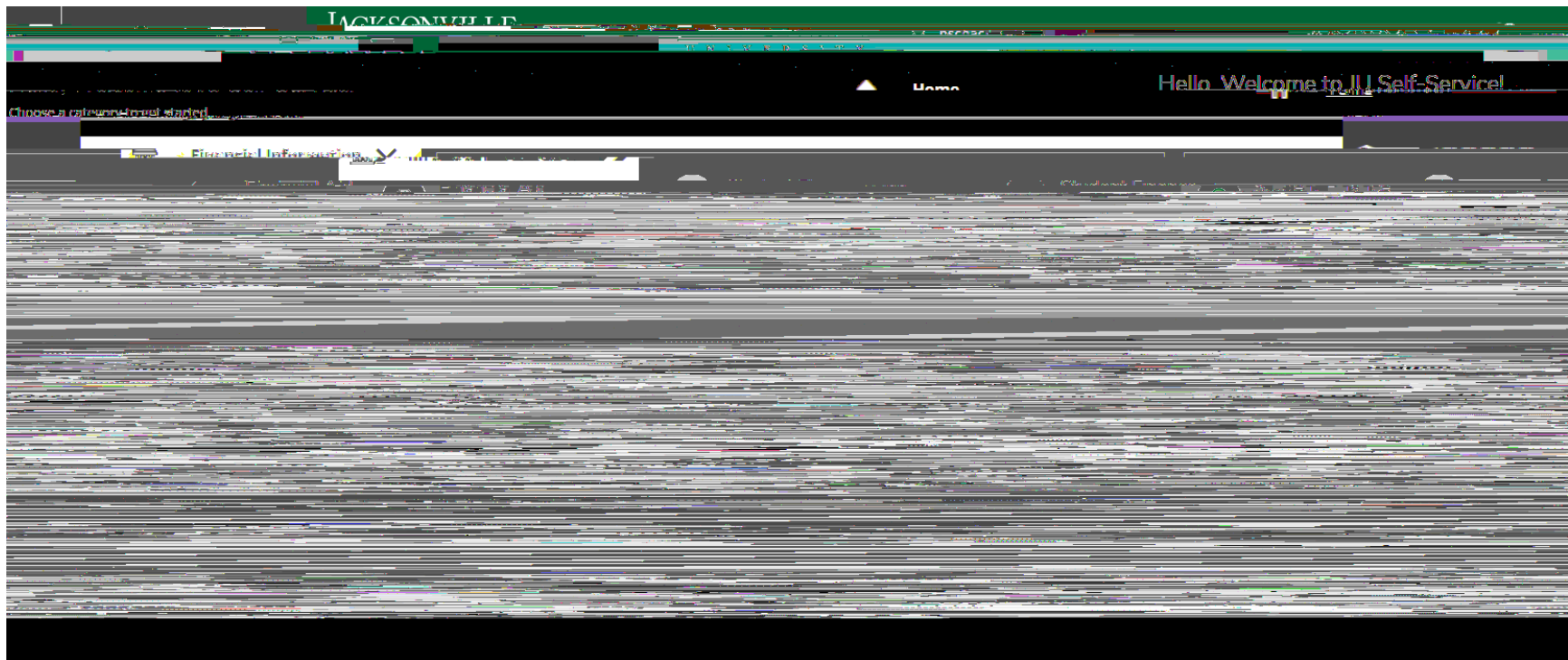


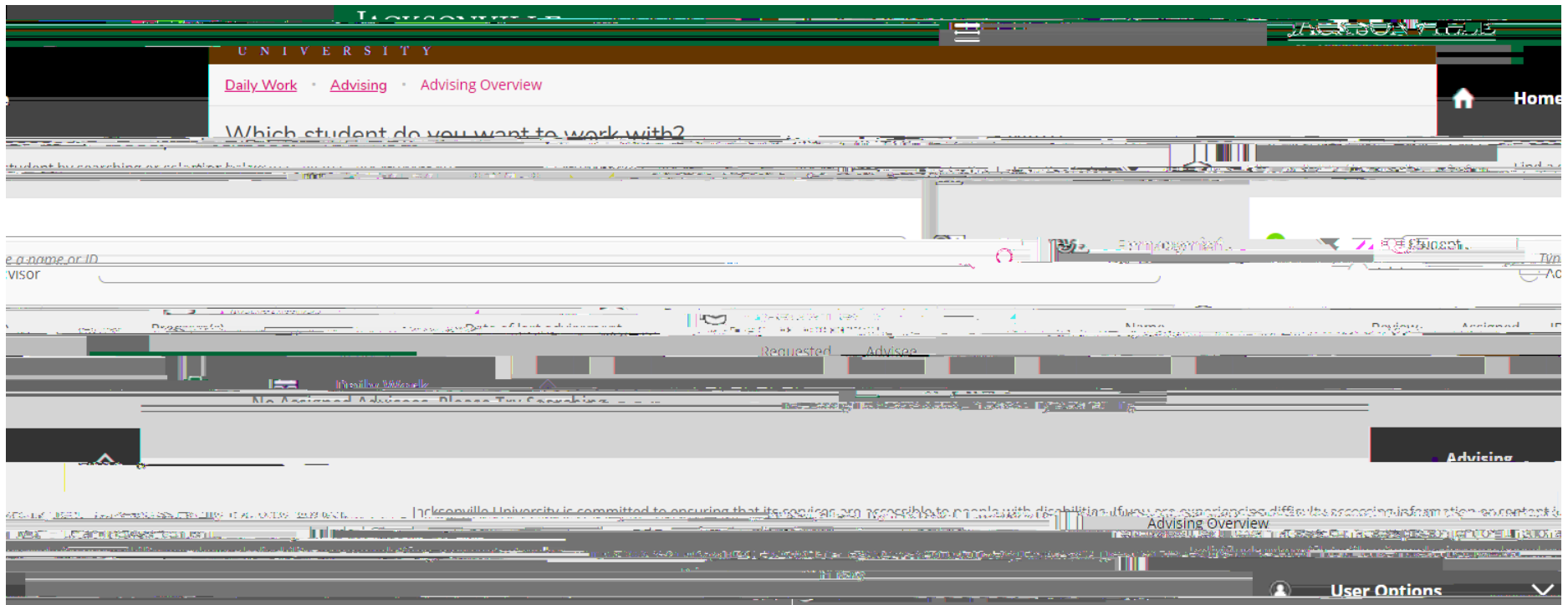
Last Updated 7/23/20

Getting Started and the Home Screen 3
Student Search 5
Student Menu 6
Course Plan Tab 7
Advising Timeline View 8
Progress and Degree Audit Tab 9
Course Catalog Tab 10
Planninim011812 re1

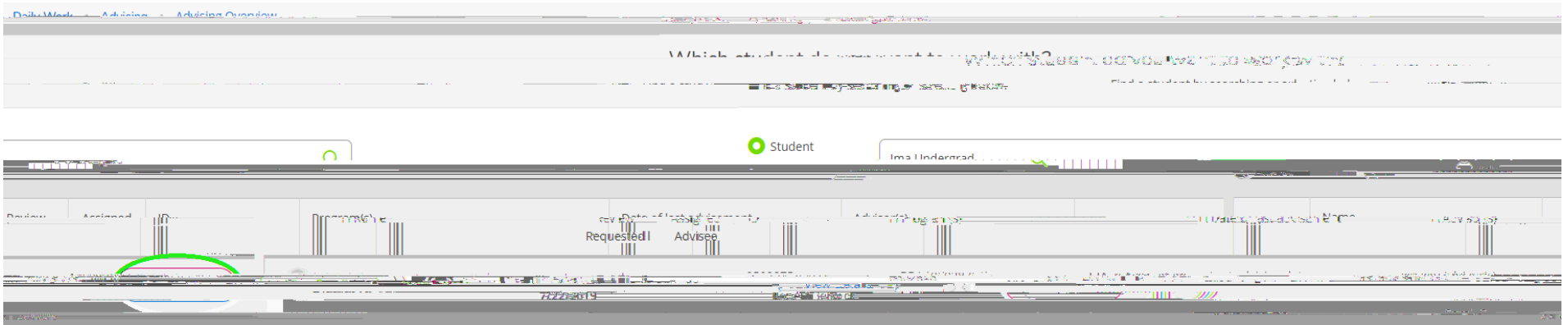
The "Home" screen will give you a full view of the Self-Service options. To review a student's information, use the Advising menu, red circle below, to access the student student search.



- Alternate access can be found under Daily Work – Advising – Advising Overview as seen below



Searches can be done using the student's name or JU ID. The student ID number will return the best results. Faculty members can search for any active student at JU. After entering the student ID or name, select "view details" to enter the student menu.

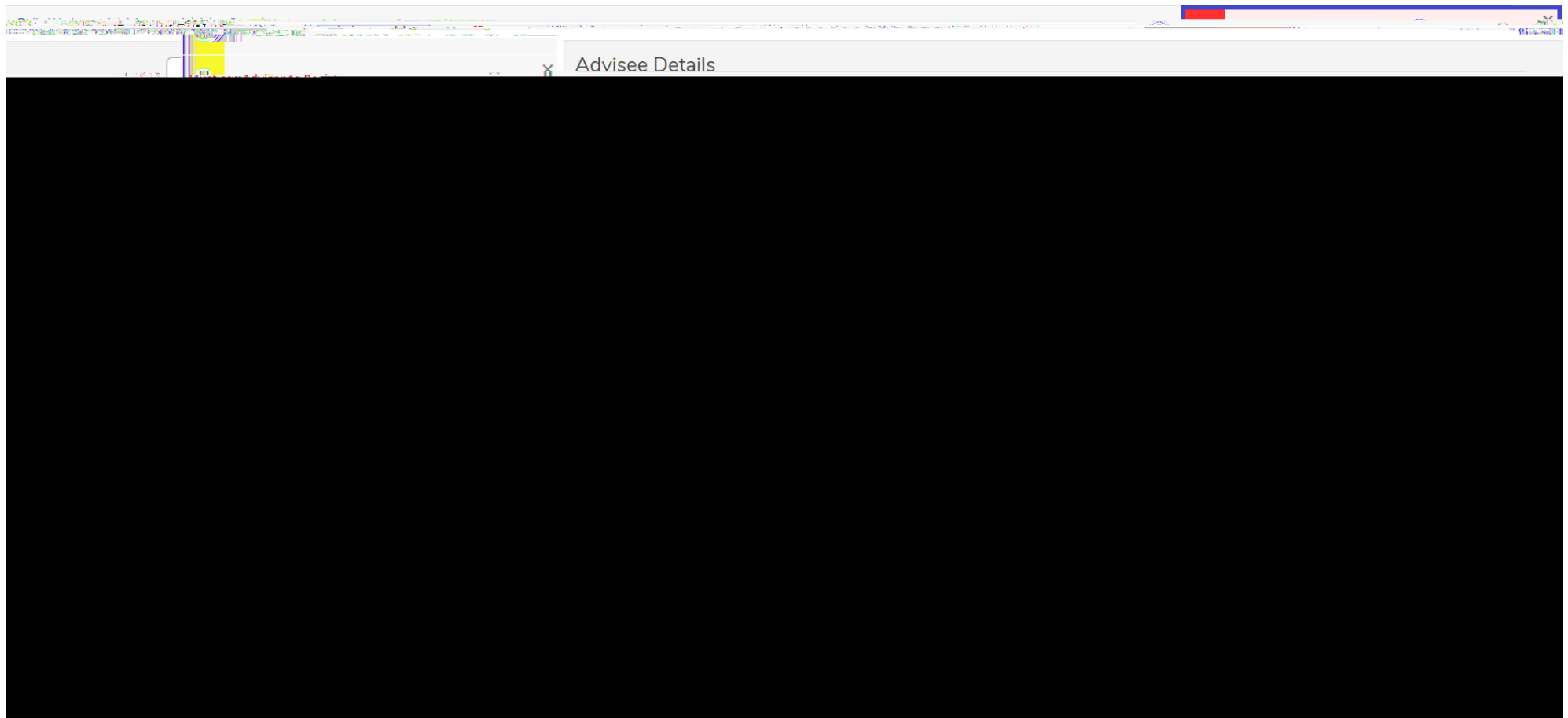


The student menu displays information about a student including their program of study, course registrations, unofficial transcripts, graduation status, degree audit, and any holds the students have.

The red square shows the student's general information along with assigned advisors

The blue square indicates any holds that are present on a student account

The green square shows the menu choices available for the advisor access. A detailed guide of the menu choices is available below.



The advising timeline view is an alternate view of the course plan. In this view, students and advisors can easily add planned courses for future terms or add/subtract terms altogether.

The red square shows what part of the menu you are in. This is underlined in blue in the system.

The blue square shows the multiple term view, or timeline view, with term headers for each term. Clicking on the headers will bring you to the course plan view where registration of planned classes can be processed.

The yellow box is an example of how a class notes will appear, such as the pre-requisite notification you can see.

The green box illustrates the difference between putting a placeholder class on a schedule, which cannot be registered for, and a class with a section, which can be registered by the student, advisor or other. Notice how unlike CS-150 104Z the COMM 2ET()JTJE AMCID 5-BDC q0.6



The Progress Tab is a student's degree audit. This tab allows advisors and students to view current degree progress and conduct what if audits. This plan is used to evaluate a student for graduation by the Registrar's Office.

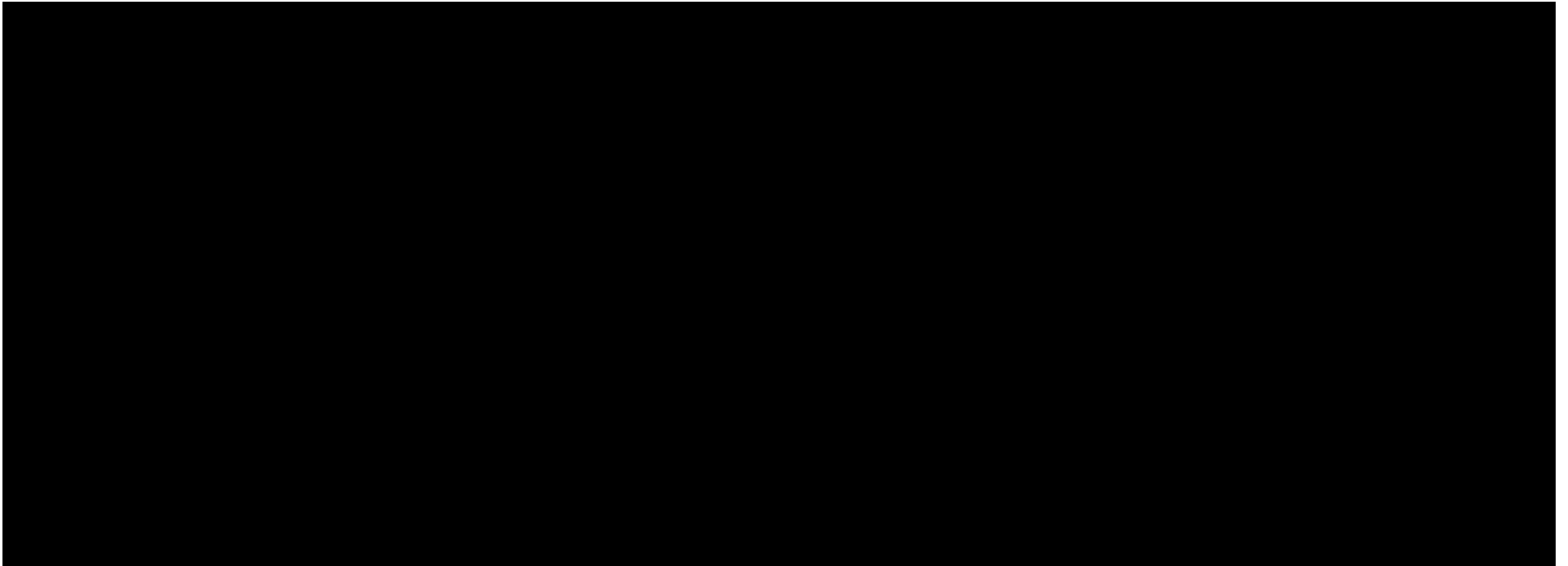
The red box shows the students general academic information, such as GPA, degree type, majors etc.

The blue box shows the distribution of currently completed and planned classes, respective in green and orange.

The green box shows the built-in degree audit, where the full degree requirements can be seen.

The yellow box indicates the button that will allow students and advisors to pull up other programs and compare then against taken and in-progress classes. This tool can inform students on major changes and what it would mean, as well as help advisors see what would populate on new majors and degrees.

The orange box allows you to load sample course plans for the current program, or other programs for select or all terms.



The image shows a screenshot of a web application interface for a course catalog. At the top, there is a navigation bar with several tabs: "Course Plan", "Timeline", "Progress", "Course Catalog", "My Account", "Plan", "Help", "Feedback", and "Log Out". The "Course Catalog" tab is highlighted with a red rectangular box. Below the navigation bar, there is a search bar with the placeholder text "Search for a course subject" and a search icon. Below the search bar, there is a list of course subjects. The visible subjects are "Accounting....", "Art", "Art History", "Aviation Managem", "Aviation Operations", and "Aviation Science". The "Aviation Science" subject is highlighted with a blue rectangular box. The interface has a light gray background and uses a sans-serif font.

[Add Course to Plan](#)
[Availability](#)
ACCT 201 Principles of Accounting I (2 Credits)
[Add Course to Plan](#)

Prerequisites:
[ACCT 101](#)

2020 Fall Traditional Term (9)

Monday (6)
 Tuesday (5)

Jacksonville University Davis College of
 WWW.JACKSONVILLE-UNIVERSITY.EDU
 8

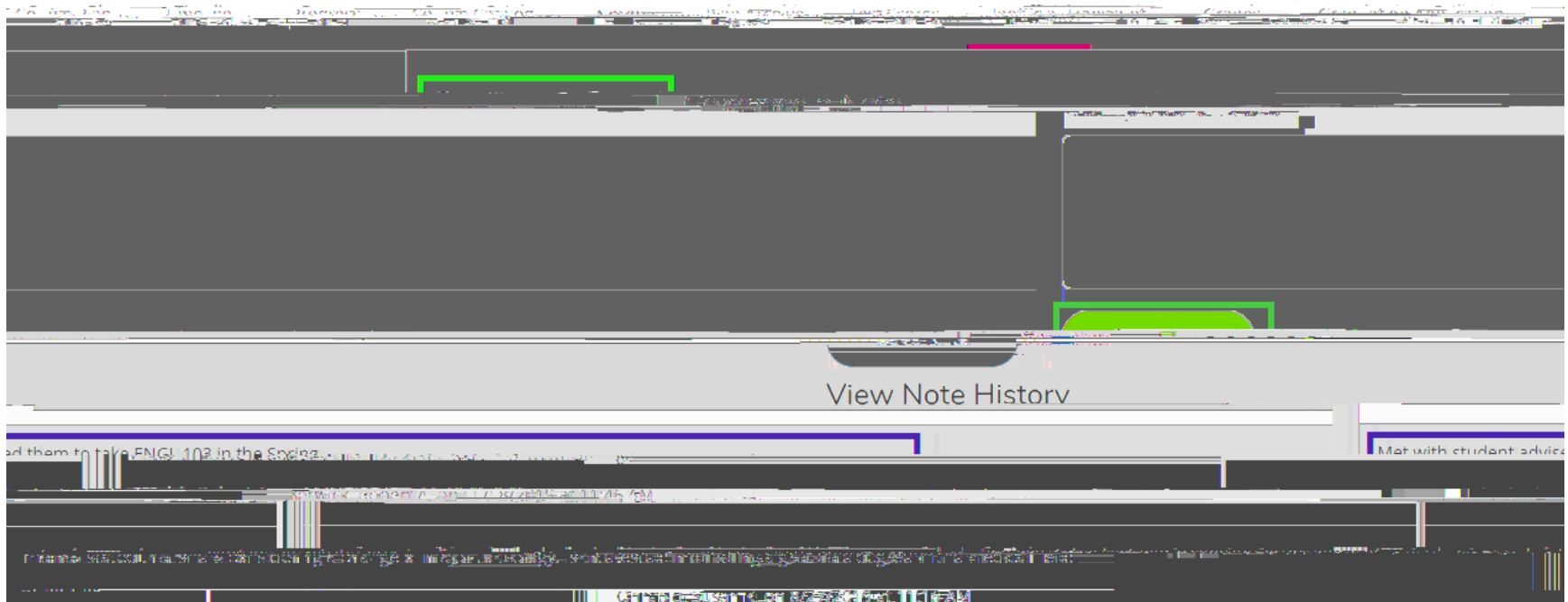
The red box will show you available seats, as well as current students waitlisted for a given course.
The blue box is where warnings are displayed, such as the below warning that the section is currently full.



The Notes Tab allows faculty and staff to enter notes. Examples of notes include discussions about registration and planning, degree audit reminders, and graduation related notes. All notes can be seen by students and should be kept to the facts without editorial.

The red box shows you the field where notes are written.

The blue box shows you where to save your composed note.



The Plan Archive is a list of all saved plans. Faculty can download a saved plan as a pdf from this tab.

The screenshot shows a web application interface. At the top, there is a navigation bar with the text 'APPLICATIONS' and a circular icon. Below this is a table with three columns, each labeled 'ARCHIVE FOR'. The first column has a green highlight. Below the table, there is a row with the text 'Berwick, Robert' and a 'Download' button with a document icon. To the right of the 'Download' button is the timestamp '7/22/2019 10:34:52'. There is also a partial timestamp ':AM' on the left side of the row.

A downloaded plan will look like the below picture.

The red box gives a brief overview of the student, program as well as who reviewed and archived the plan.

The blue boxes indicate the specific terms on the plan.

JACKSONVILLE UNIVERSITY

Course Plan as of 3/9/2020

Student: [REDACTED] (19024670)

Advisor: [REDACTED]

Approved By: [REDACTED]

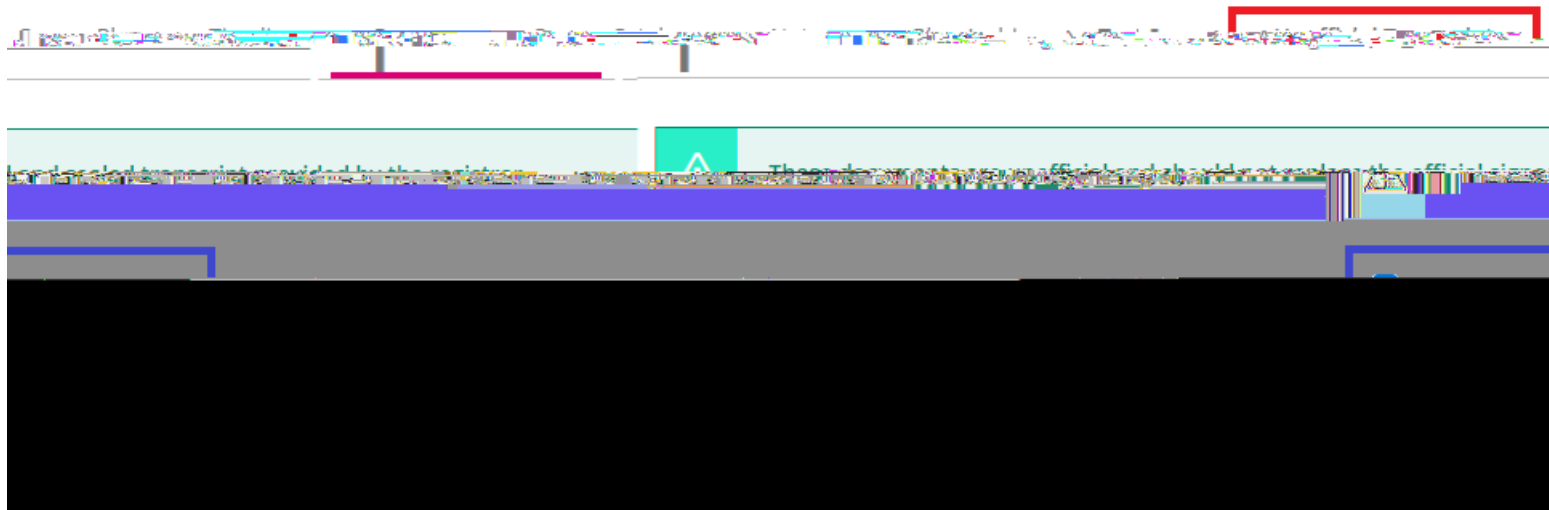
2019 Spring Traditional Term

2019 Fall 1st 8 Wks Term

Credits	CEUs	Added to Plan By	Approved/Denied By	Status	Registered	Courses/Sections
						ECON 610 Fundamentals of Economic...

The Unofficial Transcript tab allows faculty and students to see an unofficial copy of their student academic history. The transcripts are used for faculty advising, award recognition, and honor organization membership. They are not designed for external use.

Below in blue, you will see the button that allows you, or a student to download a digital copy of their official transcript.

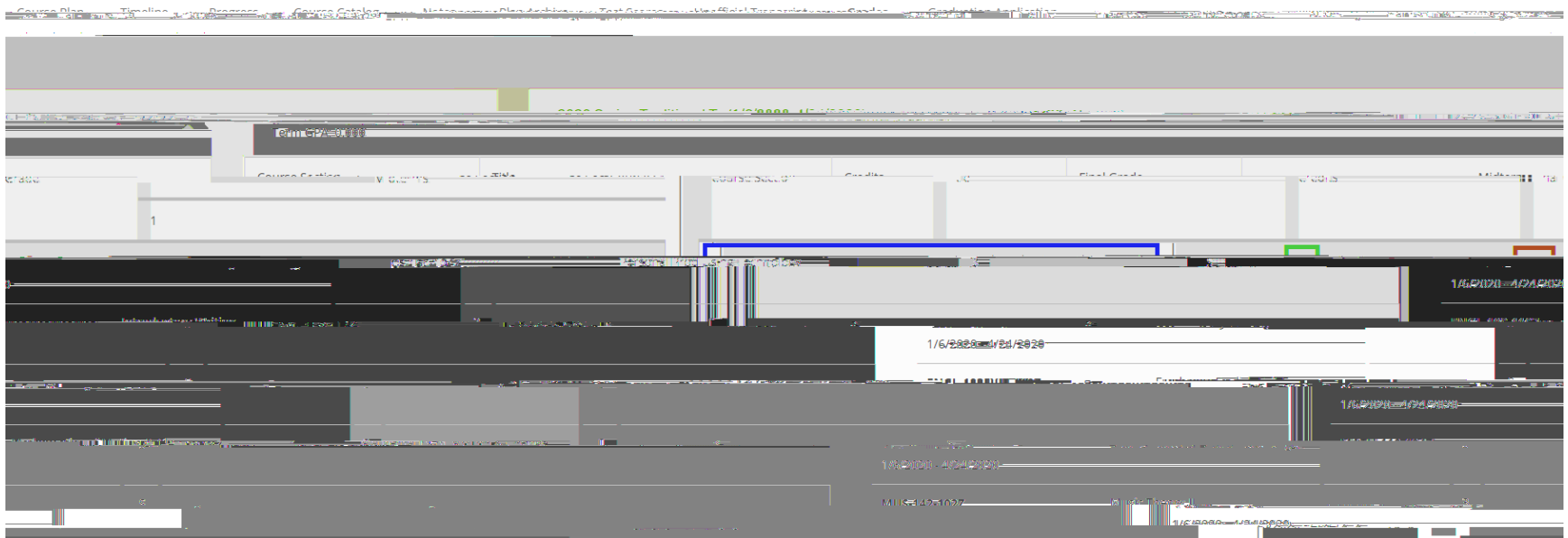


Course	Title	Crd	Hrs	Hrs	Hrs	Grade	Prereq	Course	Date
02	150	Responsible & Welfare							01/01/19-04/24/20
<p>19FAH Totals: 3.00 0.00 3.00 0.0000 GPA = 0.0000</p> <p>Cumulative Totals: 3.00 0.00 3.00 0.0000 GPA = 0.0000</p>									
01	00000	01/06/20-04/24/20	CS	150	Personal Prod Usin S	3.00	3.00	3.00	
01	00000	01/06/20-04/24/20	MATH	004/24/20	Math	3.00	3.00	3.00	
01	00000	01/06/20-04/24/20	MATH	004/24/20	Math	3.00	3.00	3.00	
01	00000	01/06/20-04/24/20	MATH	004/24/20	Math	3.00	3.00	3.00	
<p>Totals: 05.00 0.00 05.00 0.0000 GPA = 0.0000</p> <p>Cumulative Totals: 05.00 0.00 05.00 0.0000 GPA = 0.0000</p>									

The Grades Tab provides faculty and students with a summary view of all course and midterm grades by term.

Below is the folded and unfolded view of the grading tab.

Unfold a term in order to see the relevant classes (red), as well as their credit amounts (blue) and grades (green).

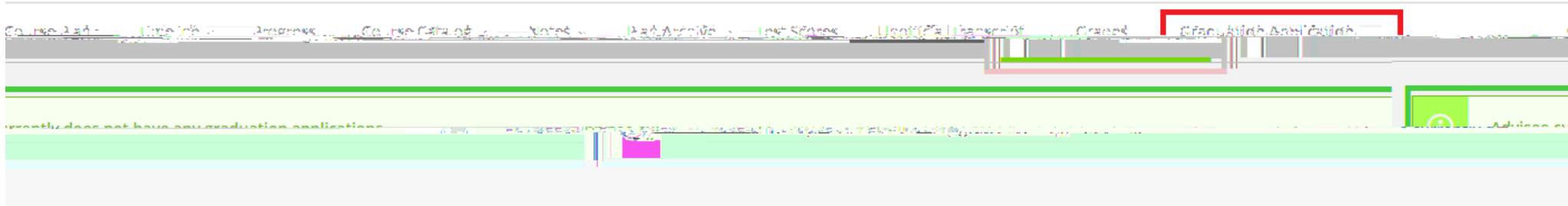


The Graduation Application allows faculty members to see graduation applications submitted. Students can apply for graduation through their view of this tab.

The blue box indicates that the student has not submitted a graduation application.

If the student had, a section would appear with the student's Program of Study, Graduation Term, Diploma (major on Diploma) as well as the Major, or Majors. It will also indicate when the graduation application was submitted.

No Graduation Application



Graduation Application submitted.

Program of Study	Graduation Term
Bachelor of Science in Psychology	2020 Spring Semester Term
Diploma	Bachelor of Science
Major	Psychology
Application submitted on: 10/30/2019	