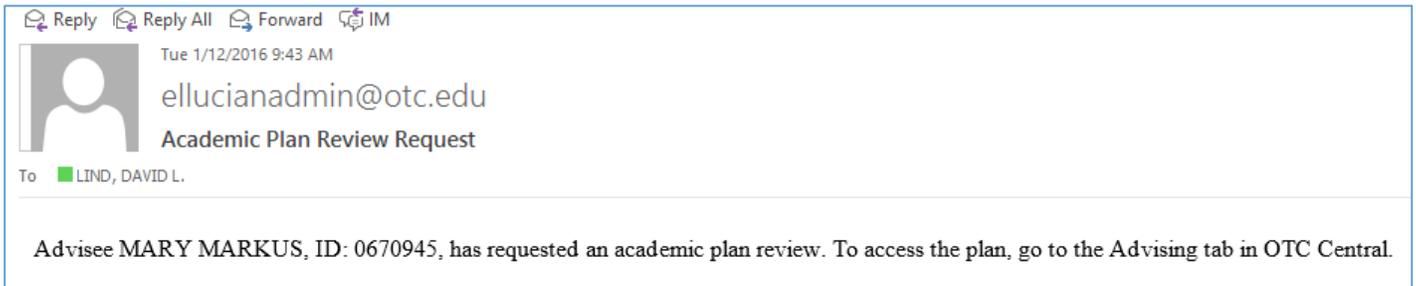


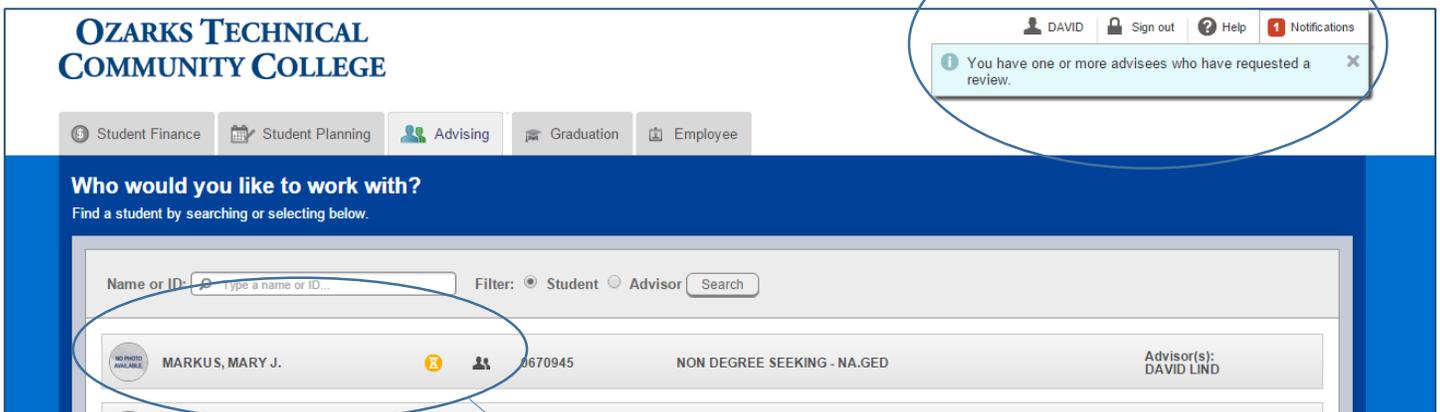
Students Requesting Advisor Review in OTC Central:

1. You will receive a message from ellucianadmin@otc.edu letting you know a student is requesting a review of their education plan.



2. To review plan you will need to access your OTC Central Advisee list:

You will find a notification when you login to your OTC Central Advising tab



Student's requesting a review will be listed first on your advisee list with a yellow hourglass symbol after their name.

3. Check plan set by student looking at the Course Plan, Timeline, and Degree Audit tabs.

MARY J. MARKUS
Student ID: 0670945
Educational Goal: Certificate
mm0670945@otc.edu

Course Plan | Timeline | Degree Audit | Find Classes | Notes | Plan Archive | Test

FALL 2016

- ENG-102: COMPOSITION II (Credits: 3)
- ENG-210: CREATIVE WRITING: SHORT STORY (Credits: 3)
- HST-120: U.S. HISTORY I: TO 1865 (Credits: 3)
- PLS-101: AMERICAN GOVERNMENT POLITICS (Credits: 3)

SPRING 2017

- CIS-101: PERSONAL COMPUTER APPLICATION (Credits: 3)
- ENG-150: TECHNICAL WRITING (Credits: 3)

Select	Approval	Course	Credits	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ENG-102: COMPOSITION II	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ENG-210: CREATIVE WRITING: SHORT STORY	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		HST-120: U.S. HISTORY I: TO 1865	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		PLS-101: AMERICAN GOVERNMENT POLITICS	3	No Section Selected	No Section Selected	No Section Selected

Note: Important to view Degree Audit to make sure courses fit in to the requirements for student's degree program.

4. If you approve the plan, press Review Complete. You will then archive the plan within the notification prompts.

Review Complete

Course Plan last reviewed on 1/14/2016 by DOOLEY, ERIN G.
Advisor(s): DAVID LIND

Unofficial Transcript

DAVID | Sign out | Help | 2 Notifications

- ✓ The review has been completed.
- i Would you like to archive this course plan?

Cancel | **Archive**

5. Email the student letting them know you have reviewed their plan, giving them any recommendations if needed. It's good to keep a note if you suggest changes to the plan.

MARY J. MARKUS
Student ID: 0670945
Educational Goal: Certificate
mm0670945@otc.edu

Review Complete

Course Plan last reviewed on 1/14/2016 by DOOLEY, ERIN G.
Advisor(s): DAVID LIND

Course Plan | Timeline | Degree Audit | Find Classes | **Notes** | Plan Archive | Test Scores | Unofficial Transcript

Compose a Note

Save Note

View Note History

Test
MARKUS, MARY J. on 1/14/2016 at 9:39 AM

Reviewed Mary's unofficial MSU transcript. Waived requisites for MTH 138 and ENG 102 based on prerequisites currently enrolled in. Assisted Mary in planning for Spring 2016 semester. She plans to enroll in MTH 138, ENG 102, PLS 101, and CHM 101. Released to register from academic probation.

DOOLEY, ERIN G. on 12/7/2015 at 3:21 PM

Notes are there for students and staff to see. This gives background on what you discussed with the student