

# Advising

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**DAVID LIND**

COORDINATOR OF ADVISOR TRAINING & DEVELOPMENT

# Access OTC

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EMAILING ADVISEES & RELEASING TO REGISTER

# Advising Resources in Access

## EMPLOYEE - EMPLOYEES MENU

### User Account

[What's my User ID?](#)  
[Change My Contact Information](#)  
[Emergency Contact Information](#)  
[OTC Emergency Notification](#)

### Personal Profile

[Leave Plan Summary \(TimeClock\)](#)  
[2017 Benefit Enrollment](#)  
[Tax Information](#)  
[Pay Advices](#)  
[Haven for Staff and Faculty](#)

### Advising Resources

[OTC Central - Home](#)  
[E-mail All Advisees](#)  
[Release Student to Register](#)  
[Student Profile](#)  
[Mv Advisees](#)

This is where you will access all the tools you will need to communicate with students, release students to register from probation, and check their student planning.

# Emailing All Advisees

The screenshot displays a web application interface with a main menu on the left and a detailed form on the right. The main menu is titled 'EMPLOYEE - EMPLOYEES MENU' and contains three sections: 'User', 'Personal', and 'Advising Resources'. The 'Advising Resources' section includes a link for 'E-mail All Advisees', which is circled in red. A line connects this link to a larger, detailed view of the 'E-mail All Advisees' form. This form has a title bar 'EMPLOYEE' and a main heading 'E-mail All Advisees'. It features a dropdown menu for 'Term' with the instruction 'Select a term or date range to restrict your advisee list', and two text input fields for 'Start Date' and 'End Date'. A 'SUBMIT' button is located at the bottom right of the form.

**EMPLOYEE - EMPLOYEES MENU**

**User**

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**Personal**

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**Advising Resources**

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- [Mv Advisees](#)

**EMPLOYEE**

## E-mail All Advisees

Select a term or date range to restrict your advisee list

Term

Start Date  End Date

**SUBMIT**

# Releasing a Student to Register from Probation

The image shows a screenshot of an employee portal interface. On the left, there is a sidebar menu titled "EMPLOYEE - EMPLOYEES MENU" with sections for "User Account", "Personal Profile", and "Advising Resources". The "Advising Resources" section contains a link "Release Student to Register" which is circled. An arrow points from this link to a callout box on the right. The callout box shows a form titled "Release Student to Register" with a text input field containing "0184942" and a "SUBMIT" button. Below this, the main content area shows the "EMPLOYEE" header with "Welcome DAVID LIND!" and a form titled "Release Student To Register". This form displays "Student ID 0184942 Preferred Name DAVID LIND" and a "Term" dropdown menu. A "SUBMIT" button is at the bottom of the form. At the very bottom of the page is a navigation bar with links for "MAIN MENU", "EMPLOYEE MENU", "HELP", "CONTACT Us", and "PRINT".

**EMPLOYEE - EMPLOYEES MENU**

**User Account**

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**Personal Profile**

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**Advising Resources**

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**Release Student to Register**

0184942

SUBMIT

**EMPLOYEE** Welcome DAVID LIND!

**Release Student To Register**

Student ID 0184942 Preferred Name DAVID LIND

Term

SUBMIT

MAIN MENU | EMPLOYEE MENU | HELP | CONTACT Us | PRINT

# Academic Probation vs Financial Aid Probation?

## Academic Probation

OTC Cumulative Hours	GPA Satisfactory Level
▪ 6-25	▪ 1.5
▪ 26-40	▪ 1.75
▪ 41+	▪ 2.00

Students on academic probation will be required to meet with their assigned advisor.

Students will be limited to 13 – 14 credit hours.

# Academic Probation vs Financial Aid Probation?

## Financial Aid Probation

Search “Keep my Financial Aid” on the OTC search bar  
<http://students.otc.edu/financialaid/keep/>

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Basically...

- Students on FA Probation need to complete an education plan up until graduation.
- Submit an appeal to FA.

Refer to Financial Aid  
in Student Services

# OTC Central

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## Hi, DAVID. You've arrived at OTC Central!

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 and your banking information



### Student Planning

Here you can see your program requirements, contact your academic advisor, plan for future semesters and register for classes.



### Graduation

Here you can apply for graduation.



### Enrollment Verifications

Here you can view and request an enrollment verification.



### Transcript Requests

Here you can request an official transcript and view the status of prior requests



### Advising

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

Two steps to planning a degree out.  
1. This begins with viewing the degree requirements through the degree audit.  
2. Then there are multiple ways to plan specific classes.

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1



#### View Your Degree Audit

Start by going to Degree Audit to see your academic progress in your degree and search for courses.

[Go to Degree Audit](#)

2



#### Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Register](#)

### FALL 2016 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			✓ BUS-110-106		✓ BUS-110-106		
2pm							
3pm							

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### Advising

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

You have one or more advisees who have requested a review.




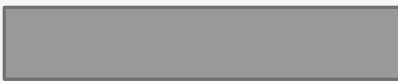

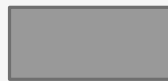




### Who would you like to work with?

Find a student by searching or selecting below.

Name or ID:

Filter:  Student  Advisor

Any advising **notifications** will appear letting you know a student has requested a review.

	TEST, MARY J.	 	0670945	ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD	Advisor(s): DAVID LIND
				BIOLOGICAL CLINICAL SCIENCE - AS.BCS	Advisor(s): DAVID LIND
				ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD	Advisor(s): DAVID LIND
				E - AS.BCS	Advisor(s): DAVID LIND

Enter in **students ID** or scroll through your list of advisees if the student is assigned to you.

**Degree Audit** will allow you to help a student begin planning courses for their degree. It's good practice to explain the degree audit to the student.

The screenshot shows a student portal interface. At the top, there is a navigation bar with tabs: Course Plan, Timeline, Degree Audit, Find Classes, Notes, Plan Archive, Test Scores, and Unofficial Transcript. The 'Degree Audit' tab is selected and circled. Below the navigation bar, the main content area displays 'ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD (1 of 1 programs)'. A button labeled '+ View a Different Program' is circled. Below this, there is a section titled 'At a Glance' with a progress bar and a note: 'Apply for graduation during your final semester of classes.' Below the progress bar, there is a section titled 'Academic Programs' with a search bar containing 'nursing' and two radio button options: 'NURSING - PRACTICAL NURSING - CT.NUR' and 'NURSING - REGISTERED NURSING (LPN REQUIRED) - AS.ASN'. At the bottom right of the modal, there are 'Cancel' and 'View Program' buttons.

**View a Different Program** will allow you and the student to see the requirements for another program.

### Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

- NURSING - PRACTICAL NURSING - CT.NUR
- NURSING - REGISTERED NURSING (LPN REQUIRED) - AS.ASN

Cancel

View Program

Student **holds** will be listed here, including but not limited to:

- Academic Probation
- Business/ Cashier hold
- Transcript hold

DAVID ▾ Sign out ? Help 2 Notifications

Daily Work ▾ Advising ▾ Advising

Official college transcripts required prior to registration. ×

See assigned advisor for probation release. ×

Review Complete

Course Plan last reviewed on 8/24/2016 by DOOLEY, ERIN G.  
**Advisor(s): ERIN DOOLEY**

Archive Test Scores Unofficial Transcript

Planned: 9 Credits Enrolled: 0 Credits Waitlisted: 0 Credits Remove Planned Courses

# Reading OTC Central Degree Audit

Status	Course	Search	Grade	Term	Credits
Not Started	ENG-101	COMPOSITION I			
3. ENGLISH II Complete ENG-102 or ENG-150. <a href="#">Show Details</a>					
4. COMMUNICATION <a href="#">Show Details</a>					
5. HUMANITIES: WESTERN CULTURE Complete 3 credit hours from ART-101, ART-105, ART-110, ASL-101, ASL-102, ENG-180, ENG-195, ENG-220, ENG-225, ENG-240, ENG-245, ENG-250, HUM-101 MUS-105, PHL-101 PHL-105, PHL-120, PHL-125, OR THR-101. <a href="#">Hide Details</a>					
Status	Course	Search	Grade	Term	Credits
In-Progress	ART-101	ART HISTORY I		16/FA	3
6. HUMANITIES: WORLD CULTURE Complete 3 credit hours from ENG-260, ENG-265, HST-105, HST-106, HUM-102, MUS-101, MUS-106, MUS-201, PHL-110 or any world language. <a href="#">Show Details</a>					
7. HUMANITIES ELECTIVE Complete 3 credit hours from western culture, world culture, or any ART, MUS, or THR. <a href="#">Show Details</a>					
8. BIOLOGICAL SCIENCE Complete 4 credit hours from BIO-100, BIO-105, or BIO-160. <a href="#">Show Details</a>					
9. PHYSICAL SCIENCE Complete 4 credit hours from CHM-101, CHM-160, PHY-100, PHY-101, PHY-105, PHY-110, PHY-115, PHY-120, or PHY-220. <a href="#">Hide Details</a>					
Status	Course	Search	Grade	Term	Credits
Planned	CHM-101	INTRODUCTORY CHEMISTRY		17/SP	4
10. GOVERNMENT Complete PLS-101 or HST-120. <a href="#">Hide Details</a>					
Status	Course	Search	Grade	Term	Credits
Completed	PLS-101	AMERICAN GOVERNMENT POLITICS	C	15/FA	3

## A. ELECTIVE COURSES

Complete 6 credit hours of college level courses. Choosing between BUS-110, BUS-130, BUS-150, BUS-290, CIS-105, and MTH-210 is recommended.

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 6 Credits Completed. [Hide Details](#)

Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
 In-Progress	<a href="#">MUS-235</a> OTC CONCERT CHOIR			16/SP	1
 In-Progress	<a href="#">MUS-236</a> OTC CHAMBER SINGERS			16/SP	1
 Planned	<a href="#">MUS-295</a> MEN'S ENSEMBLE			16/SP	1



3. ENGLISH II Complete ENG-102 or ENG-150. 0 of 3 Credits Completed.

Status	Course	Grade	Term	Credits
Not Started				

COMMUNICATION Fully Planned 0 of 1 Courses Completed. Hide Details

The following results match requirement: ENGLISH II Complete ENG-102 or ENG-150.  
Filters Applied: None

ENG-102 COMPOSITION II (3 Credits)

This course continues developing students' abilities to use research and writing to make informed conclusions. In addition, the course develops students' skills to communicate these conclusions to professional and expert audiences. Emphasis is placed on honing skills of audience analysis, analytical reading, critical thinking, research methods, and persuasive writing. Also, this course will introduce students to patterns and conventions of multiple disciplinary communities.

Requisites: ENG-101 - Must be completed prior to taking this course.

> View Available Sections for ENG-102

ENG-150 TECHNICAL WRITING (3 Credits)

This course will develop skills necessary to gather, present, and interpret data for various types of technical reports. Sound research and documentation techniques will be learned. Students will complete a technical research report and a manual.

Requisites: ENG-101 - Must be completed prior to taking this course.

> View Available Sections for ENG-150

Search

Add Course to Plan

Course Details

ENG-102: COMPOSITION II

This course continues developing students' abilities to use research and writing to make informed conclusions. In addition, the course develops students' skills to communicate these conclusions to professional and expert audiences. Emphasis is placed on honing skills of audience analysis, analytical reading, critical thinking, research methods, and persuasive writing. Also, this course will introduce students to patterns and conventions of multiple disciplinary communities.

Credits 3

Locations Offered TBD

Requisites

⚠️ ENG-101 - Must be completed prior to taking this course.

Term

Close

Add Course to Plan

Course Plan

Timeline

Degree Audit

Find Classes

Notes

Plan Archive

Test Scores

Unofficial Transcript

### FALL 2016

ANT-101-102: INTRODUCTION TO ANTHROPOLOGY  
Credits: 3 ✓

ART-101-W01: ART HISTORY I  
Credits: 3 ✓

ART-125-101: PAINTING I  
Credits: 3 ✓

ART-135-102: CERAMICS I  
Credits: 3 ✓

PSY-110-106: INTRODUCTION TO PSYCHOLOGY  
Credits: 3 ✓

15 Enrolled Credits

### SPRING 2017

ART-105: ART HISTORY II  
Credits: 3

ART-235: CERAMICS II  
Credits: 3

⚠ Grade of "C" or better in ART-116 - Must be taken either prior to or at the same time as this course.

MTH-135: COLLEGE ALGEBRA  
Credits: 3

PHY-110: INTRO TO GEOLOGY  
Credits: 4

13 Planned Credits

### SUMMER 2017

ART-116: FOUNDATION II:3-DIMEN. DESIGN  
Credits: 3

ART-220: DRAWING III  
Credits: 3

ENG-101: COMPOSITION I  
Credits: 3

9 Planned Credits



**MARY J. TEST**

Student ID: 0670945  
Educational Goal: Certificate  
✉ [lt0670945@otc.edu](mailto:lt0670945@otc.edu)

**Review Complete**

Course Plan last reviewed on 8/24/2016 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

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

Reviewed Mary's unofficial MSU transcript. Waived prerequisites 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

Review Complete allows you to **archive** the plan as it is, allowing anyone to go back and see the snapshot of the students' degree plan as it stood that day.

The screenshot shows a user interface with a blue header bar containing the user name 'DAVID', 'Sign out', 'Help', and '2 Notifications'. Below the header is a navigation bar with 'Daily Work', 'Advising', and 'Advisin'. A notification dialog box is open, displaying a green success message 'The review has been completed.' and a light blue informational message 'Would you like to archive this course plan?'. The 'Archive' button in the dialog is circled in black. Below the dialog, text indicates 'Course Plan last reviewed on 10/21/2016 by LIND, DAVID L.' and 'Advisor(s): DAVID LIND'. A navigation bar below the dialog includes 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial Transcript'. The main content area is titled 'View Note History' and contains two notes: one from 'TEST, MARY J.' on 1/14/2016 and another from 'DOOLEY, ERIN G.' on 12/7/2015.

DAVID Sign out Help 2 Notifications

Daily Work Advising Advisin

✓ The review has been completed.

i Would you like to archive this course plan?

Cancel Archive

Course Plan last reviewed on 10/21/2016 by LIND, DAVID L.

Advisor(s): DAVID LIND

Notes Plan Archive Test Scores Unofficial Transcript

### View Note History

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

Reviewed Mary's unofficial MSU transcript. Waived prerequisites 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

Advising Workshops

Campus Resources

Advising Guides

FAQ

GPA Calculator

# Advising Resources

Search “Advising  
Resources” on the  
OTC search bar.

### Financial Aid

The Financial Aid Office is here to help you navigate through the various processes to help you receive the assistance needed to pay for college

### Writing Center

The Carol Jones Writing Center helps people of all skill levels improve their writing skills. From brainstorming ideas to learning how to cite properly, the Writing Center helps with any step of the writing process.

### Speech Communication Center

Dedicated to providing free student support through quality tutoring and mentoring in the areas of Public Speaking and the Communication discipline. This will help students prepare and rehearse for any speech or group presentation.

### Tutoring and Learning Center

The Tutoring and Learning Center offer learning assistance in several precollege and college level courses. Students can receive assistance for such courses as Math, Computer Applications, Chemistry, A&P, and Study Skills

### Disability Support Services

The Disability Support Services Office offers support services to students with disabilities and faculty and staff who work with these students

# Advising Resources

Donna Rebman  
MSU Transfer Advisor  
Student Services Desk

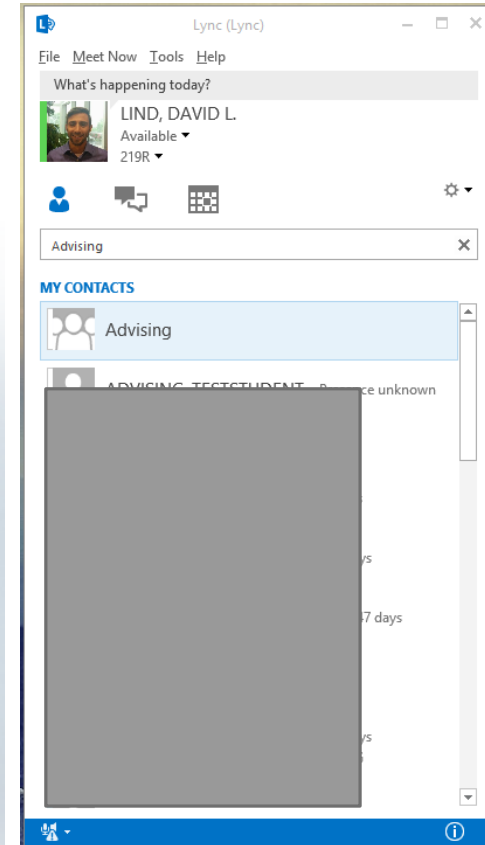
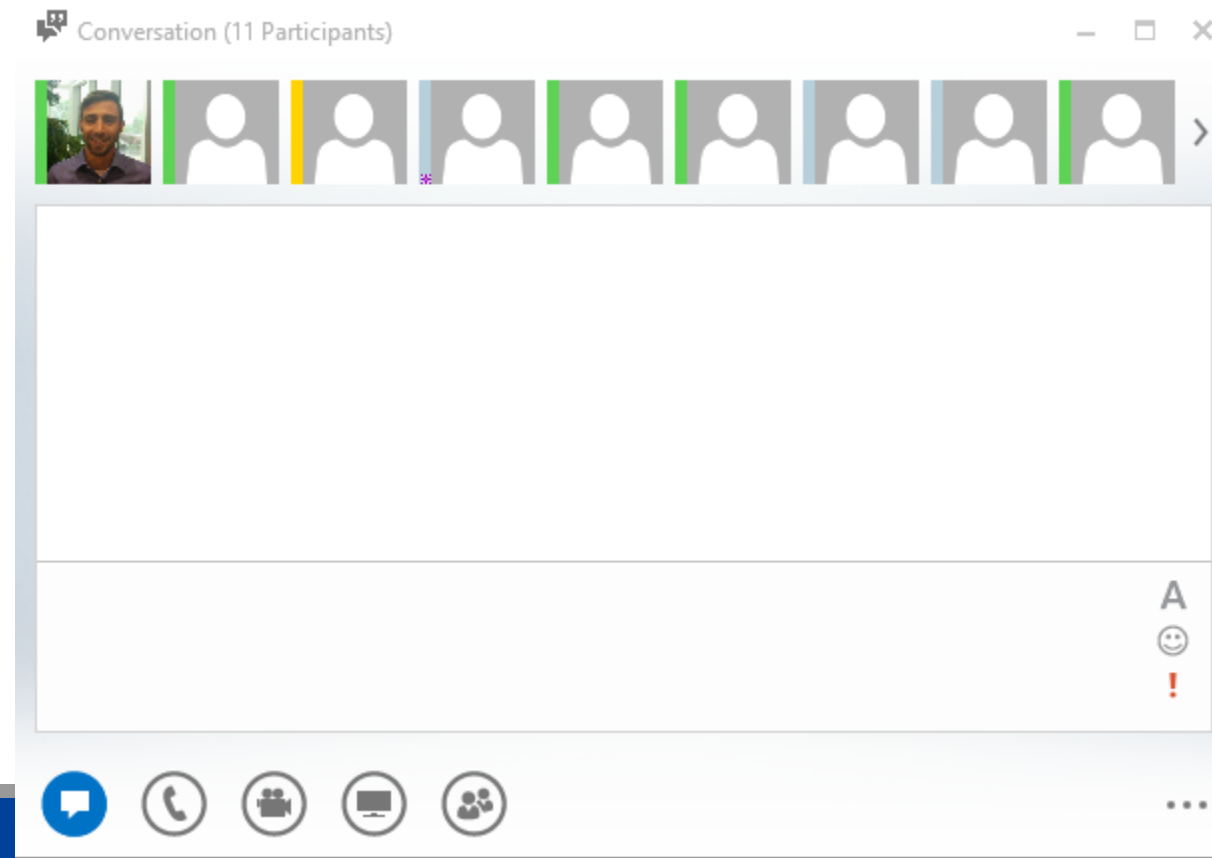


Drury Transfer Advisor  
Student Services Desk

# Advising Resources

Search “Advising” in Lync to message any of the current advisors for questions related to your advisees!

Feel free to forward any concerns you may have to [lindd@otc.edu](mailto:lindd@otc.edu)!



# Advising Responsibilities & Expectations:

## Advisor

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- **Provide guidance**, encouragement, and referrals to resources to empower students to meet their own goals.
- **Listen** carefully.
- **Maintain** confidentiality.
- **Provide** strategies and options.
- **Monitor** students' progress.
- **Discuss** the relationship between academic preparation and the work world.
- **Be accessible** by appointment, as needed.



# Questions?

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