



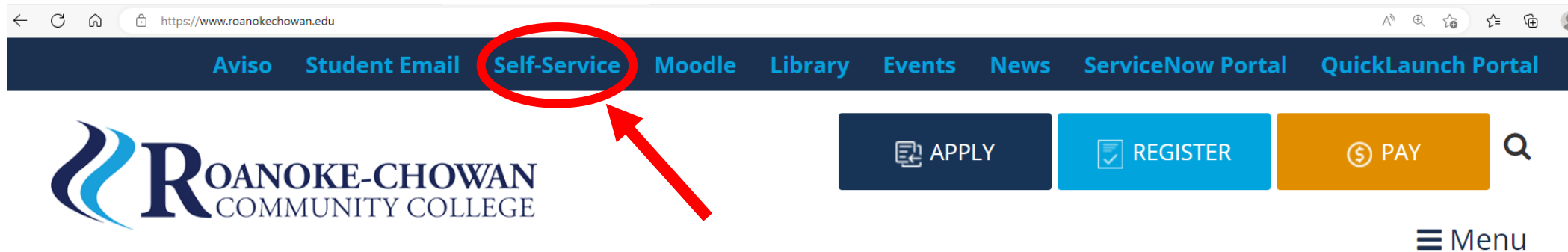
FACULTY SELF-SERVICE TUTORIAL



The following topics are covered:

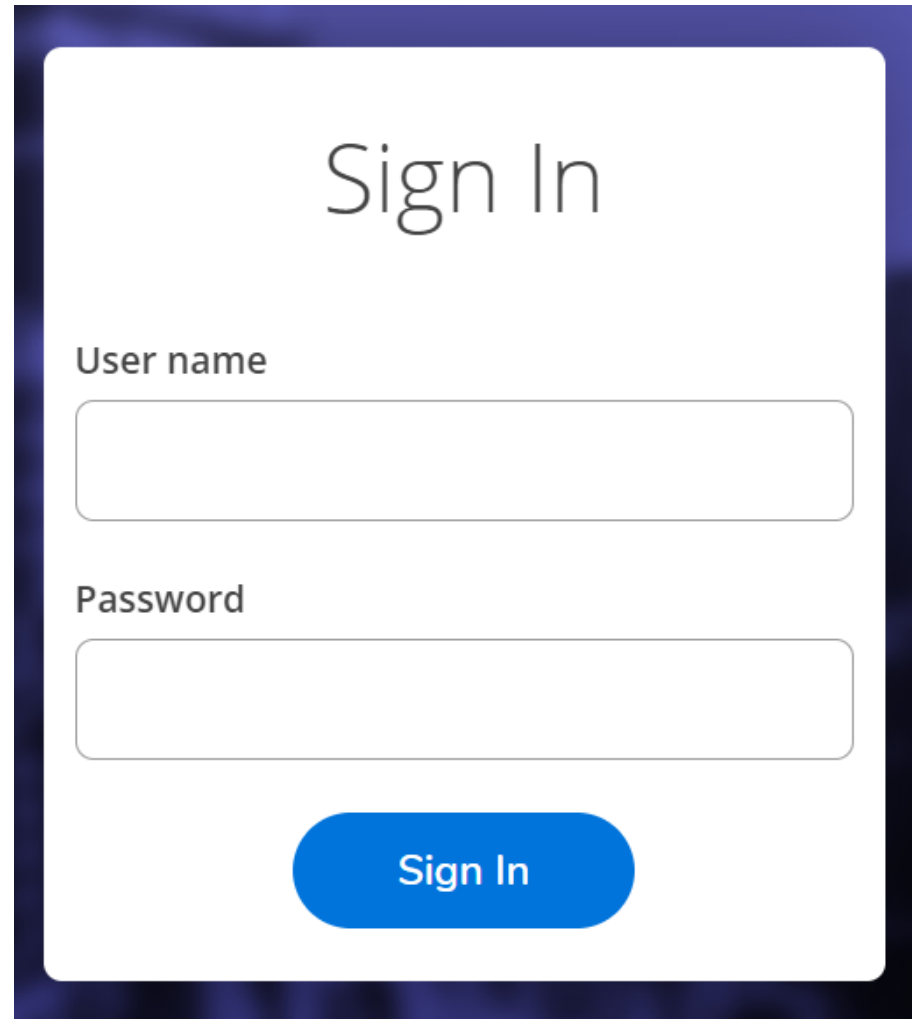
- How to access Student Planning
- View Advisee List
- Approve/Deny planned course(s)

How to access Student Planning



From the Roanoke-Chowan Community College homepage, www.roanokechowan.edu, click **Self-Service** on the top banner.

At the Ellucian page, enter your Roanoke-Chowan Community College Username and Password to log in.

A sign-in form with a white background and a dark blue border. The form contains the title "Sign In", a "User name" label with an input field, a "Password" label with an input field, and a blue "Sign In" button.

Sign In

User name

Password

Sign In

View Advisee Lists

At the Self-Service landing page, select Advising

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



Enrollment Verifications

Here you can view and request an enrollment verification.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

Notification Received

Once you receive an email, text, phone call or meet your advisee in person, you will see in Self-Service that you have one or more advisees that have requested a review. Beside the appropriate students' names will be a check mark under the Review Requested heading.

Select View Details.

The screenshot shows the ellucian Self-Service interface. At the top, a blue header bar contains the ellucian logo, a 'Sign out' button, and a 'Help' button. Below the header, a navigation bar shows 'Daily Work' > 'Advising' > 'Advising Overview'. A notification box in the top right corner states: 'You have one or more advisees who have requested a review.' Below this, a section titled 'Which student do you want to work with?' includes a search bar and an 'Export' button. The main content area features a table with columns: Name, Review Requested, Assigned Advisee, ID, Program(s), Advisor(s), Advisee Preferred Email, and a 'View Details' button. The first row of the table shows 'Amy F. Wiggins' with a checkmark in the 'Review Requested' column. The second and third rows show redacted student information. A red arrow points from the notification box to the 'View Details' button for Amy F. Wiggins.

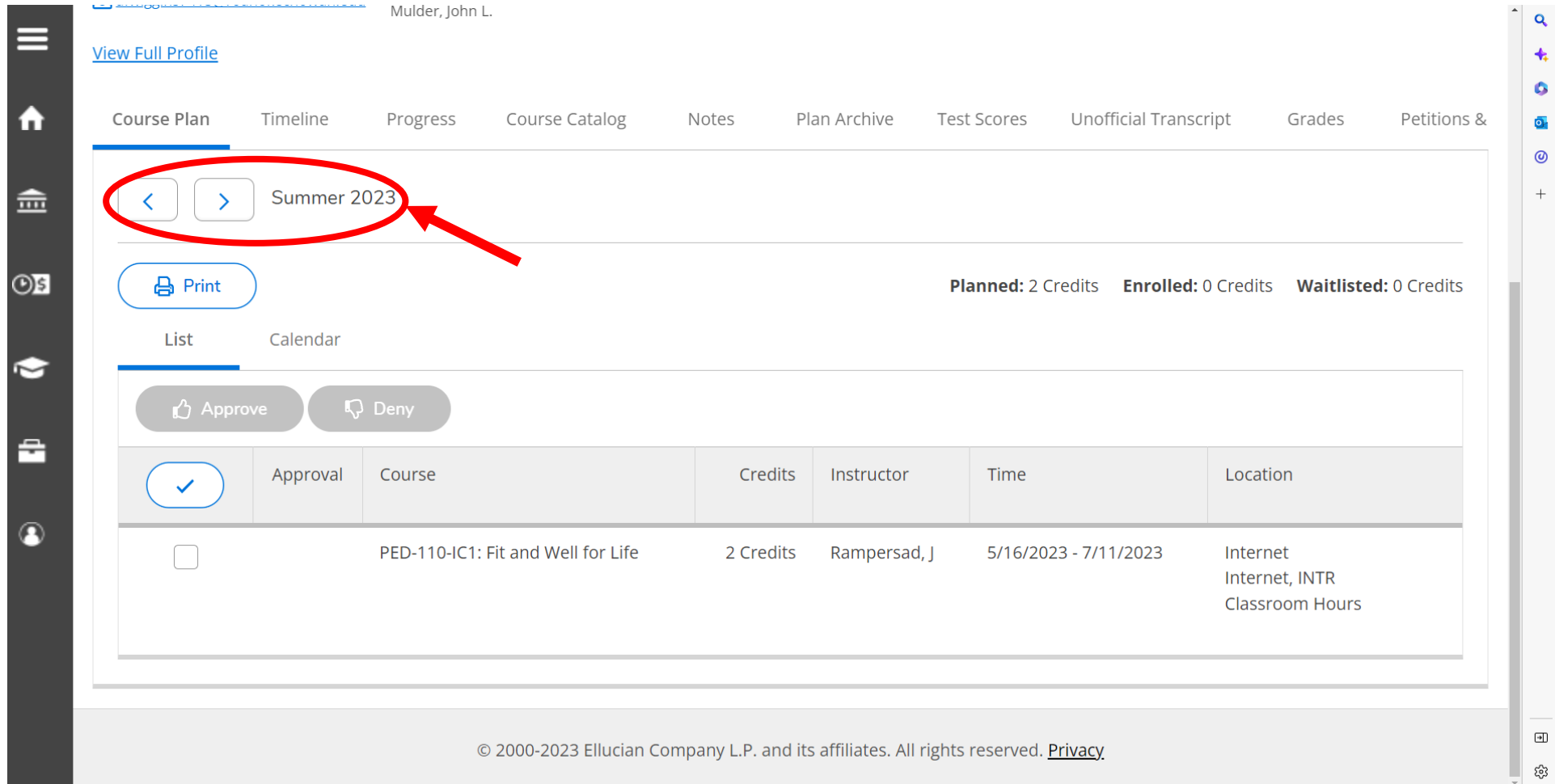
Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
Amy F. Wiggins	✓			Special Credit Air Conditioning, Heating & Refrigeration Technology	Mulder, John L. (Program)	afwiggins7415@roanokechowan.edu	View Details
				Continuing Education	Mulder, John L.		View Details
				Undeclared	Mulder, John L. (Program)		View Details

Notification of review request(s)

Click here to view the courses the advisee wants approval

Choose term to review

Use the left and right arrow to find the semester(s) to review courses.



The screenshot shows a user interface for a course plan. At the top, the user's name "Mulder, John L." is displayed. Below it is a link "View Full Profile". A horizontal menu contains several tabs: "Course Plan", "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", "Grades", and "Petitions &". The "Course Plan" tab is selected. Below the tabs, there is a section for term selection. It features a left arrow button, a right arrow button, and the text "Summer 2023". This entire section is circled in red, and a red arrow points to it from the right. Below this, there is a "Print" button and a status summary: "Planned: 2 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". There are two tabs, "List" and "Calendar", with "List" selected. Below these are "Approve" and "Deny" buttons. A table follows with columns: "Approval", "Course", "Credits", "Instructor", "Time", and "Location". The first row in the table has a checkbox in the "Approval" column, the course name "PED-110-IC1: Fit and Well for Life", "2 Credits", "Rampersad, J", "5/16/2023 - 7/11/2023", and "Internet Internet, INTR Classroom Hours". At the bottom, a footer contains the copyright notice: "© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Mulder, John L.

[View Full Profile](#)

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

< > Summer 2023

Print

Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits








List Calendar

Approve Deny

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	PED-110-IC1: Fit and Well for Life	2 Credits	Rampersad, J	5/16/2023 - 7/11/2023	Internet Internet, INTR Classroom Hours

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Approve or Deny Planned Course(s)



[View Full Profile](#)

Course Plan

Timeline

Progress

Course Catalog

Notes

Plan Archive

Test Scores

Unofficial Transcript


Grades

Petitions &

<

>


Summer 2023


 Print


Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List

Calendar

 Approve

 Deny



Approval


Course

Credits

Instructor

Time

Location



PED-110-IC1: Fit and Well for Life

2 Credits








Rampersad, J

5/16/2023 - 7/11/2023

Internet
Internet, INTR
Classroom Hours

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View Student Program of Study progress before you click approve or deny to ensure the course is in the program and he/she is on track. Make sure to scroll all the way down as Other Courses may not have been moved to the sections properly. This is true for AA, AS, AFA, and AGE Pre-Nursing programs. Notify the student if you question a course the student has planned.



[View Full Profile](#)

Course PlanTimelineProgressCourse CatalogNotesPlan ArchiveTest ScoresUnofficial TranscriptGradesPetitions & Appeals

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Air Conditioning, Heating & Refrigeration Technology
(1 of 2 programs)

View a New Program

Print

At a Glance

Cumulative GPA:
Institution GPA:
Degree:
Majors:
Departments:
Catalog:

3.105 (2.000 required)
3.105 (2.000 required)
Associate in Applied Science
A/C, Heating, & Refrig Tech
A/C, Heating, and Refrigeratio
2022

Description

The Air Conditioning, Heating, and Refrigeration T ... [more](#)

Program Notes

[Show Program Notes](#)

Requirements [Expand All](#) ▾

General Education Requirements

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.000

Complete all of the following items. ⚠ 0 of 5 Completed. [Hide Details](#)

A. English Requirement

Program Completion must be verified by the Registrar.

Progress


Total Credits93.66696 of 67

91.666962

Total Credits from this School65.66696 of 0

63.666962

The review is complete when all courses have been approved and/or denied. Your advisee will be able to see their courses have been approved and can now finalized registration.



Amv F. Wiggins

[View Full Profile](#)

Program(s):
Special Credit
Air Conditioning, Heating & Refrigeration Technology

Educational Goal: Personal Enrichment

Advisor(s):
Mulder, John L.

Review Complete

[Course Plan](#)
[Timeline](#)
[Progress](#)
[Course Catalog](#)
[Notes](#)
[Plan Archive](#)
[Test Scores](#)
[Unofficial Transcript](#)
[Grades](#)
[Petitions &](#)

<

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Summer 2023

Print

Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List

Calendar

Approve

Deny

	Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>		PED-110-IC1: Fit and Well for Life	2 Credits	Rampersad, J	5/16/2023 - 7/11/2023	Internet Internet, INTR Classroom Hours