardless of what you have approved or denied.



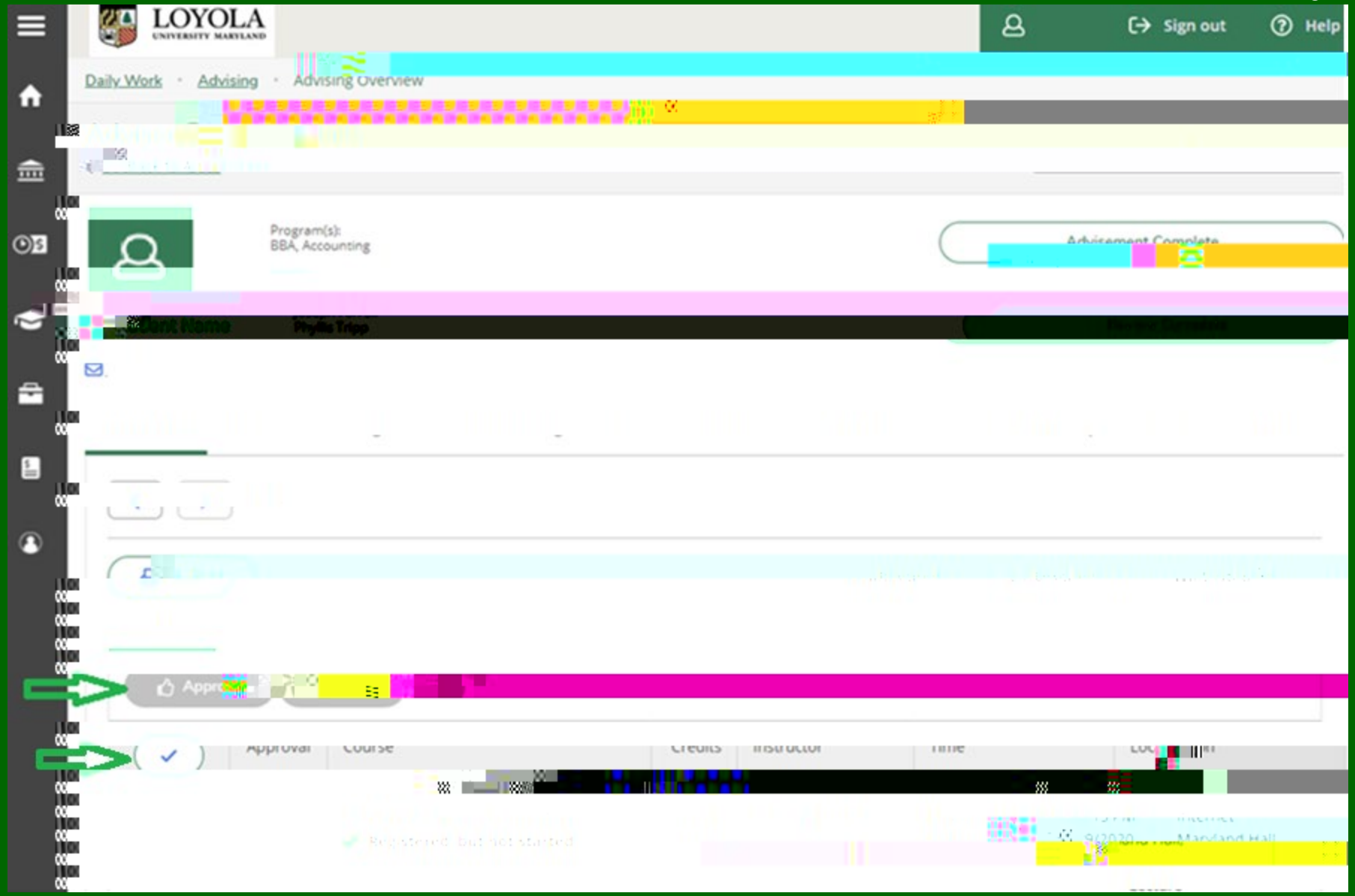
# Approving Advisee's Plan



1. Select the to approve all courses or select the box next to the individual course(s) you are approving.

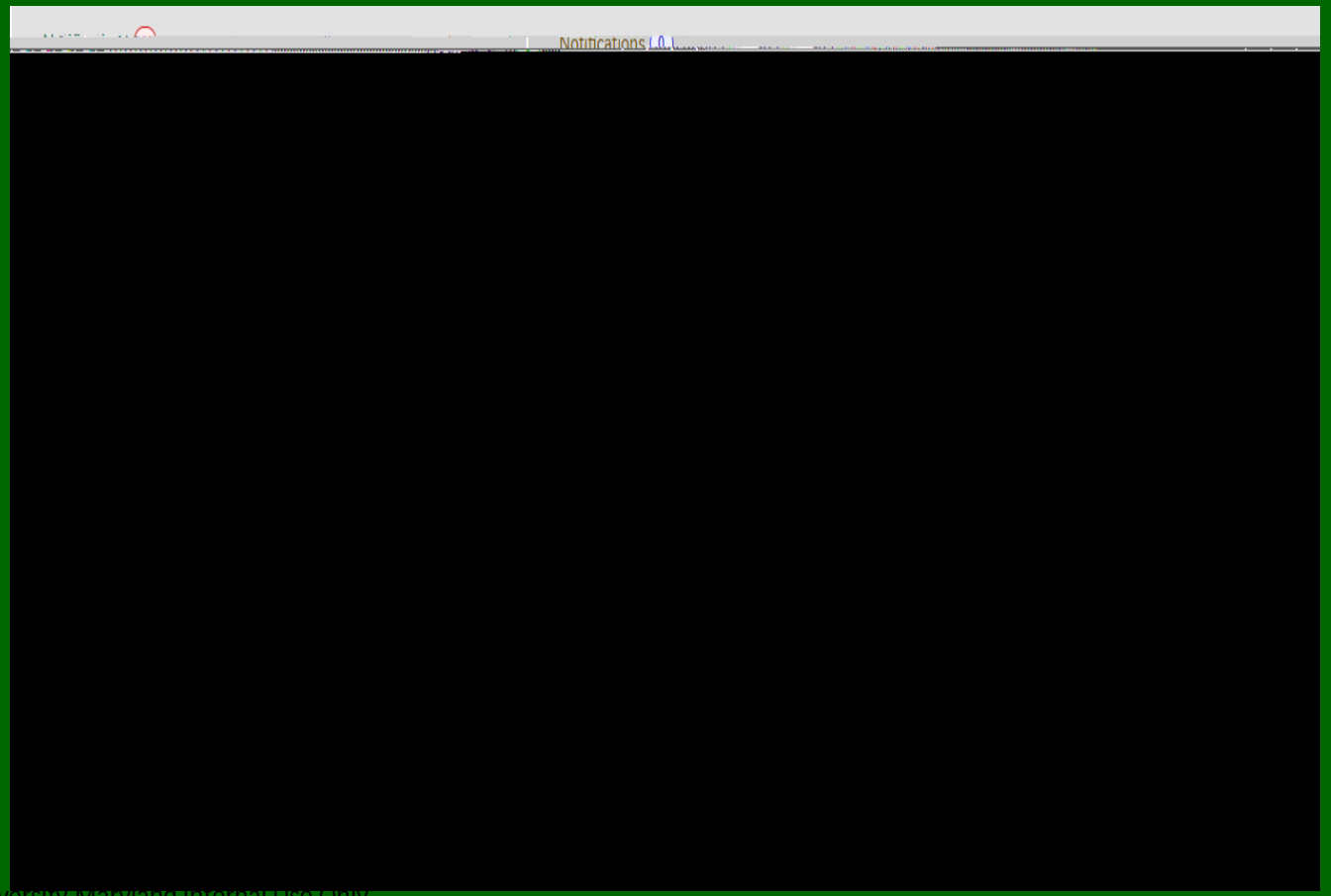
2. Selecting or is unnecessary to the process and will not hinder a student's choices. It is the registration process you are permitting, not the individual choices.

3. Conversation between the student and advisor should occur at this time.



# Composing a Note

1. Review note from advisee.
2. Compose a note to the advisee including the you are giving permission for and select
3. Even though you may inform the student that you have reviewed their plan and approved it, please note that permission has not been granted until you complete the next steps.
4. Select .
5. Note: if you do not click on the Review Complete button, future notes from advisees will not go to your email.



# UG Permit to Register for Fall/Spring



The following slides are to be used for Fall or Spring advising only.

Your process, conversations, advice, relationship with your advisee should continue for summer, but the action of giving electronic permission to register for summer is only given by AASC.

The initial reason for this difference in process was to give students an electronic permission pathway even when advisors were unavailable throughout the entire summer and to ensure students must have a conversation concerning their educational path prior to registration.

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# UG Permit to Register for: Fall/Spring only

To finalize the approval and review of an advisee's plan select:

- .

# UG Permit to Register for: Fall/Spring only

Once you have completed the steps for advisement, the screen displays the actions taken with dates and advisement information.

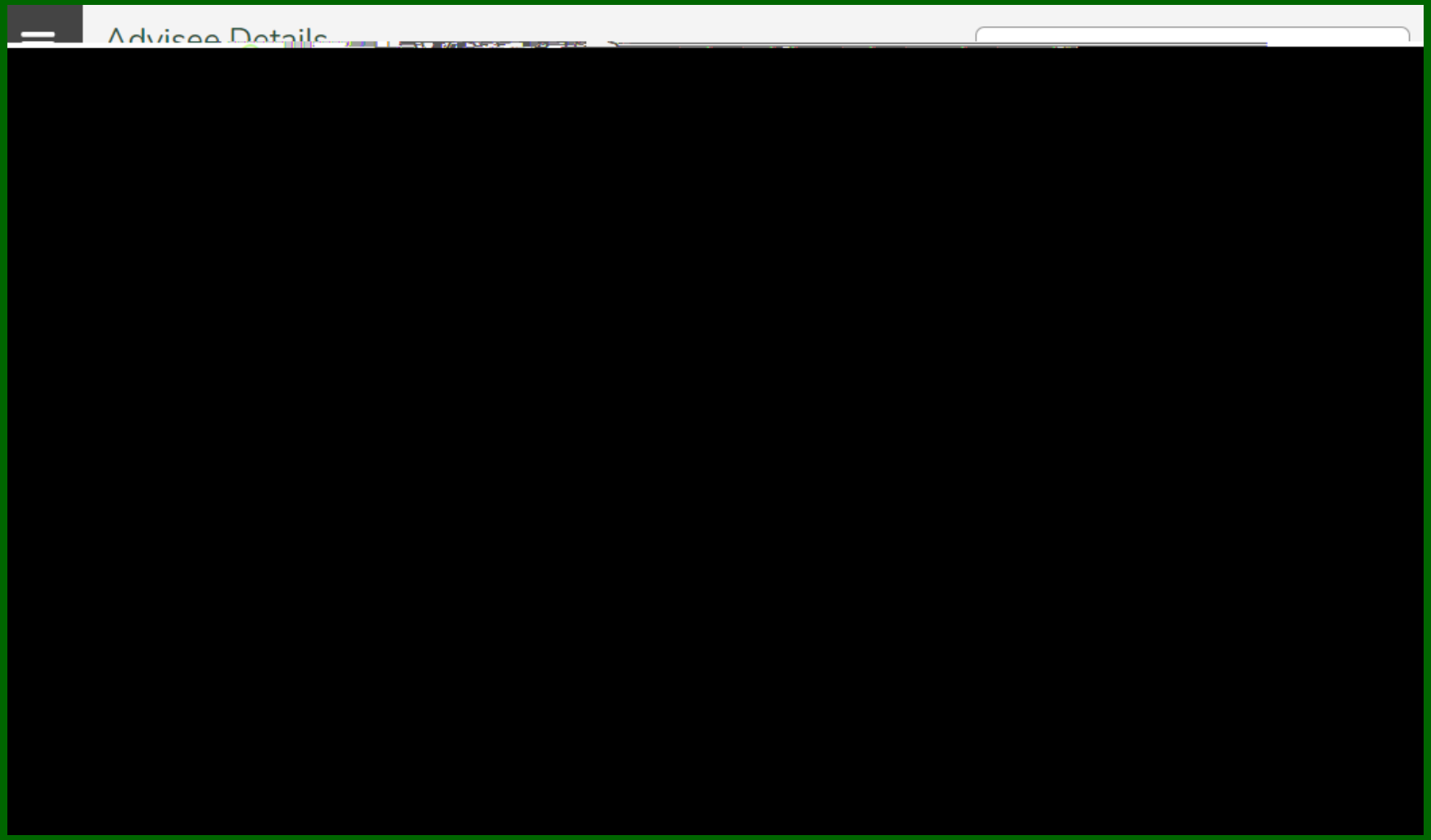
Be certain that the ‘Last advised’ date is for the current registration term, and not for the prior term.

To return to the Advising screen:

1. Select

2. Select

3. Select the icon to return to menu.



# Approving Advisee's 6th Course Requests: Fall/Spring only

1. When assigning 6th course permission enter the code using the exact format below as the first line item in :
   P6YY/SS
   For example: the code for Spring 2022 would be P622/SP and is shown in the header.

2. Additional notes may be added but you must put in a hard return; otherwise, the permission will not be granted.

3. Select

4. If you would like to archive these notes, follow the same process for archiving as above.

5. It is unnecessary to select Permit to Register/Advisement Complete

This concludes the Permission to Register portion.

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## Timeline:

The left and right arrows can be used
to scroll through  a compact version
of the stu/enl26.6 (t)-11s’hrgress nl35.1 (e)0.8 ( )-7.1 3ed omsg:N (a)65.1 (( )]T001 T001 T.699 T00d(-)Tj]T-0.001 Tc 16001 e)10.0T00d[1 3e7 o-22. 5 (

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# Student Planning Advising Tabs: Progress

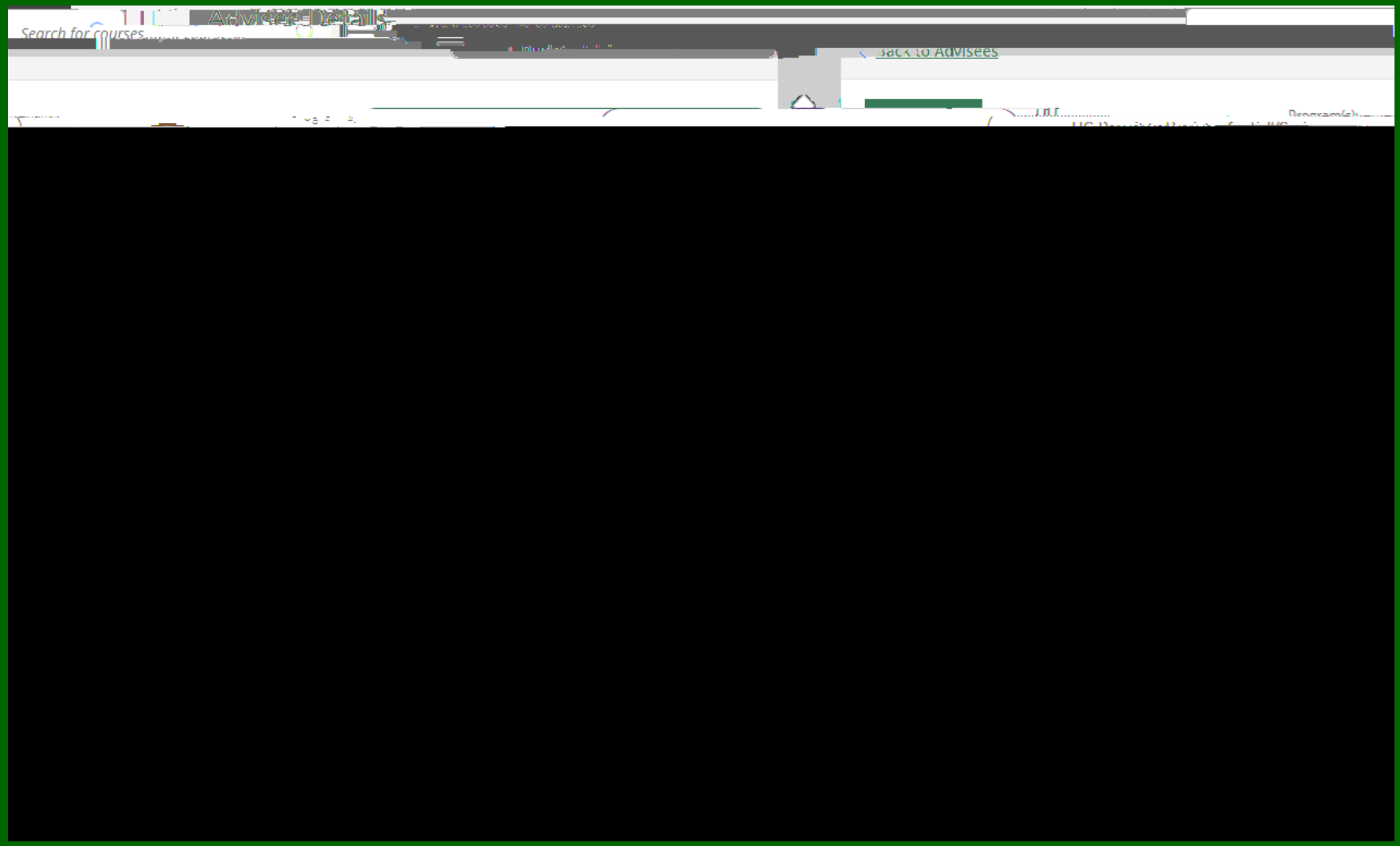
Progress:
The Requirements section displays the advisee's completed, in-progress, and outstanding requirements.

The bars on the right-hand side of the screen shows the student's overall progress towards the degree.

- Progress
- Total Credits
- Total Credits from this School (Loyola only)

Bar colors are as follows:

- Green = completed
- Mint green = in progress
- Gold = planned



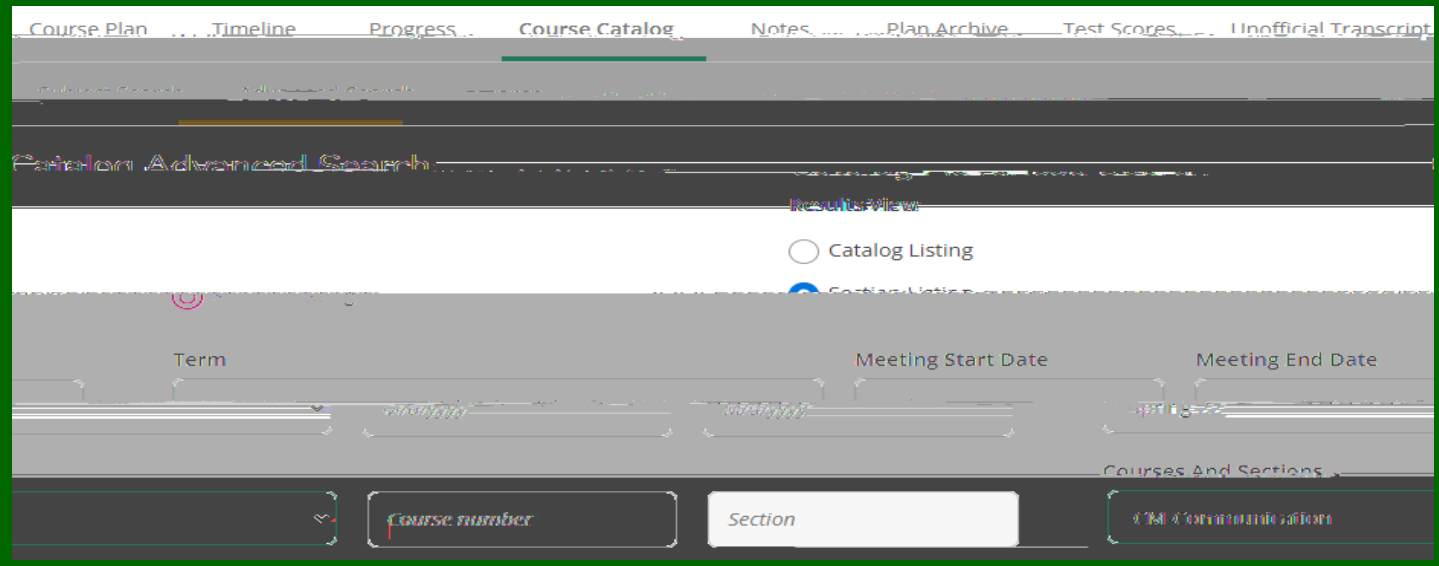
# Student Planning Advising Tabs: Course Catalog

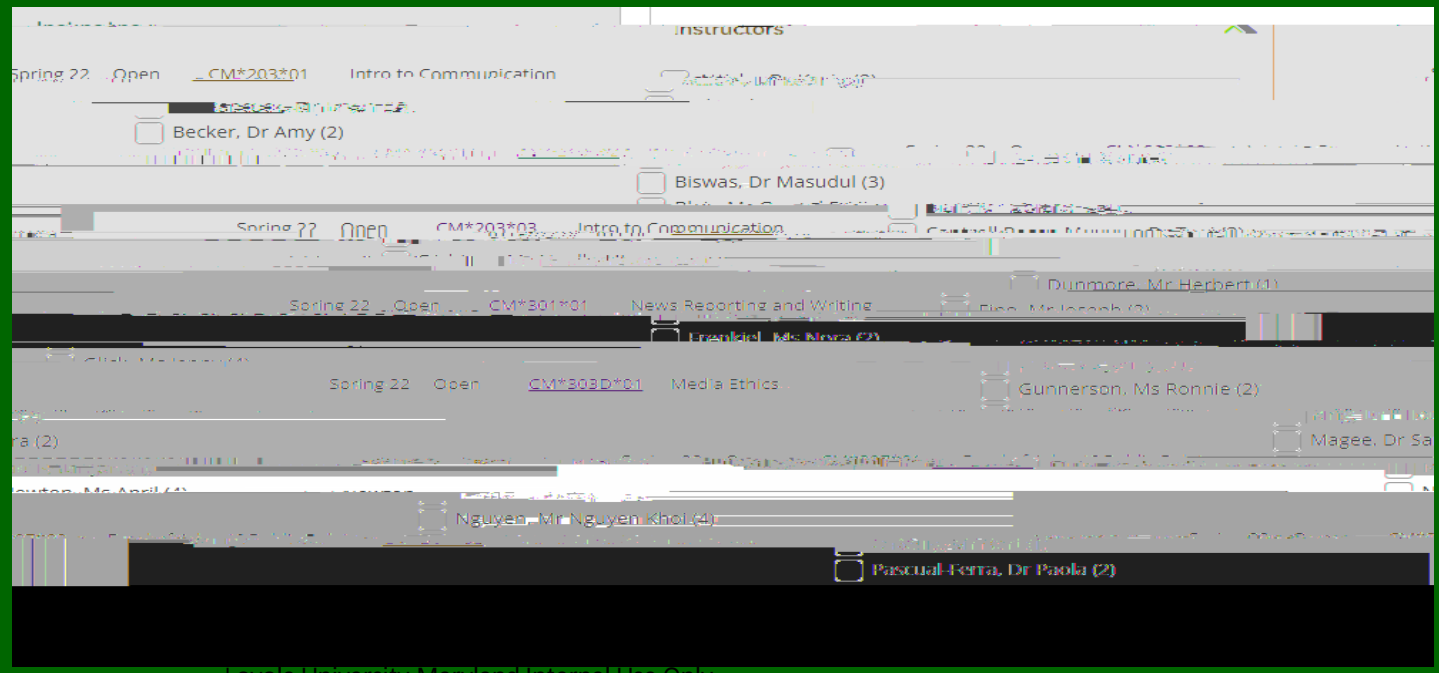
Course Catalog:
Select
from the Advisor's menu to see a listing of courses and sections by subject or Advanced Search.

After selecting a term, this process can also be used to find your

using the filters and filtering on

.



Notes:
Select to view or communicate with your advisee.

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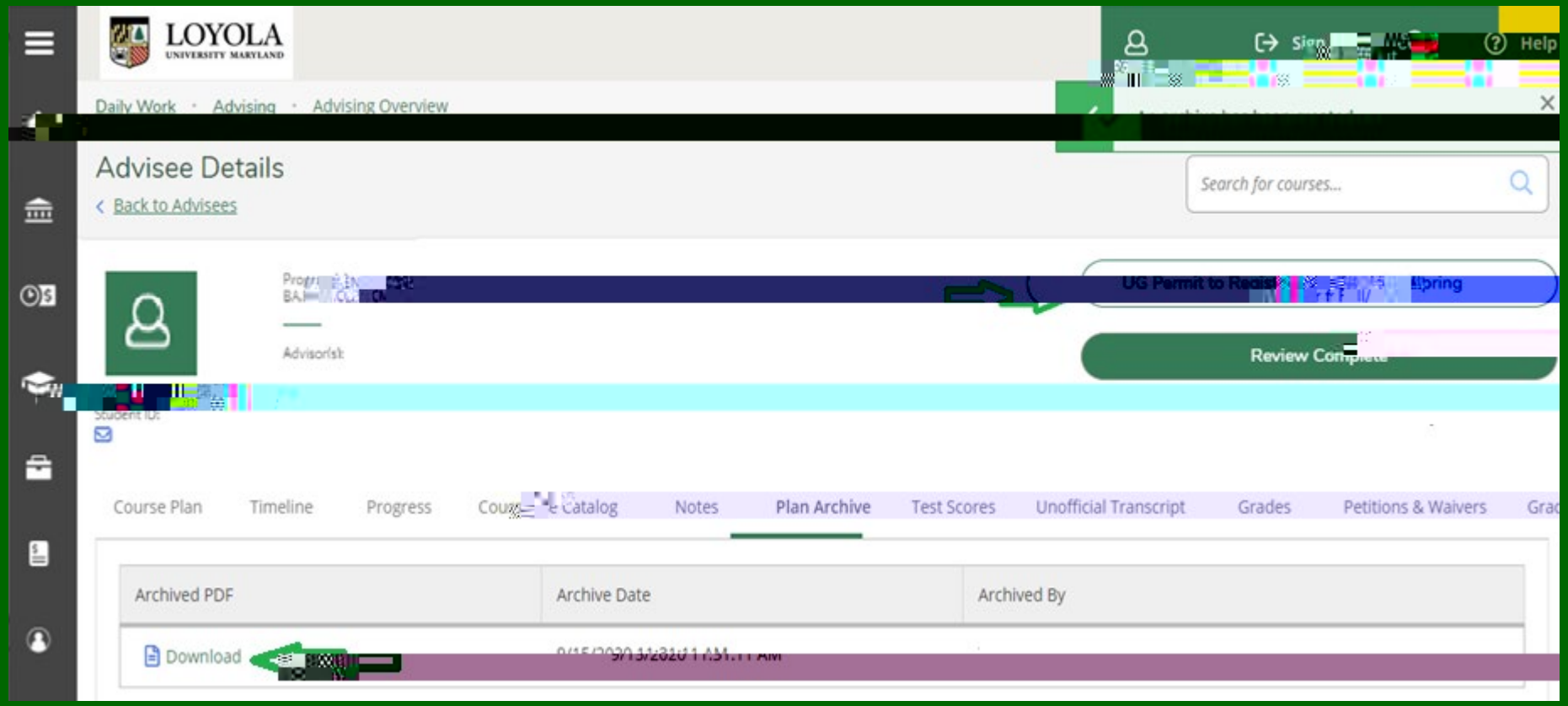
# Student Planning Advising Tabs: Plan Archive

Plan Archive:
Advisors can view and archive student plans to maintain complete records.

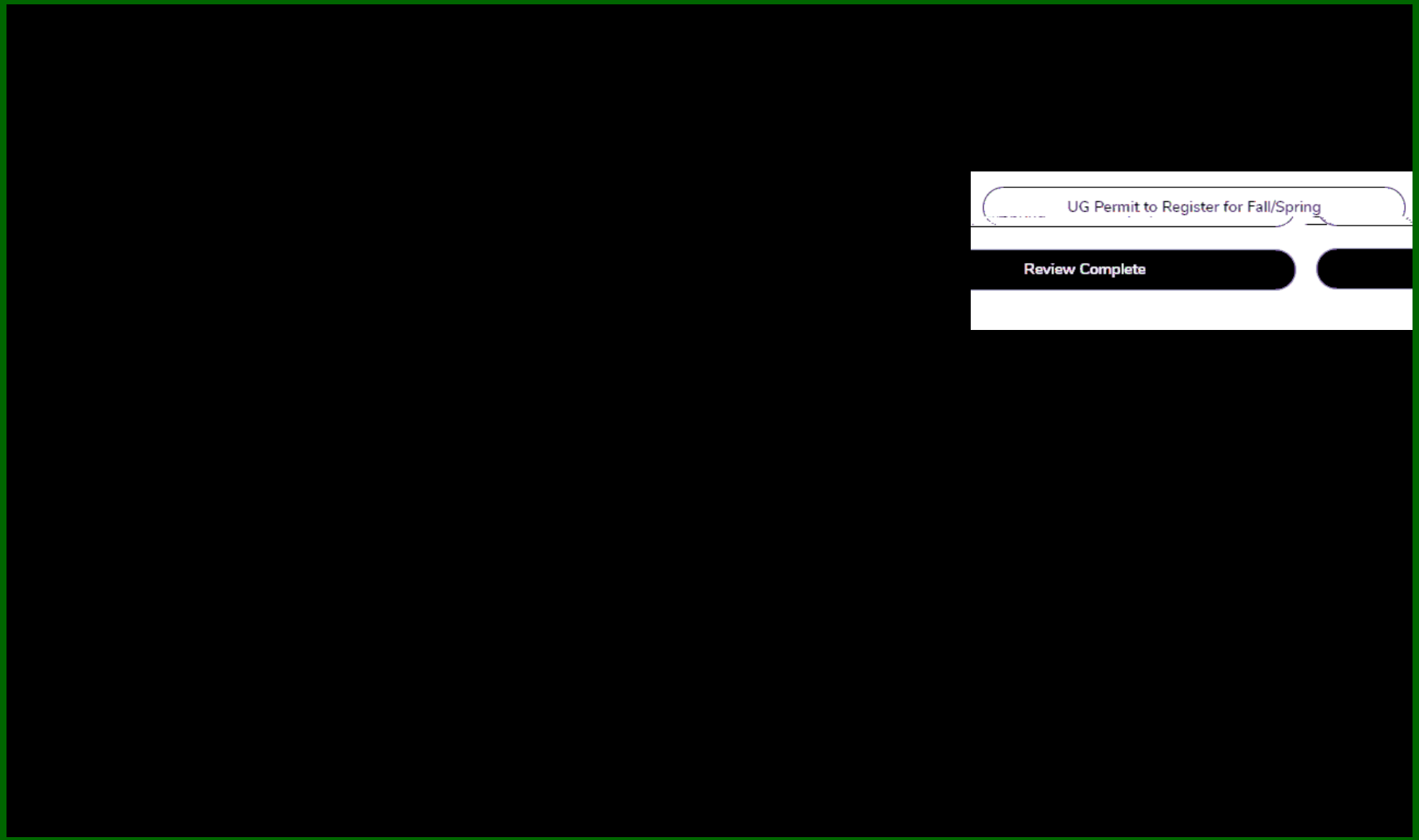
The archived plans can be downloaded and viewed by the advisor.



# Student Planning Advising Tabs: Test Scores



Test Scores:
Lists raw scores for Placement tests, Advance Placement, and other test scores.



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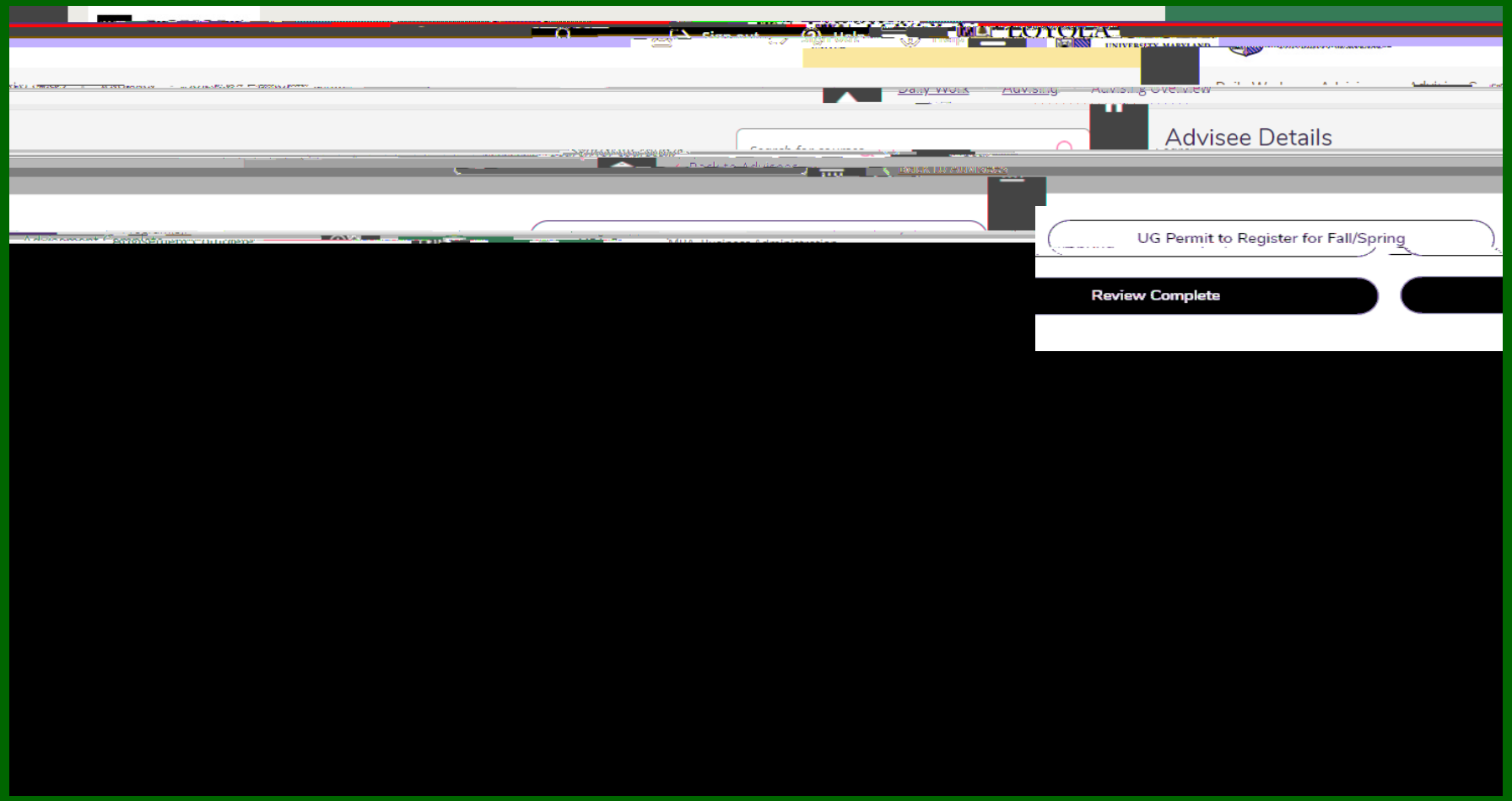
# Student Planning Advising Tabs: Petition & Waivers

Petitions & Waivers:
Displays:

- 
  - Granted in Summer by AASC (UG)
  - Granted in Fall/Spring by Administrative Assistants (UG)
  - Granted by DPOs (GR)
- 
  - Granted by Administrative Assistants or Faculty (UG)
  - Granted by DPOs (GR)
  - May be granted by faculty
- 

  Granted by AASC (UG)
  Granted by DPOs (GR)



# Sign out and Contact Information

Remember to sign

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