

## Guide to Juniata College Online Advising Tools

<b>Colleague Self-Service</b>	<b>Basecamp</b>	<b>Class Scheduling Assistant</b>	<b>Websites</b>	<b>The Arch</b>
<i>Advisee records; Course registration</i>	<i>Case management platform</i>	<i>Public version of class schedules</i>	<i>Juniata College webpages</i>	<i>Intranet portal</i>
In <b>Advising area</b> , you can view each advisee's: -class schedule history -degree progress report* -test scores -unofficial transcript -grades -advising notes	Used by Learning Services and Student Life professionals and instructors/advisors to coordinate support for at-risk students	View course offerings without having to log in;  Can NOT register for classes here; have to use Self-Service or WebAdvisor*	<b>Advisor Resources webpage:</b> repository of a variety of resources specifically for advisors	<b>Faculty Academics</b> menu under the <b>Employees</b> tab provides shortcuts to certain functions used by instructors and advisors
Registration  Course planning	Notices of Concern  Midterm Notices  Stoplight Survey	Offers more specific time search than Colleague Self-Service (specific start time rather than block of time)	<b>Registrar's Office website:</b> forms, catalog/policies, academic calendars, final exam schedules, pass/no pass, transcript requests, transferring credits	<b>Applications</b> tab provides links to Colleague Self-Service, WebAdvisor*, Basecamp, Moodle, etc.
Write and view advising notes for use by student and all advisors  Student can view notes!	Sharing notes and documents between various College personnel working with a student  Student cannot log in but can request as part of educational records.	View previous semester's course offerings	<b>Student Accessibility Services website:</b> testing accommodations, notetaking, and other services for students with documented disabilities or learning differences	
Has function to email all advisees			<b>Tutoring Services website:</b> individual and group tutoring information	

*\*WebAdvisor is an old version of the software that has been replaced by Colleague Self-Service. Ellucian (the software provider) is no longer updating or supporting it. It will continue to be available as long as it continues to function.*