

# Daemen University Self-Service Advisor Guide

## Self-Service Overview

Self-Service is an interactive web application that enables users to access and view their individual or advisee information contained in your institution's Colleague® databases.

## Self-Service Modules

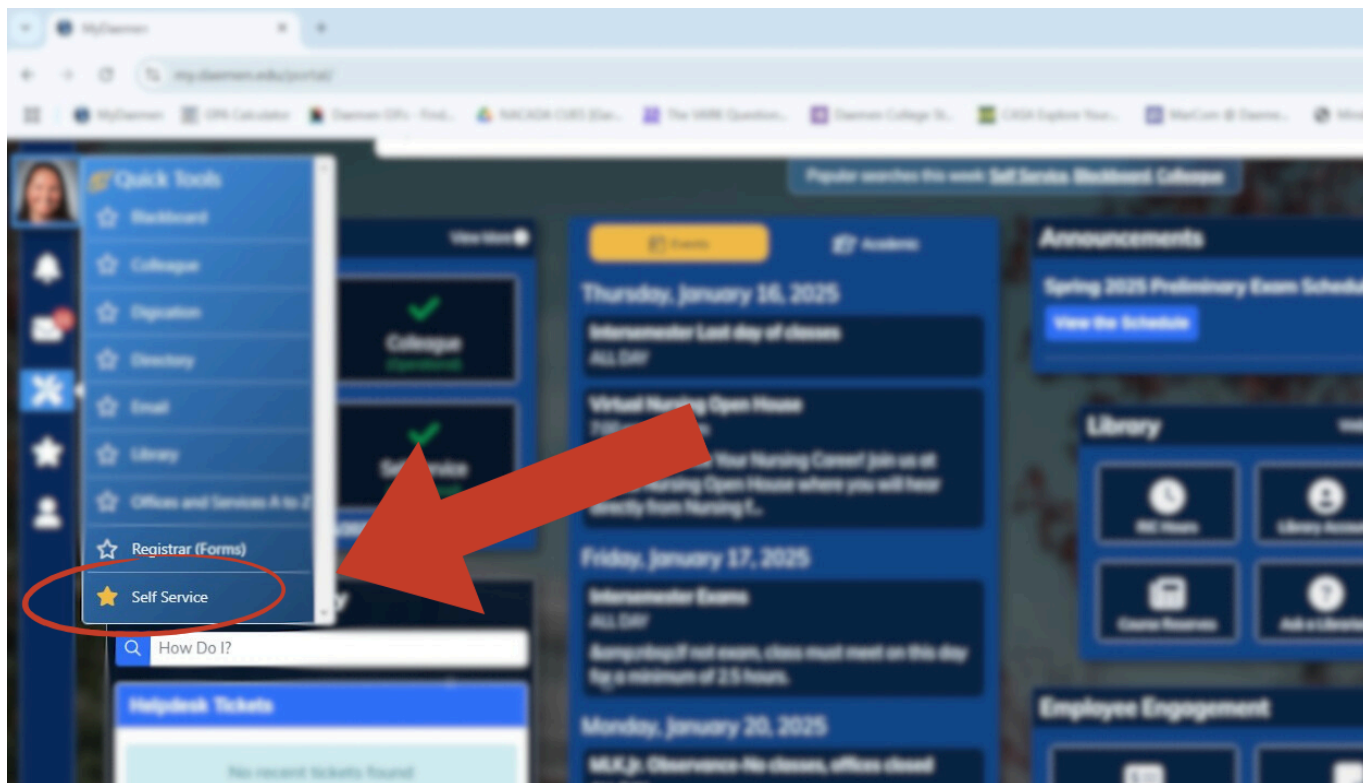
Self-service consists of several modules that allow users to perform tasks, such as advising students or applying for graduation. These modules include:

- Student Planning
- Graduation
- Student Finance
- Grades

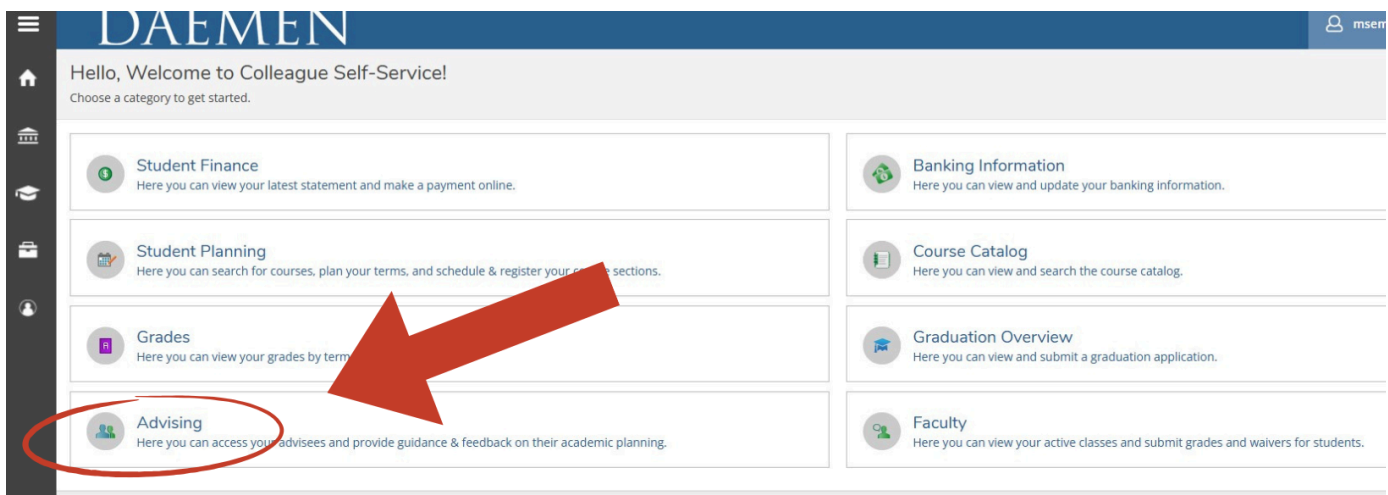
Self Service allows a student and advisor to work together to achieve the desired outcome for a selected course plan.

## To Review a Student's Plan and Approve/Deny Courses

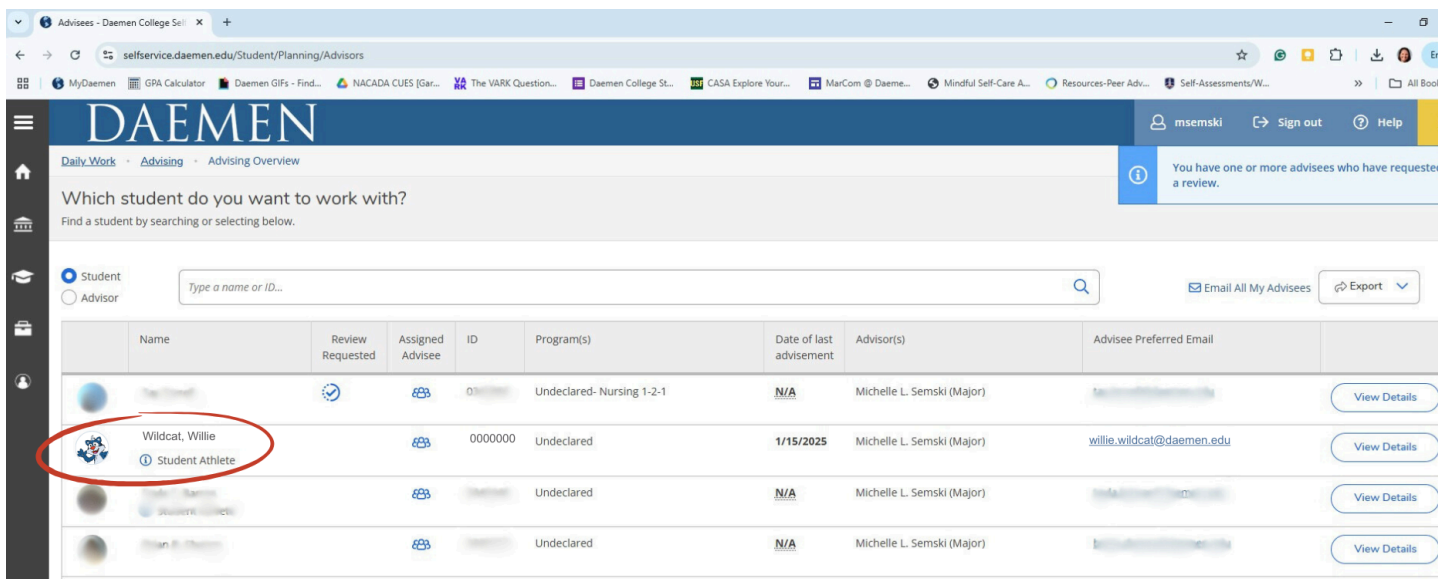
1. Log onto MyDaemen and click on Self Service from the Quick Tools menu. This link will automatically take you to the Self-Service.



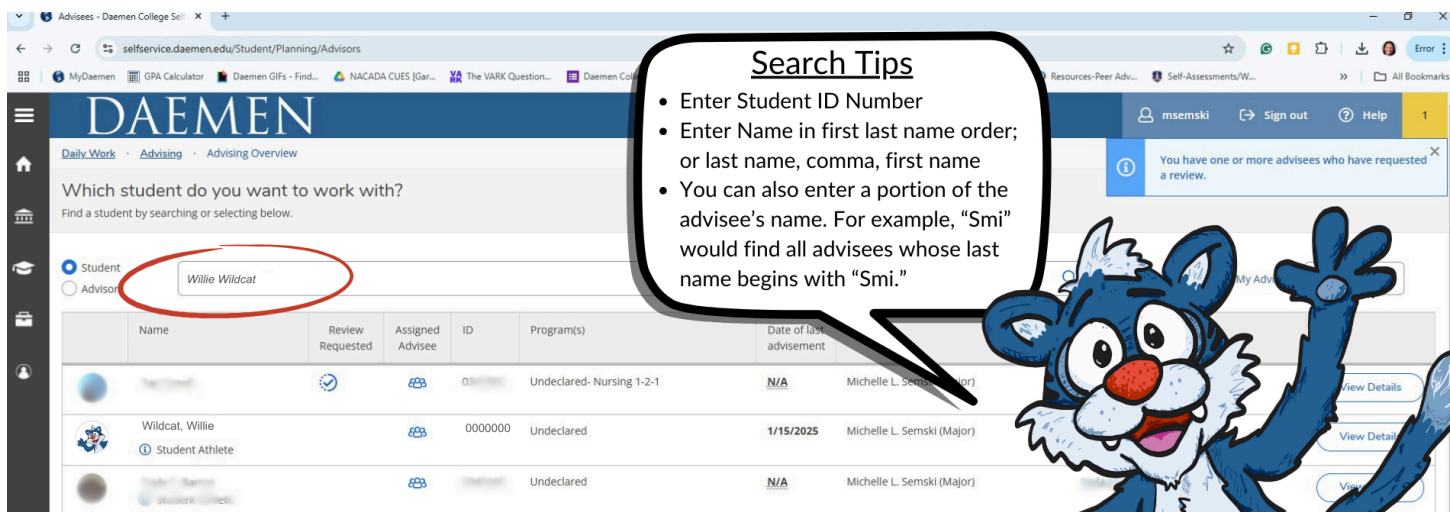
2. Select "Advising" from the menu



3. Your advisees will appear. Click "View Details" for the student you want to access.



You can also use the Search box to search for a particular advisee.



# Progress

The **Progress** tab is a student's degree audit and outlines their degree requirements. Specific student information will be displayed at the top.

The screenshot shows the DAEMEN Advising Overview page for a student named Willie Wildcat. The 'Progress' tab is selected in the navigation bar, indicated by a red circle and a red arrow. The page displays student details, program information (Business Administration-Marketing SP BS), and a progress bar showing 48 credits completed out of 150 required. A red arrow points to the 'Progress' tab in the navigation bar.

**Student Athlete**  
Willie Wildcat  
Student ID: 0000000  
willie.wildcat@daemen.edu

**Program(s):** Business Administration-Marketing SP BS  
**Advisor(s):** Dr. Aaron Joyal

**At a Glance**  
Cumulative GPA: 3.576 (2,000 required)  
Institution GPA: 3.576 (2,000 required)  
Degree: Bachelor of Science  
Majors: BusAdmin - Marketing SP  
Departments: Business Administration  
Catalog: 23-24  
Anticipated Completion Date: 5/31/2027

**Progress**  
Total Credits: 48 / 150

This **Progress** tab is an interactive degree audit. Click the Search box to see a list of courses that meet that requirement.

The screenshot shows the DAEMEN Advising Overview page for a student named Willie Wildcat. The 'Progress' tab is selected in the navigation bar, indicated by a red circle and a red arrow. The page displays student details, program information (Business Administration-Marketing SP BS), and a progress bar showing 48 credits completed out of 150 required. A red arrow points to the 'Search' box in the course list.

**Search** Grade Term Credits

**Not Started**

**Breadth - Exploration Psychology**  
Complete all of the following items. **3 of 4 Completed.** [Hide Details](#)

**A. Natural Sci & Math**  
Complete 6 credits from the Natural Science and Mathematics Exploration from subjects: Math, Biology, Biochemistry, Chemistry, Environmental Science, Physics, and Computer Science. All courses counting in the Exploration must be General Education approved.  
Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

**B. Social Sciences**  
Complete 6 credits from the Social Science Exploration from subjects: Anthropology, Economics, History, Linguistics, Political Science, and Sociology. All courses counting in the Exploration must be General Education approved.  
Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

**C. Humanities**  
Complete 6 credits from the Humanities Exploration from subjects: Art, English, Language (French or Spanish), Music, Philosophy, Religion, Theater, and Visual Arts. All courses counting in the Exploration must be General Education approved.  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

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

**Search** Grade Term Credits

**Completed** LIT-112 Approach to Lit A- 2024SP 3

**D. Electives**  
First Year students must complete 3 credits in a First Year Seminar course and 6 credits in a Learning Community Experience. If your First Year Seminar or Learning Community Experience fulfills a major or breadth requirement you will have to complete additional electives from this section. The follow subjects are allowed: Anthropology, Art, Biochemistry, Biology, Chemistry, Composition, Computer Science, Economics, Environmental Science, French, Geography, History, Linguistics, Literature, Math, Music, Philosophy, Physics.

This search feature will take you to the **Course Catalog** and lists the courses that meet the requirements. From here, you see all the active courses that meet your search criteria. Use the filters on the left to filter the list to sections available by choosing a term, instructor, time of day, location, and/or course types.

**DAEMEN** | mmski | Sign out | Help

Daily Work | Advising | Advising Overview

Advisee Details  
[Back To Advisees](#)

Student Athlete  
  
 Willie Wildcat  
 Student ID: 0000000  
[willie.wildcat@daemen.edu](#)  
[View Full Profile](#)

Program(s): Business Administration-Marketing SP BS  
 Advisor(s): Dr. Aaron Joyal

Advisement Complete  
 Last advised on 11/12/2024 by Dr. Aaron Joyal

Review Complete  
 Course Plan last reviewed on 11/12/2024 by Dr. Aaron Joyal

Course Plan | Time | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Transfer Summary | Grades | Petitions & Waivers | Graduation Application

[Back To Course Catalog](#)

**Filter Results** [Hide](#)

**Availability**

- ☐ Open and Waitlisted Sections
- ☐ Open Sections Only

**Subjects**

- ☐ ART Art (5)
- ☐ CMP Composition (9)
- ☐ ENTR Entrepreneurship (2)
- ☐ FRE French (14)
- ☐ IND Interdisciplinary (9)
- [Show All Subjects](#)

**Locations**

- ☐ Main Campus (154)
- ☐ Branch Location (2)

**Terms**

- ☐ Fall 2025 Preliminar (33)
- ☐ Spring 2025 (30)
- ☐ Fall 2024 Alternative (1)
- ☐ Intercession 2025 (1)

**Days of Week**

- ☐ Monday (36)
- ☐ Tuesday (15)
- ☐ Wednesday (35)
- ☐ Thursday (15)
- ☐ Friday (24)

**Time of Day**

Select time range...

Starts by: h:mm AM/PM Ends by: h:mm AM/PM

**Instructors**

- ☐ Charlie Wesley (7)
- ☐ Dr. Denise R. Emer (1)
- ☐ Dr. Erica Friscaro-Pawlowski (3)
- ☐ Dr. Hamish Dalley (3)
- ☐ Dr. Kurt Blankenschen (4)
- [Show All Instructors](#)

**Academic Levels**

- ☐ Undergraduate (154)

**Course Levels**

- ☐ Three Hundred Level (71)
- ☐ Two Hundred Level (55)
- ☐ One Hundred Level (27)
- ☐ Four Hundred Level (1)

**Course Types**

- ☐ Breadth Humanities (50)
- ☐ General Education Course (50)
- ☐ Liberal Arts (50)
- ☐ Lecture (41)
- ☐ Close Reading (30)
- [Show All Course Types](#)

**Instruction Type**

- ☐ Not Online (47)
- ☐ Online (6)

The following results match requirement: Complete 6 credits from the Humanities Exploration from subjects: Art, English, Language (French or Spanish), Music, Philosophy, Religion, Theater. All courses counting in the Exploration must be General Education approved.  
 Filters Applied: None

**MUS-100 Intro to Music (3 Credits)** [Add Course to Plan](#)

Basic concepts and terminology; survey of selected periods in music history, with study of representative compositions.

**Requisites:** None  
**Locations:** Main Campus  
**Offered:** As Needed

**View Available Sections for MUS-100**

Spring 2025

**MUS-100-01** Intro to Music [Add Section to Schedule](#)

Runs from 1/22/2025 - 5/2/2025

Seats	Times	Locations	Instructors
28 / 30 / 0	T/Th 4:00 PM - 5:25 PM 1/22/2025 - 5/2/2025	Main Campus, Duns Scotus D5336 Lecture	Sebnem Mekinulov (Lecture)

Fall 2025 Preliminar

**MUS-100-01** Intro to Music [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
20 / 20 / 0	T/Th 5:00 PM - 6:25 PM 9/2/2025 - 12/5/2025	Main Campus, Duns Scotus D5236 Lecture	Sebnem Mekinulov (Lecture)

**ART-101 Intro to Visual Arts (3 Credits)** [Add Course to Plan](#)

Fulfills core competency: Artistic and Creative Process. A study of the creative process in the plastic arts through a series of studio projects in a variety of media; periods of lecture and discussion.

**Requisites:** None  
**Locations:** Main Campus  
**Offered:** Fall and Spring, All Years

**FRE-102 Elementary French II (3 Credits)**

Fulfills core competency: Communication Skills. A study of the basic grammar and vocabulary of French through or write French. Prerequisite: Credit for college level Elementary Language I study, or 3-4 years of high school language study.

**Requisites:** Credit for college level Elementary Language I study, or 3-4 years of high school language study, with an in taking this course.  
**Locations:** Main Campus  
**Offered:** Spring, All Years

**SPA-101 Elem Spanish I (3 Credits)**

Fulfills core competency: Communication Skills. A study of the basic grammar and vocabulary of Spanish through or write Spanish. Prerequisite: No previous language experience required. (UG Modality: face-to-face, hybrid)

**Requisites:** None  
**Locations:** Main Campus  
**Offered:** Fall and Spring, All Years

**Helpful Tip!**  
 Use the filters on the left to narrow the list by term, instructor, time, location, level, or course type.



You can add a course to the Student’s plan or schedule.

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ ART Art (5)

☐ CMP Composition (9)

☐ ENTR Entrepreneurship (2)

☐ FRE French (14)

☐ IND Interdisciplinary (9)

Show All Subjects

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☐ Monday (36)

☐ Tuesday (15)

☐ Wednesday (35)

☐ Thursday (15)

☐ Friday (24)

Time of Day

Select time range...

Starts by

Ends by

hh:mm AM/PM

hh:mm AM/PM

Instructors

☐ Charlie Wesley (7)

☐ Dr. Denise R. Emer (1)

☐ Dr. Erica Friscaro-Pawlowski (3)

The following results match requirement: Complete 6 credits from the Humanities Exploration from subjects: Art, English, Language (French or Spanish), Music, Philosophy, Religion, Theater. All courses counting in the Exploration must be General Education approved.

Filters Applied: None

MUS-100 Intro to Music (3 Credits)

Basic concepts and terminology; survey of selected periods in music history, with study of representative compositions.

Requisites: None

Locations: Main Campus

Offered: As Needed

View Available Sections for MUS-100

Spring 2025

MUS-100-01

Intro to Music

Runs from 1/22/2025 - 5/2/2025

Seats 28 / 30 / 0

Times T/Th 4:00 PM - 5:25 PM

Locations Main Campus, Duns Scotus D5336

Instructors Sebnem Mekinulov (Lecture)

Fall 2025 Preliminar

MUS-100-01

Intro to Music

Runs from 1/22/2025 - 5/2/2025

Seats 28 / 30 / 0

Times T/Th 4:00 PM - 5:25 PM

Locations Main Campus, Duns Scotus D5336

Instructors Sebnem Mekinulov (Lecture)

Fall 2025 Preliminar

MUS-100-01

Intro to Music

Runs from 1/22/2025 - 5/2/2025

Seats 28 / 30 / 0

Times T/Th 4:00 PM - 5:25 PM

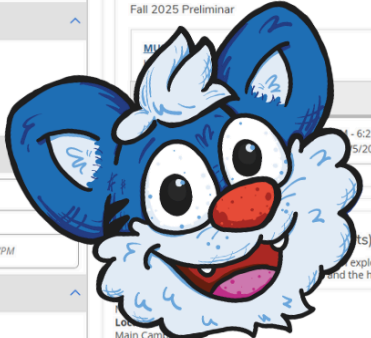
Locations Main Campus, Duns Scotus D5336

Instructors Sebnem Mekinulov (Lecture)

Add Course to Plan

Add Section to Schedule

Add Course to Plan



"Add Course to Plan" will add the course to a specific semester.  
"Add Section to Schedule" will select that specific section of the course to the listed semester

The course will now be “Planned” on the student’s Progress.

C. Humanities

Complete 6 credits from the Humanities Exploration from subjects: Art, English, Language (French or Spanish), Music, Philosophy, Religion, Theater. All courses counting in the Exploration must be General Education approved.

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

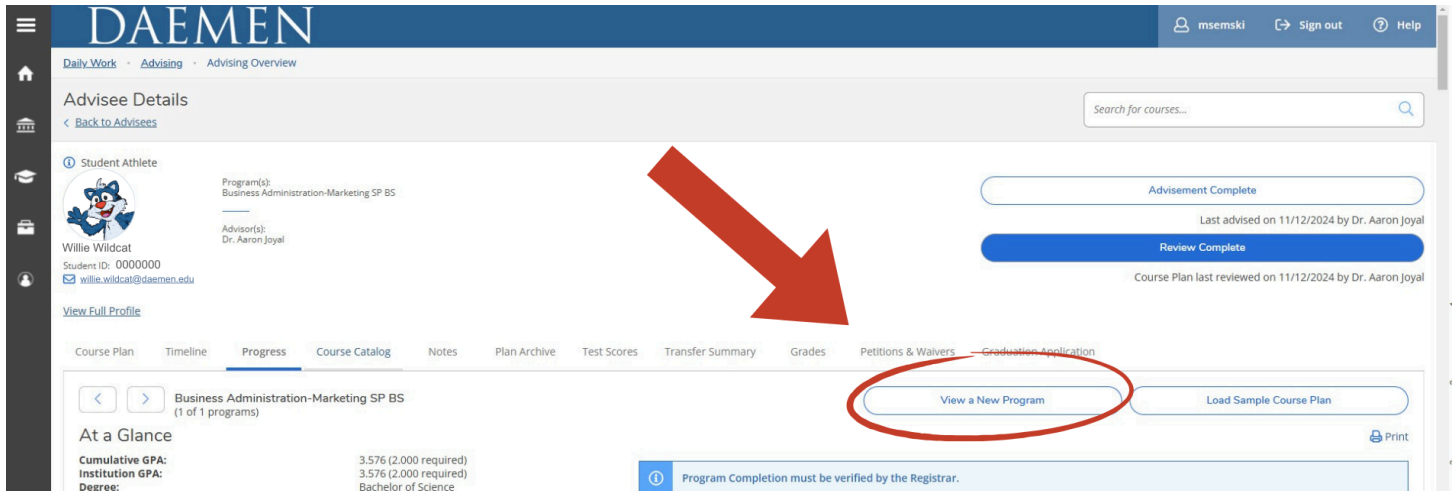
0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
<span>Planned</span>	MUS-100 Intro to Music			2025SP	3

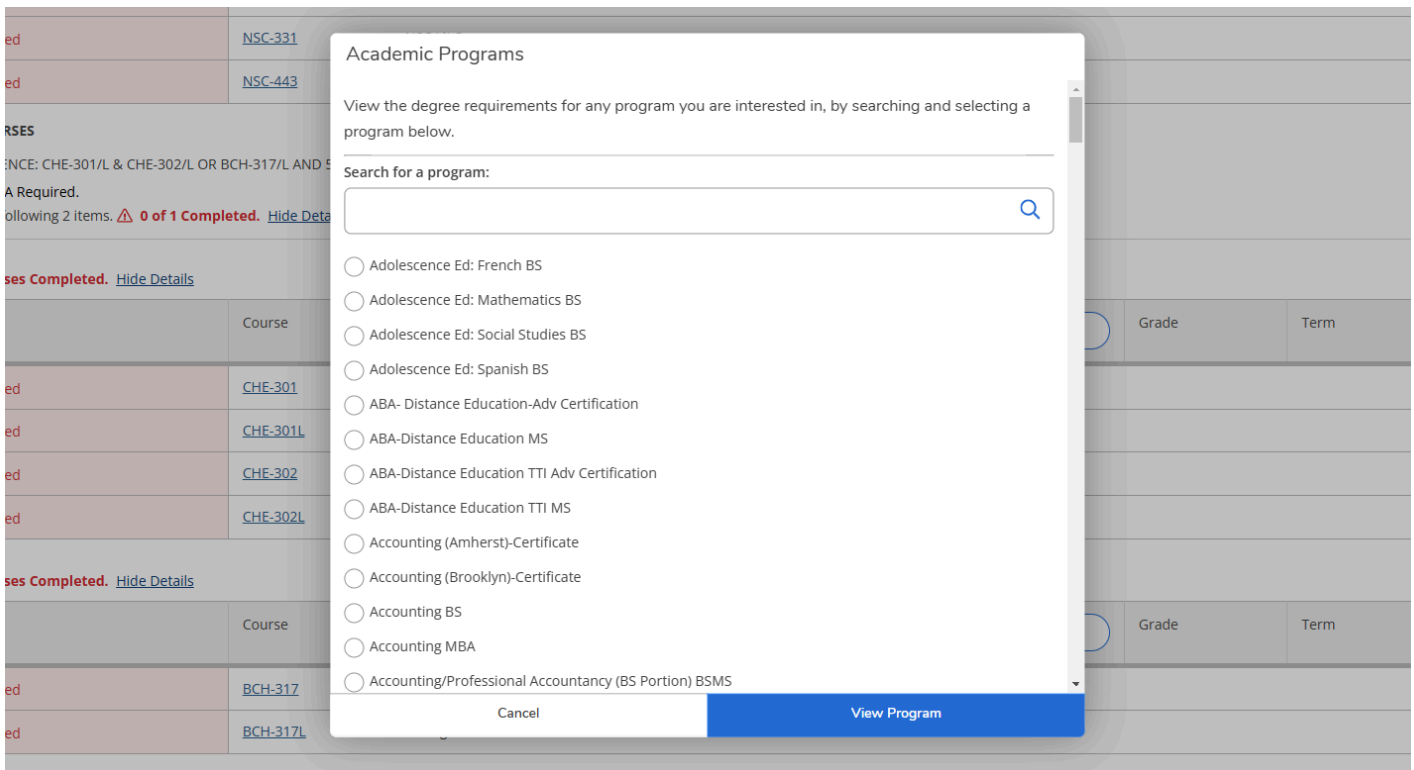
# View a New Program

Self-Service's "View a New Program" feature allows you to view the degree requirements for any program an advisee may be interested in.

1. Select the "View a New Program" button



2. Then search and select the desired major.



3. Please note that this is not an official evaluation, but gives the degree requirements and a general idea of what previously taken credits will count toward a different degree

**DAEMEN** msemski Sign out Help

Daily Work Advising Advising Overview

### Advisee Details

[Back to Advisees](#) Search for courses...

**Student Athlete**  
Willie Wildcat  
Student ID: 0000000  
willie.wildcat@daemen.edu

**Program(s):** Business Administration-Marketing SP BS  
**Advisor(s):** Dr. Aaron Joyal

Advisement Complete  
Last advised on 11/12/2024 by Dr. Aaron Joyal

Review Complete  
Course Plan last reviewed on 11/12/2024 by Dr. Aaron Joyal

[View Full Profile](#)

Course Plan **Timeline** **Progress** Course Catalog Notes Plan Archive Test Scores Transfer Summary Grades Petitions & Waivers Graduation Application

[Biology BA](#) (2 of 2 programs) [View a New Program](#) [Load Sample Course Plan](#)

Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

#### At a Glance

**Cumulative GPA:** 3.576 (2.000 required)  
**Institution GPA:** 3.576 (2.000 required)  
**Degree:** Bachelor of Arts  
**Majors:** Biology BA  
**Departments:** Natural Sciences  
**Catalog:** 24

**Description**  
[Program Notes](#)  
[Show Program Notes](#)

**Requirements** [Expand All](#)  
Major Requirements

**Program Completion** must be verified by the Registrar.

**Progress**

Category	Completed	In Progress	Remaining	Total
Total Credits	48	15	38	101 of 120
Total Credits from this School	48	15	38	101 of 30

# Course Plan

The **Course Plan** will default to the current term if the student is currently registered or if they are not registered, it will default to the last term registered. You can switch between the **List** view and the **Calendar** view

This is "List" view which shows all courses with details and status (Planned, Registered)

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	ACC-225-01: Financial Acctg ✓ Registered, but not started	3 Credits	Corinne Jones	MWF 1:25 PM - 2:20 PM 1/22/2025 - 5/2/2025	Main Campus Business Building, Lecture
<input checked="" type="checkbox"/>	HSC-221-01: Issues in Women Hlth ✓ Registered, but not started	3 Credits	Dr. Amanda Park	1/22/2025 - 5/2/2025	Main Campus Arranged CO, Online Course
<input checked="" type="checkbox"/>	MGT-208-01: Princ of Management	3 Credits	Stacy Roland	MWF 12:20 PM - 1:15 PM	Main Campus

The **Calendar** view is more beneficial when you are helping a student plan their schedule for a particular term because you can easily see section conflicts by clicking "View Other Sections."

Green classes are registered, red means the course is full or conflicts, and yellow means the course fits the schedule and has seats available.

**View other sections**

**CMP-101-01 Composition**  
Seats Available (1): 1 / 20 / 0  
Instructor: Dr. Susan E. Cozzi  
Time: MWF 9:05 AM - 10:00 AM  
Dates: 1/22/2025 - 5/2/2025  
Location: Main Campus Duns Scotus D5221 (Lecture)

**CMP-101-03 Composition**  
Seats Available (1): 1 / 20 / 0  
Instructor: Dr. Susan E. Cozzi  
Time: MWF 12:20 PM - 1:15 PM  
Dates: 1/22/2025 - 5/2/2025  
Location: Main Campus Duns Scotus D5218 (Lecture)

**This section is full**  
CMP-101-04 Composition  
Waitlisted: 0  
Instructor: Dr. Susan E. Cozzi



# COURSE APPROVAL PROCESS

From the Course Plan, you can see what the advisee has planned. A student can plan to take both courses and sections. You can also APPROVE, DENY, and/or PROTECT courses by selecting the course and clicking on the appropriate label in “List” view. Students **must** receive approval to register.

Student Planning will give a warning that a prerequisite or co-requisite exists for a course if it is not currently planned, in progress, or completed.

Check each box and click appropriate button to approve or deny planned courses

Prerequisite alert if student is missing a requirement

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ACC-225-01: Financial Acctg ✓ Registered, but not started	3 Credits	Corinne Jones	MWF 1:25 PM - 2:20 PM 1/22/2025 - 5/2/2025	Main Campus Business Building, B102 Lecture
<input checked="" type="checkbox"/>	BA-443-01: Proseminar ⚠ Complete FIN-325 and Senior status - Must be completed prior to taking this course.	3 Credits	Dr. Carol Bartlo	TTh 10:00 AM - 11:20 AM 1/22/2025 - 5/2/2025	Main Campus Business Building, B104 HYBRID-Combin. web/class
<input type="checkbox"/>	CMP-101: Composition	3 Credits	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>	HSC-221-01: Issues in Women Hlth ✓ Registered, but not started	3 Credits	Dr. Amanda Park	1/22/2025 - 5/2/2025	Main Campus Arranged Course, ARR Online Course
<input type="checkbox"/>	MGT-208-01: Princ of Management ✓ Registered, but not started	3 Credits	Stacy Roland	MWF 12:20 PM - 1:15 PM 1/22/2025 - 5/2/2025	Main Campus Business Building, B102 Lecture
<input type="checkbox"/>	MKT-302-01: Phys Dist Mgt ✓ Registered, but not started	3 Credits	Tito Rodriguez	TTh 1:00 PM - 2:20 PM 1/22/2025 - 5/2/2025	Main Campus Business Building, B102

**Protect** a course to prevent a student from removing a course from their plan or moving the course from one term to another. To remove a lock on a course, select the course, and then “Unprotect.”

# Timeline

You can also choose **Timeline** to see multiple terms at the same time. You can see past terms and also plan for future terms.

The screenshot shows the DAEMEN Advising Overview page for a student named Willie Wildcat. The page is in the 'Timeline' view, displaying a grid of course plans for various terms. The terms shown are Fall 2023, Spring 2024, Fall 2024, Spring 2025, Fall 2025 Preliminar, and Spring 2026. Each term card lists the courses planned for that term, including course numbers, titles, credits, and grades. The GPA is also displayed for each term. The 'Add a Term' button is highlighted in blue, and the 'Remove Planned Courses' button is also visible.

The number of planned, enrolled or completed credits appears at the bottom of each term. The GPA appears if the term is completed.

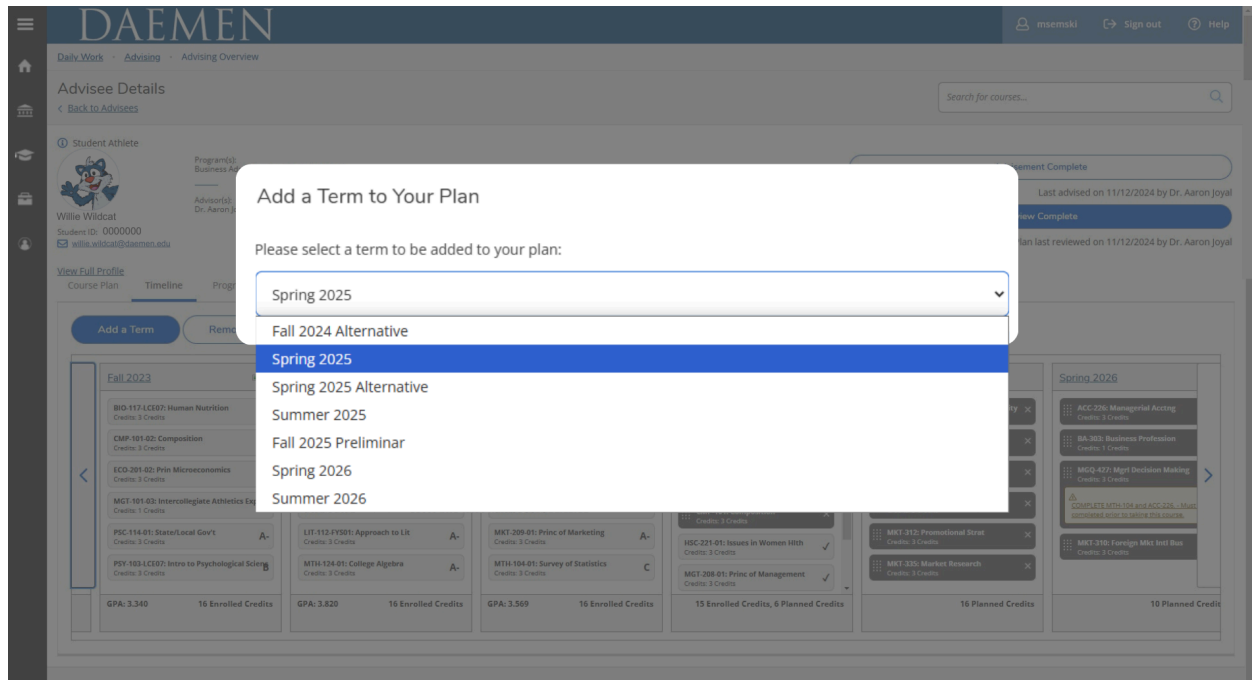
On the Timeline view, we can remove planned courses. To remove all planned courses, select Remove Planned Courses and choose the term. You cannot undo this option, so use caution!

To move courses from term to term:

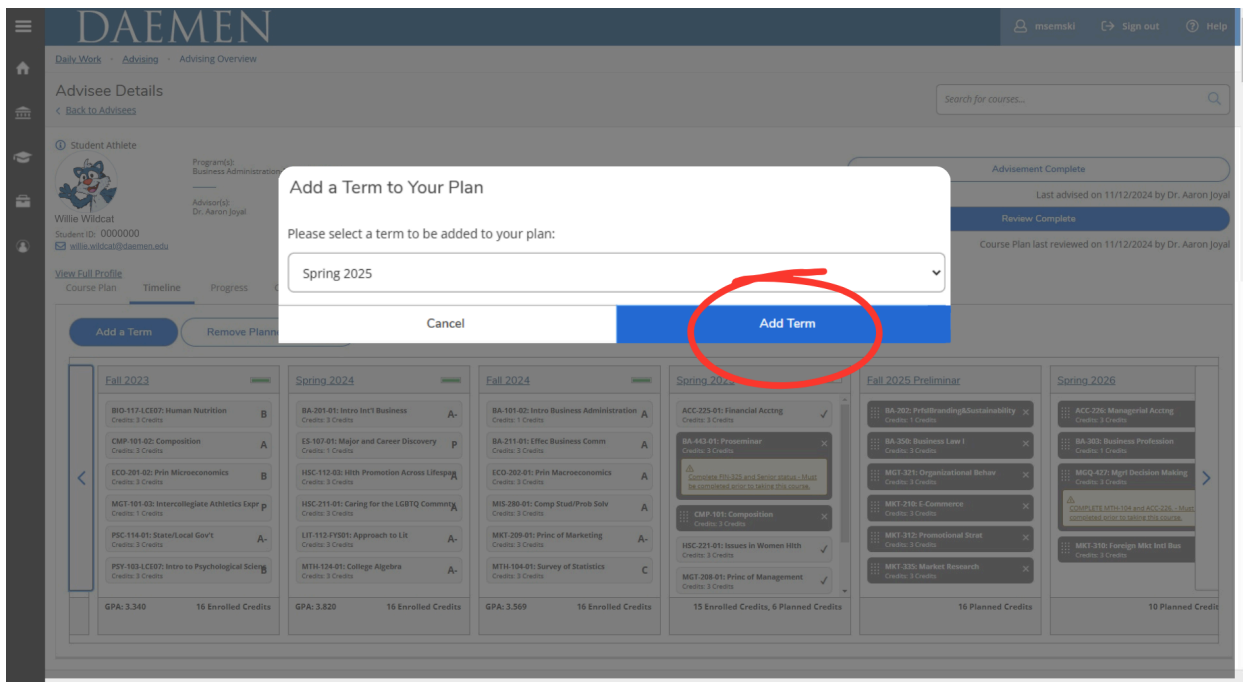
1. Add a future term if it is not displayed on the timeline
2. Click "Add a Term"

This screenshot is similar to the one above, showing the DAEMEN Advising Overview page. However, the 'Add a Term' button is highlighted with a red circle, indicating the action to be taken to move courses from term to term.

3. Select a term to add to the plan



4. Click "Add Term"



Courses can now be dragged and dropped between semesters. Please know that specific sections cannot be moved between semesters as they are unique to that individual semester.

# Course Catalog

The Course Catalog tab allows you access to the entire College catalog. You can use the Search box in the top-right corner to search. Or you can use the Advanced Search and search by subject, location, course type and more!

The screenshot shows the DAEMEN Course Catalog interface. At the top, the DAEMEN logo is on the left, and user information (msemksi, Sign out, Help) is on the right. Below the header, there's a navigation bar with tabs: Daily Work, Advising, and Advising Overview. The main content area is titled "Advisee Details" and includes a "Back to Advisees" link. A search box labeled "Search for courses..." is in the top right. Below this, there's a section for "Student Athlete" with a profile picture of Willie Wildcat and details about his program (Business Administration-Marketing SP BS) and advisor (Dr. Aaron Joyal). A "View Full Profile" link is also present. The "Course Catalog" tab is selected, showing a "Subject Search" and "Advanced Search" section. The "Advanced Search" section has various filters: Term (Select Term), Meeting Status (M/d/yyyy), Courses And Sections (Subject), Days Of Week (Sunday, Monday, Tuesday, Thursday, Friday, Saturday), Location (Select Location), Academic Level (Select Academic Level), Time Of Day (Select Time Of Day), Time Starts by (hh:mm AM/PM), Time Ends by (hh:mm AM/PM), and Course Type (Select Course Type). There are "Clear" and "Search" buttons at the bottom. A cartoon character of Willie Wildcat is on the right, pointing to the search box and the Advanced Search section. A speech bubble from the character says: "Advance Search" allows you to search classes by several factors like term, subject, course type. Another speech bubble says: There is also a search box in the top right course. Course Code works best, for example CMP 101 instead of "Composition."



# Registration/Drop/Add

After selecting courses, go back to the Course Plan tab and select the Calendar view.

1. The student's planned courses are listed. If the semester schedule is available, select "View other sections" for each course to get a real-time view of availability for semester planning.

The screenshot shows the 'Calendar' view of a course plan. On the left, a list of sections for 'CMP-101: Composition' is displayed. The first section is highlighted, and a red circle is drawn around the 'View other sections' link. A red bracket groups the first three sections. A cartoon character, a blue cat-like creature, is pointing to the calendar grid on the right with a speech bubble that says 'These are the available sections for the selected semester'. The calendar grid shows various sections scheduled across the days of the week (Sun-Sat) and times (9am-9pm). A 'Register Now' button is visible at the top right.

2. Select an appropriate section on the left to review the section details.
3. Click Add Section to Schedule

The screenshot shows the 'Section Details' dialog box for 'CMP-101-03 Composition'. The dialog box contains the following information:

- Section Details:** CMP-101-03 Composition, Spring 2025
- Instructors:** Dr. Susan E. Cozzi (scozzi@daemen.edu)
- Meeting Information:** M, W, F 12:20 PM - 1:15 PM, 1/22/2025 - 5/2/2025, Main Campus, Duns Scotus D5218 (Lecture)
- Dates:** 1/22/2025 - 5/2/2025
- Seats Available:** 1 / 20 / 0
- Credits:** 3
- Grading:** Graded
- Requisites:** None
- Course Description:** Fulfills core competencies: Communication Skills: Information Literacy. Writing Intensive. The primary emphasis is on developing rhetorical awareness: an understanding of the contexts, purposes, and expectations that govern college-level writing. Course topics include: the technical and stylistic skills of expository writing; strategies for critical and purposeful reading, writing, and inquiry; and information literacy. These skills will be addressed through group and individual instruction and through assignments in expository writing and research. Prerequisite: college-level proficiency as determined by standardized test scores and high school GPA.
- Books:** [Bookstore Information](#)

A red circle highlights the 'Add Section' button at the bottom right of the dialog box. The background shows the same calendar view as the previous screenshot.

- If the registration period is open and the course is approved, “Register Now” will enroll the student. **While you do have the ability to register students, we recommend they take the final step in completing their registration.**

**DAEMEN**

Daily Work · Advising · Advising Overview

**Advisee Details**  
[Back to Advisees](#)

Search for courses...

**Student Athlete**  
 Willie Wildcat  
 Student ID: 0000000  
 willie.wildcat@daemen.edu

Program(s): Business Administration-Marketing SP BS  
 Advisor(s): Dr. Aaron Joyal

Advisement Complete  
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Review Complete  
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View Full Profile

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Transfer Summary | Grades | Petitions & Waivers | Graduation Application

Spring 2025

Print

List | Calendar

**CMP-101: Composition**

View other sections

1 of 1

This section is full  
 CMP-101-01 Composition  
 Waitlisted: 0  
 Instructor: Dr. Susan E. Cozzi  
 Time: MWTF 9:05 AM - 10:00 AM  
 Dates: 1/22/2025 - 5/2/2025  
 Location: Main Campus Room 2000 DESS (1st floor)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am		CMP-101-01		CMP-101-01		CMP-101-01	
10am			BA-443-01		BA-443-01		
11am							
12pm		CMP-101-03		CMP-101-03		CMP-101-03	
1pm		MGT-208-01		MGT-208-01		MGT-208-01	
2pm		ACC-225-01		ACC-225-01		ACC-225-01	

Planned: 6 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

- The student will be registered for all eligible sections. If there are any reasons a section is not registered, Notifications will display.

**DAEMEN**

Daily Work · Advising · Advising Overview

**Advisee Details**  
[Back to Advisees](#)

Notification: Contact the Student Accounts Office regarding your account balance-839-8213

Notification: Contact Safety & Security about unpaid parking fines

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 Willie Wildcat  
 Student ID: 0000000  
 willie.wildcat@daemen.edu

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Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Transfer Summary | Grades | Petitions & Waivers | Graduation Application

Spring 2025

Print

List | Calendar

**CMP-101: Composition**

View other sections

1 of 1

This section is full  
 CMP-101-01 Composition  
 Waitlisted: 0  
 Instructor: Dr. Susan E. Cozzi  
 Time: MWTF 9:05 AM - 10:00 AM  
 Dates: 1/22/2025 - 5/2/2025  
 Location: Main Campus Room 2000 DESS (1st floor)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am		CMP-101-01		CMP-101-01		CMP-101-01	
10am			BA-443-01		BA-443-01		
11am							
12pm		CMP-101-03		CMP-101-03		CMP-101-03	
1pm		MGT-208-01		MGT-208-01		MGT-208-01	
2pm		ACC-225-01		ACC-225-01		ACC-225-01	

Planned: 6 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

- The student will still be registered for all other eligible sections. The section will display a status of Registered and turn green.

The screenshot shows a student planning interface with a sidebar on the left and a calendar grid on the right. The sidebar lists two sections: **CMP-101-04: Composition** (Planned) and **HSC-221-01: Issues in Women Hlth** (Registered, but not started). The calendar grid shows various sections across the week. A red box highlights the **Drop** button on the HSC-221-01 section.

Once registered, drop a section by:

- Clicking Drop button on that particular section.

The screenshot shows a student planning interface with a sidebar on the left and a calendar grid on the right. The sidebar lists two sections: **HSC-221-01: Issues in Women Hlth** (Registered, but not started) and **MGT-208-01: Princ of Management** (Registered, but not started). The main calendar shows various sections across the week. A red box highlights the **Drop** button on the HSC-221-01 section.

- Choose the sections to drop or add and click “Update” and the section will be listed as planned.

The screenshot shows a student planning interface with a modal dialog box titled **Register and Drop Sections**. The dialog box contains a list of sections to drop and a list of sections to add. The **Drop** button is highlighted in red.

## Adding Notes

Select the Notes tab to view notes to and from an advisee. All notes made for the student's plan are listed. Add a note to the plan in the Compose a Note section.

The Notes tab should be used to send a note to your advisee and your advisee can send a note to you as well. Please be careful when sending notes because they cannot be edited or deleted once saved. The notes do remain with the student's record, so if a student changes majors or advisors, it will still be accessible to any advisor who can view the student's plan.

The notes are considered a part of the student's record under FERPA and should be one of your primary methods of communicating with and maintaining notes on the advisee.

The screenshot displays the DAEMEN Advising system interface. The top navigation bar includes the DAEMEN logo, user information (msemki), and links for Sign out and Help. The main content area is titled 'Advisee Details' and includes a search bar for courses. The 'Notes' tab is highlighted with a red circle in the navigation menu. The 'Compose a Note' section features a large text area and a 'Save Note' button. The 'View Note History' section shows a note from Willie Wildcat to Dr. Aaron Joyal, dated 1/21/2025 at 2:56 PM, discussing a possible major change or adding a minor in Spanish.

DAEMEN

Daily Work · Advising · Advising Overview

Advisee Details

< Back to Advisees

Student Athlete

Willie Wildcat

Student ID: 0000000

willie.wildcat@daemen.edu

Program(s): Business Administration-Marketing SP BS

Advisor(s): Dr. Aaron Joyal

Advisement Complete

Last advised on 11/12/2024 by Dr. Aaron Joyal

Review Complete

Course Plan last reviewed on 11/12/2024 by Dr. Aaron Joyal

View Full Profile

Course Plan Timeline Progress **Course Catalog** Notes Plan Archive Test Scores Transfer Summary Grades Petitions & Waivers Graduation Application

Compose a Note

Save Note

View Note History

Willie and I met to discuss a possible major change or adding a minor in Spanish. Willie is going to take one course this Spring as an elective and we will follow up later in the semester.

Michelle Semski on 1/21/2025 at 2:56 PM



## Completing the Review

Once satisfied with the student's plan, mark it complete by clicking "Review Complete." It will also let you know the review is complete and ask if you want to archive the plan.

The screenshot shows the DAEMEN Advising Overview page for a student named Willie Wildcat. The page includes a sidebar with navigation icons, a top header with the DAEMEN logo and user information (msemksi, Sign out, Help), and a main content area. The main content area has a search bar, a student profile section, and a list of tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Transfer Summary, Grades, Petitions & Waivers, and Graduation Application. The 'Review Complete' button is circled in red.

ALWAYS ARCHIVE the plan by clicking the Archive button. Archived Plans are permanently saved and remain with the student's record. This will also remove the time piece next to your advisees's name on your advisee roster and remove them from the top of your advisee list.

The screenshot shows the DAEMEN Advising Overview page for a student named Willie Wildcat. A red arrow points from the 'Review Complete' button in the previous screenshot to a confirmation dialog box that appears on the right side of the screen. The dialog box contains the text: "The review has been completed." and "Would you like to archive this course plan?". There are two buttons: "Cancel" and "Archive". The "Archive" button is circled in red.

To view the archived advising sessions, select the [Plan Archive](#) tab. A list of all the archived course plans is displayed. · Click the Download PDF link for the version of the course plan you want to view.

When prompted by your browser, open the PDF to see all the details of the course plan as it looked at the time it was archived.

The screenshot shows the DAEMEN Advising Overview page for Willie Wildcat. The 'Plan Archive' tab is circled in red. A red arrow points to the 'Download' link in the 'Archived PDF' table. The table lists two archived PDFs with their respective archive dates and the user who archived them.

Archived PDF	Archive Date	Archived By
<a href="#">Download</a>	1/21/2025 11:50:23 AM	Michelle L. Semski
<a href="#">Download</a>	12/5/2023 1:51:32 PM	Michelle L. Semski

## Test Scores

To view the admission, placement, and other tests for an advisee that have been reported to or administered by the college, select [Test Scores](#). Information about each of the tests is displayed including the test type, date taken, and test score.

The screenshot shows the DAEMEN Advising Overview page for Willie Wildcat. The 'Test Scores' tab is circled in red. The page displays 'Admission Tests' and 'Placement Tests' with their respective scores and statuses.

Test	Date Taken	Score	Percentile	Status	Status Date
RSAT TOTAL	4/13/2022	1340 of 1600		✓ Accepted	10/10/2023
RSAT MATH	4/13/2022	680 of 800		✓ Accepted	11/2/2023
RSAT RW	4/13/2022	660 of 800		✓ Accepted	10/10/2023

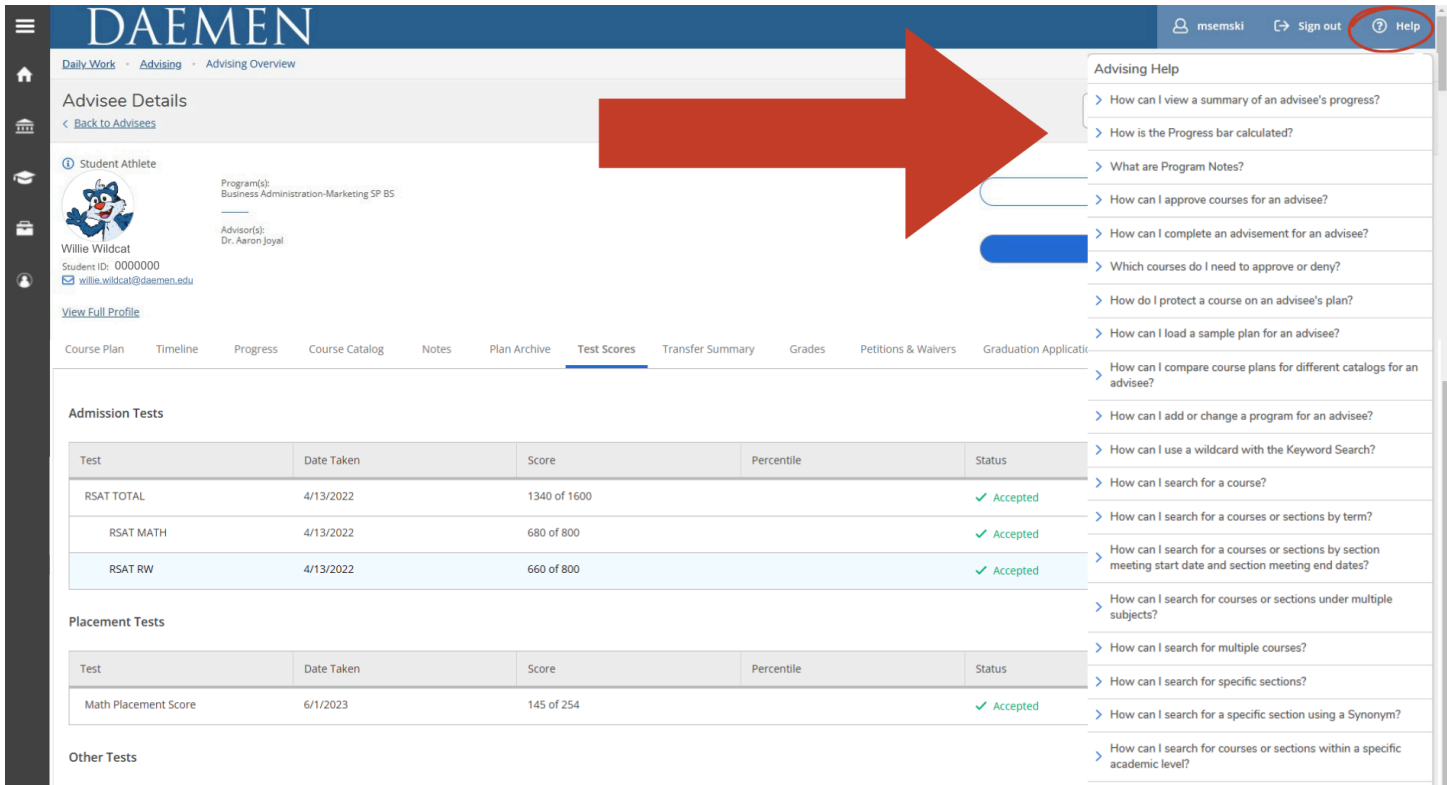
  

Test	Date Taken	Score	Percentile	Status	Status Date
Math Placement Score	6/1/2023	145 of 254		✓ Accepted	6/12/2023

## Help

One other great feature is the Help menu at the top of the page. The Help menu has a detailed list of the most common questions. It covers most of the basic functions of Student Planning.

If you need additional assistance, please contact: [studentplanning@daemen.edu](mailto:studentplanning@daemen.edu)



The screenshot shows the DAEMEN Advising Overview page. A red arrow points from the top right corner to the Help menu. The Help menu is open, displaying a list of questions under the heading "Advising Help".

**DAEMEN**  
Daily Work · Advising · Advising Overview

**Advising Help**

- > How can I view a summary of an advisee's progress?
- > How is the Progress bar calculated?
- > What are Program Notes?
- > How can I approve courses for an advisee?
- > How can I complete an advisement for an advisee?
- > Which courses do I need to approve or deny?
- > How do I protect a course on an advisee's plan?
- > How can I load a sample plan for an advisee?
- > How can I compare course plans for different catalogs for an advisee?
- > How can I add or change a program for an advisee?
- > How can I use a wildcard with the Keyword Search?
- > How can I search for a course?
- > How can I search for a courses or sections by term?
- > How can I search for a courses or sections by section meeting start date and section meeting end dates?
- > How can I search for courses or sections under multiple subjects?
- > How can I search for multiple courses?
- > How can I search for specific sections?
- > How can I search for a specific section using a Synonym?
- > How can I search for courses or sections within a specific academic level?

**Student Athlete**  
Willie Wildcat  
Student ID: 0000000  
[willie.wildcat@daemen.edu](mailto:willie.wildcat@daemen.edu)

Program(s): Business Administration-Marketing SP BS  
Advisor(s): Dr. Aaron Joyal

[View Full Profile](#)

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | **Test Scores** | Transfer Summary | Grades | Petitions & Waivers | Graduation Application

**Admission Tests**

Test	Date Taken	Score	Percentile	Status
RSAT TOTAL	4/13/2022	1340 of 1600		✓ Accepted
RSAT MATH	4/13/2022	680 of 800		✓ Accepted
RSAT RW	4/13/2022	660 of 800		✓ Accepted

**Placement Tests**

Test	Date Taken	Score	Percentile	Status
Math Placement Score	6/1/2023	145 of 254		✓ Accepted

**Other Tests**

# Three Quick Methods to Create a Plan for a Student

Select Student from List or enter ID Number

## Method #1

1. Select "Progress."
2. Select a course that is marked Not Complete OR Select Search for an area Not Complete
3. Add the course to the plan
4. On the picklist, select the term to which you want to add the course.
5. Go back to the Progress View
6. Repeat from Step 2

## Method #2

1. Click on "Course Catalog"
2. Search for the course in the top right field, using the specific course subject and course number (i.e. PSY 103)
3. Add the course to the plan
4. From the picklist, select the term where you want to add the course to.
5. Repeat from Step 3

## Method #3

1. Click on Course Catalog
2. Click on the subject that you would like to search for (i.e. Psychology).
3. Select the course (i.e. PSY 103)
4. Add the course to the plan
5. From the picklist, select the term which you want to add the course.
6. Repeat from Step 2

## Helpful Tips

- You can click on "Progress" or the "Timeline" at any time.
- Progress will display the courses by requirement that are *COMPLETED*, *NOT STARTED*, or *PLANNED* in the student's audit.
- The "timeline" will display the courses by term as *COMPLETED*, *NOT STARTED OR PLANNED*. · You can move courses from term to term via Timeline; click on the course and select a different term from the drop-down menu.
- You can delete any course or term from the Timeline view by clicking the top, right X.
- Students and advisors are not notified when notes are added but are useful to provide additional information about the plan.

Your advisees can request a review of their plan at any time. If they request a review, you will receive email notification. You will also have a notification when you log in and an hourglass notification next to the requesting advisee's name.