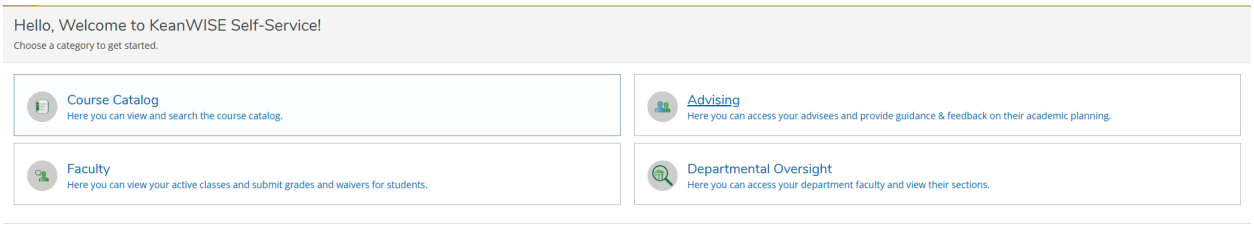
Self-Service Advising Overview

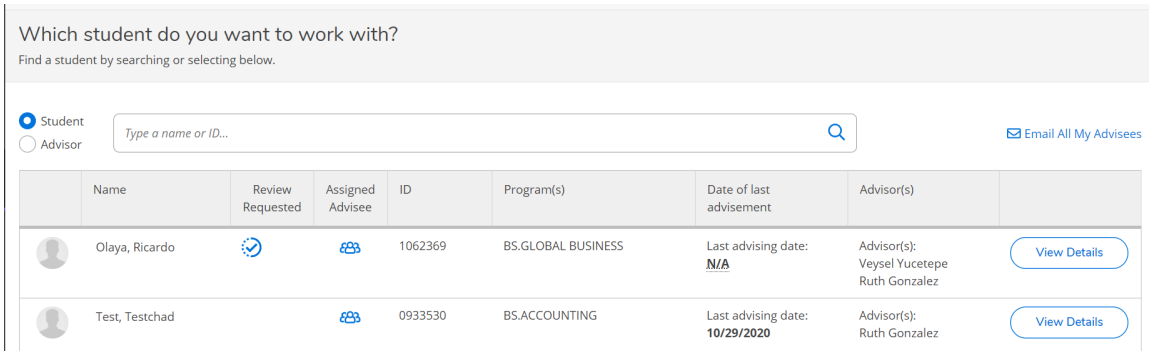
1. Login to your KeanWISE account the below link.

   https://kean-ss.colleague.elluciancloud.com/Student

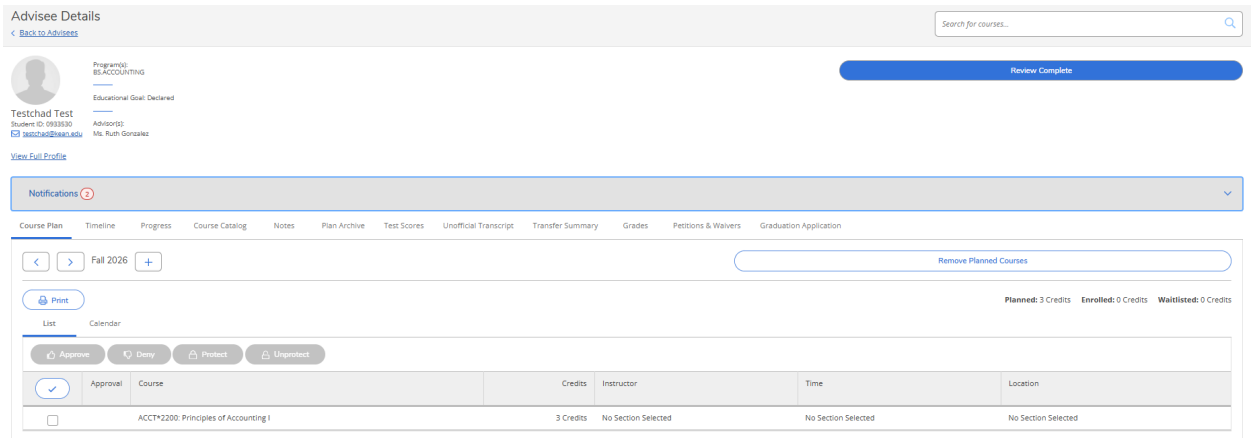
2. Select the Advising tile.



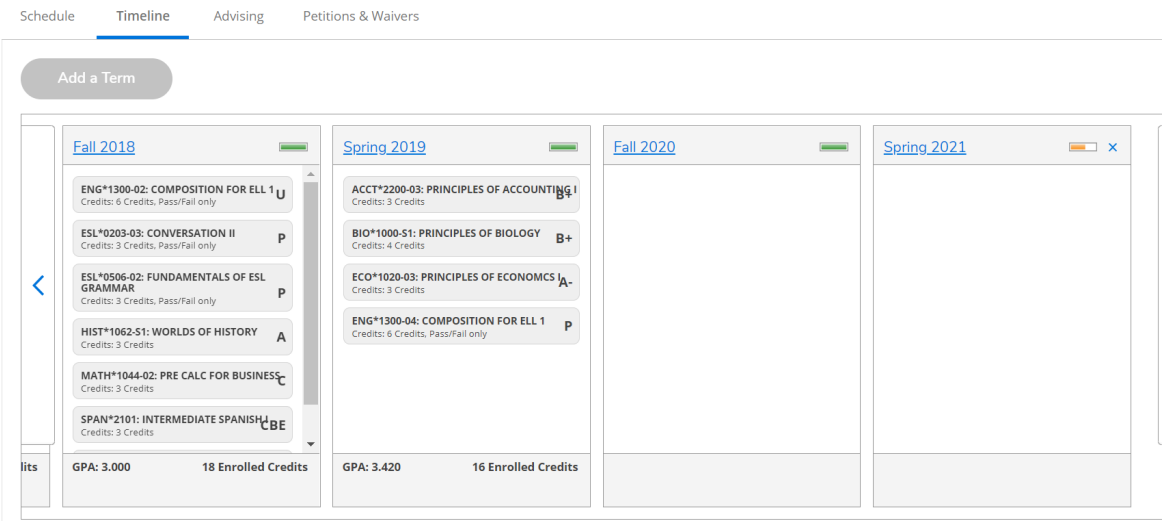
3. Assigned Advisees will be listed on this page. To view a student's record, select "View Details" next to the student's name or search for a student's record by typing in their ID# or name in the search box.



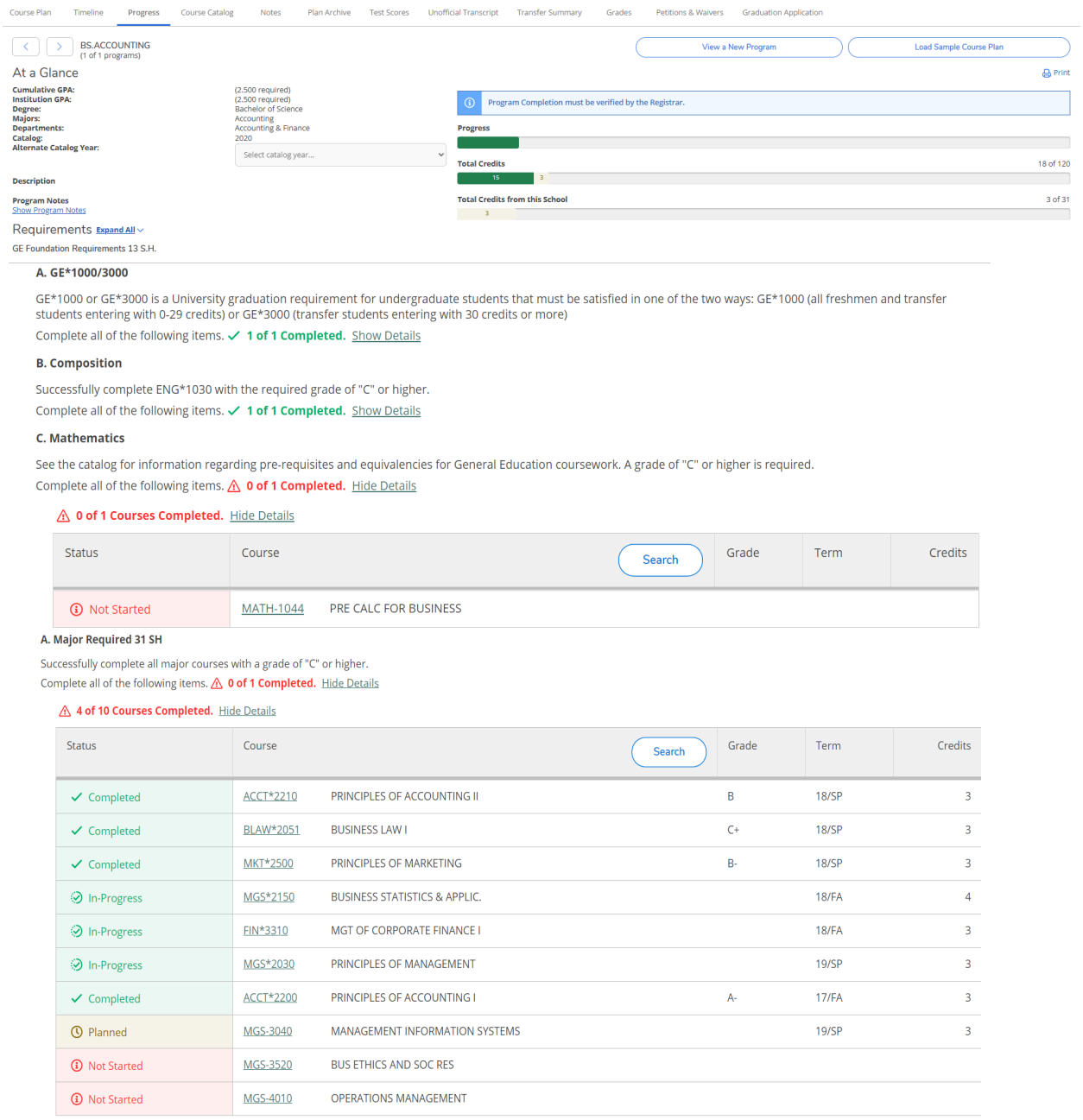
4. The Course Plan tab:
   - Will display any outstanding restrictions on the student's record in the upper right-hand corner of the screen.
   - Notifications are listed in the "Notifications" section, clicking on it will provide full details of the notification.
   - The bottom portion of the screen will display student's term schedule in a list format and can be changed to the calendar view. Use the arrows next to the term to view other terms.



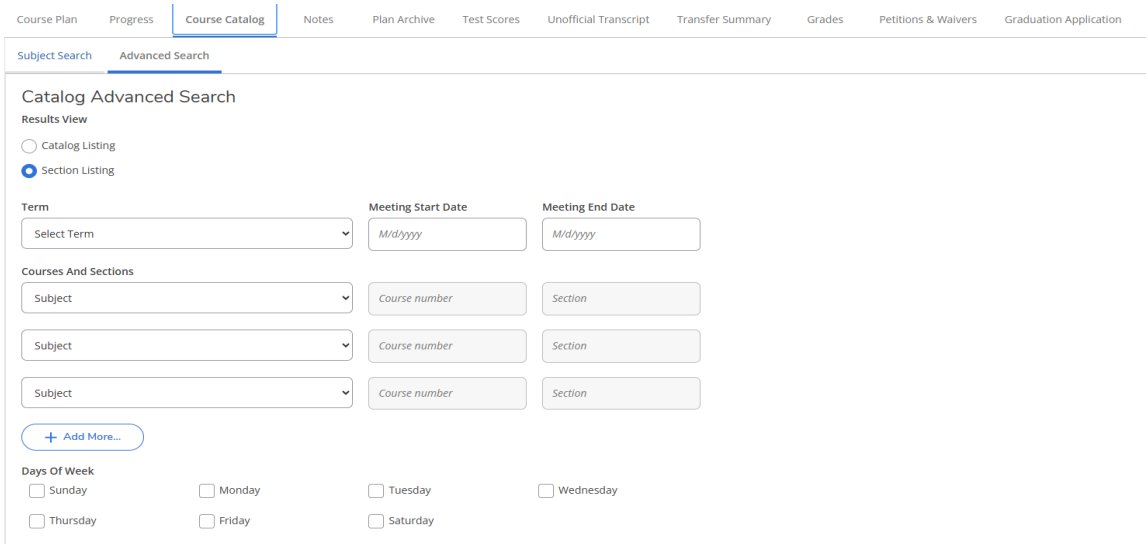
5. The Timeline tabs displays:
    - Planned, In Progress and completed courses by term.
    - Completed terms will display final grades and the term GPA.



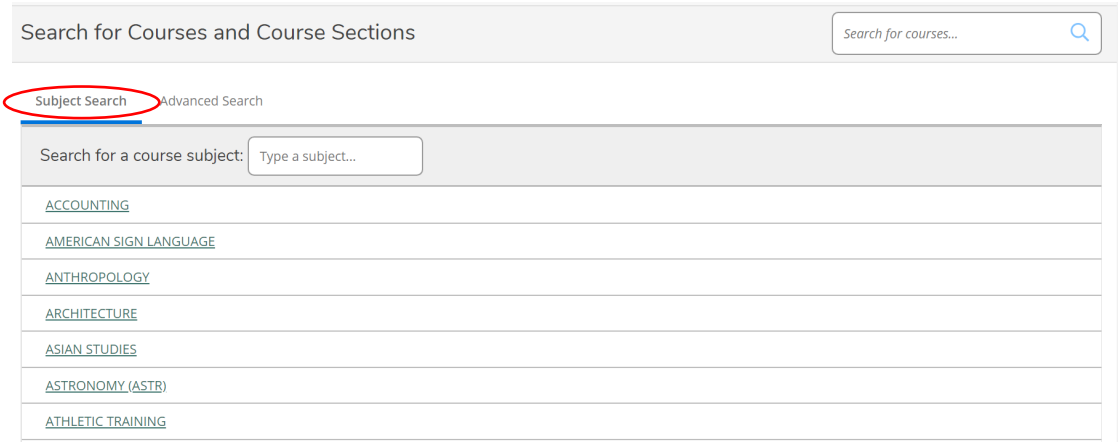
6. The Progress tab:
    - The colored bars: represent the progress that a student has made towards completing their program.
    - A breakdown by categories of the courses that are required to complete the program.
    - Course Statuses: identified by different colors, Completed or In Progress courses will display in green, Planned courses in tan and courses not started in red.



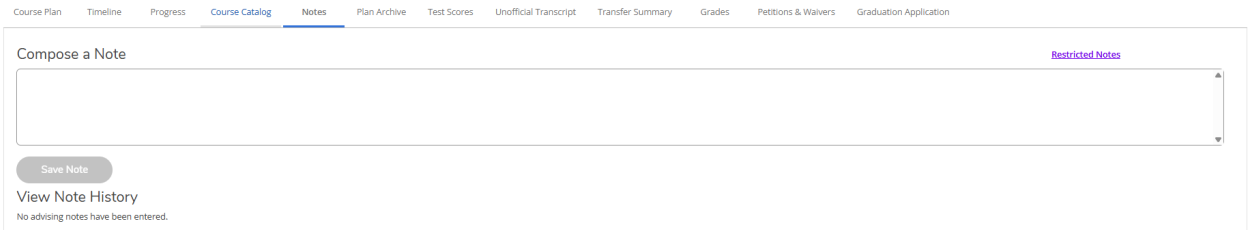
7. The Course Catalog tab: opens the advanced course search. The various filters can be used to narrow down a search.



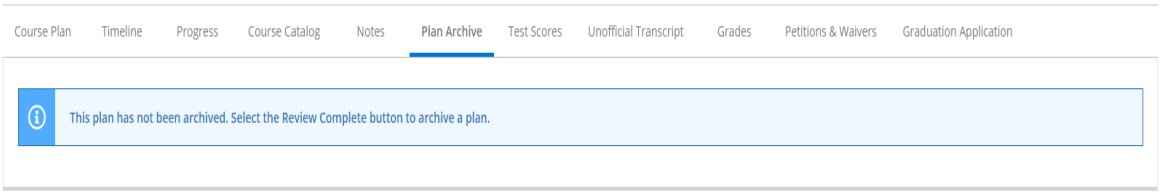
a. A search can also be done by subject by selecting the "Subject Search" option. This option will display all the available courses in that subject.



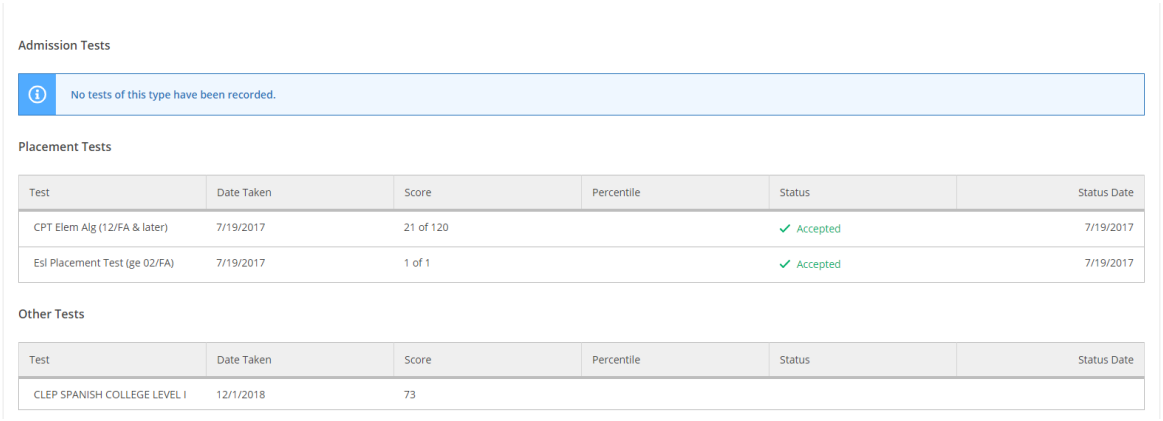
8. The Notes tab allows advisors to make notes regarding the student or read a note that the student may have sent. An option "for restricted notes" is also available, notes stored in this section are only visible to the advisor.



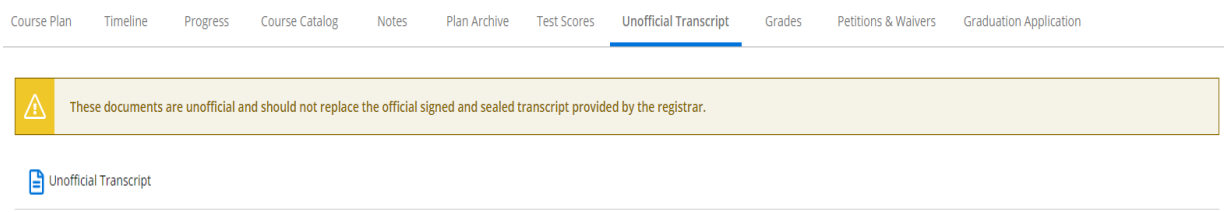
9. The Plan Archive tab: allows advisors to save a copy of a student's academic plan. A PDF copy is created and saved to be accessed when needed. Archived academic plans do not automatically update when changes are made.



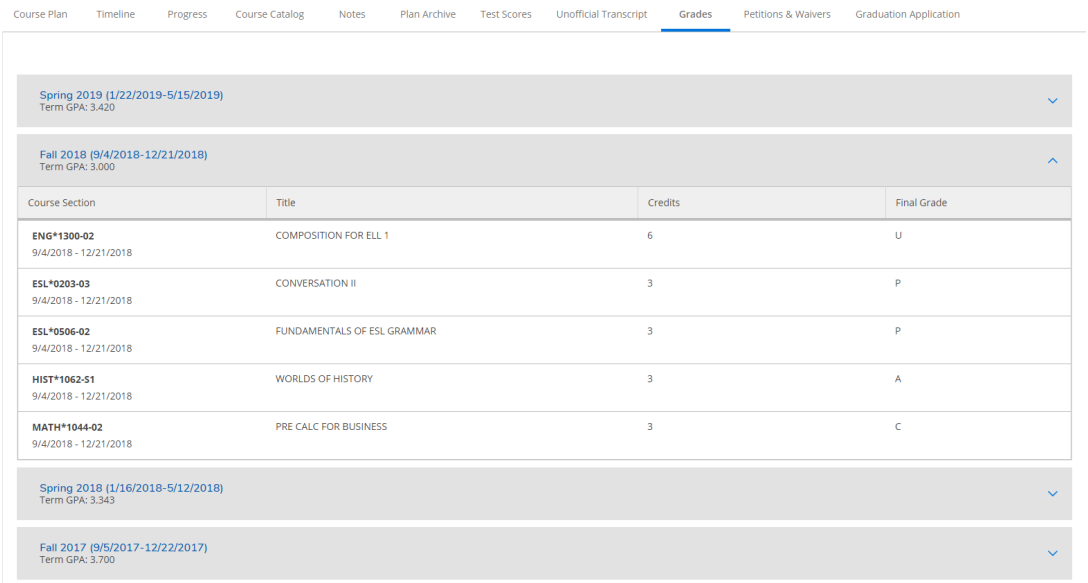
10. The Test Scores tab: displays any scores for any tests that the student may have taken such as Placement tests, CLEP, etc.



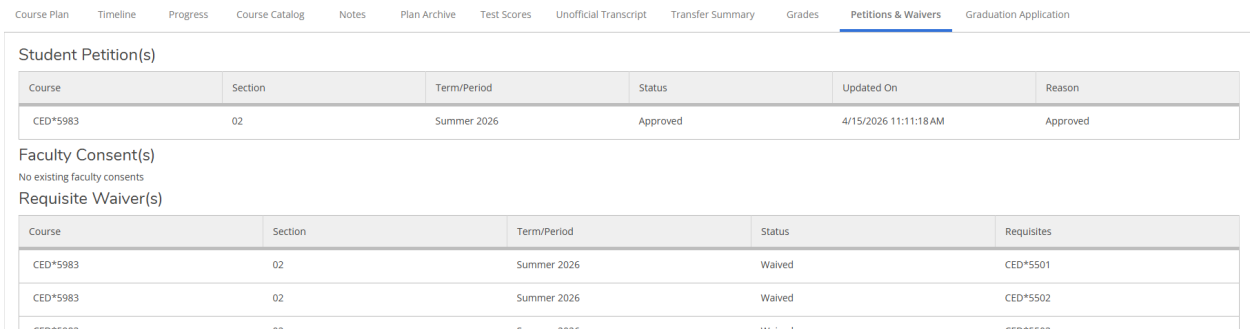
11. The Unofficial transcript tab: contains a PDF copy of the student's unofficial transcript



12. The Grades tab: contains a breakdown of final grades by term.



13. The Petitions and Wavers tab: displays any course petitions and/or requisite waivers that have been approved for the student. Approved petitions and/or requisite waivers allow students to register themselves online.



14. The Graduation Application tab displays any graduation applications that have been filed by the student.

