



REIMAGINING TECHNOLOGY  
FOR STUDENT SUCCESS

# Barry University

Advisors in Student Planning  
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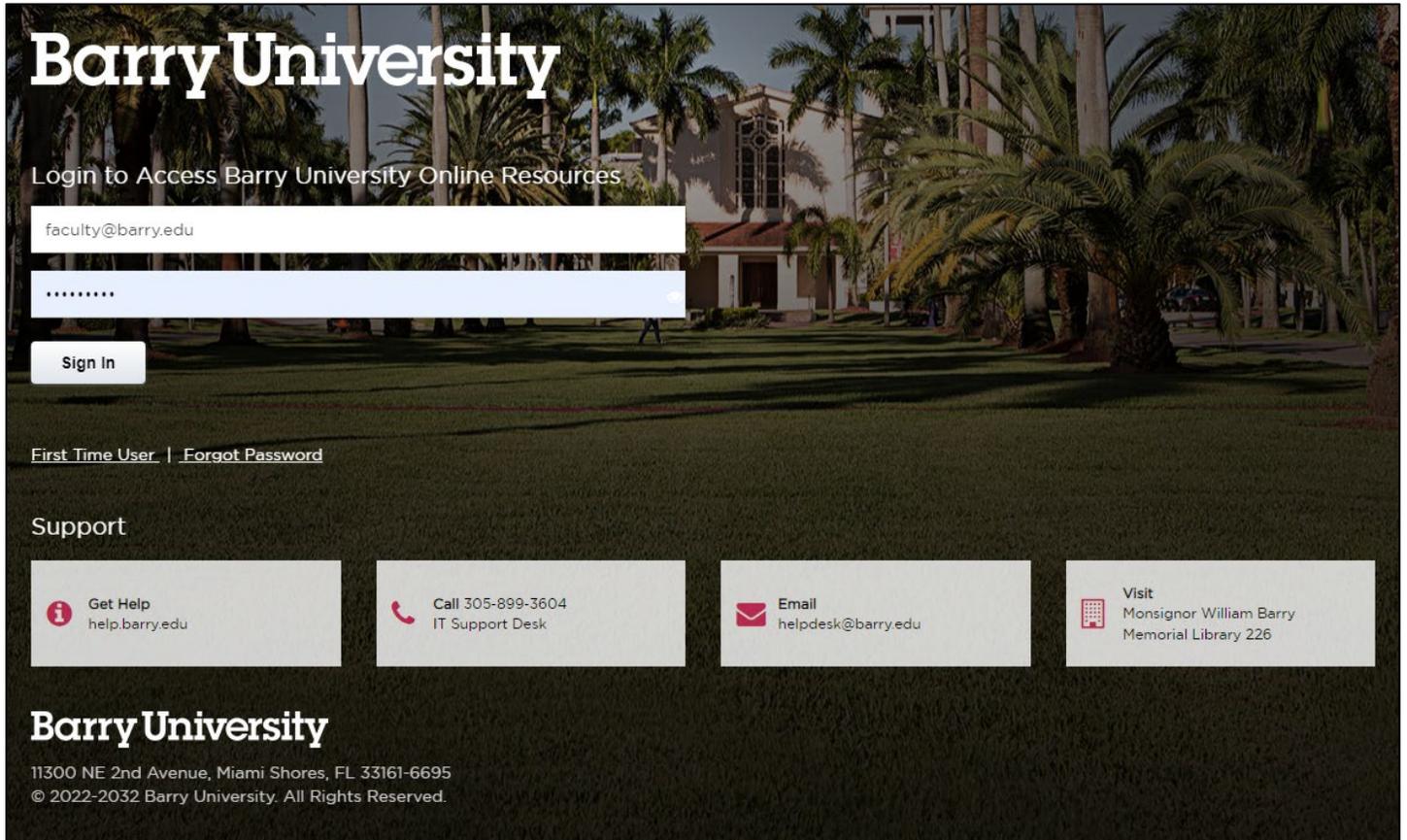
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## Welcome to the new Self Service Portal!

As Barry University transitions from WebAdvisor to Self-Service, advisors can utilize the advisor section to stay up to date on their advisees' progress and assist advisees by planning/approving their courses. This guide will give advisors an overview of all Self-Service features related to advisors.

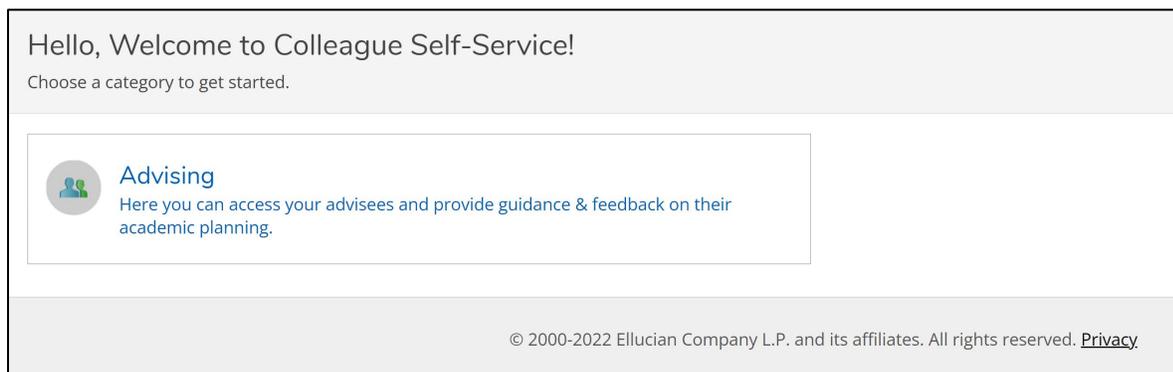
### Logging In

The Self-Service login screen can be found at <https://studentportal.barry.edu/Student/Account/Login>. To log in, enter your Barry University email username and password and press "Sign In".



### Home

After logging in, you will be taken to the home screen. From the home screen, you can access the **Advising Overview** by selecting the tile named **Advising** shown below.



## Advisor Overview

After selecting the **Advising** tile, you are brought to a screen showing your assigned advisees. To find a specific student, you can use the *Search* functionality. To view information regarding one of your advisees, simply click the button named **View Details** next to the advisee's name you wish to work with.

Which student do you want to work with?  
Find a student by searching or selecting below.

Student  Advisor

Type a name or ID...

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
	Ms. Student1 M. Test			3429167	JD Law	Stoner, Cece	<input type="button" value="View Details"/>
	Student13 M. Test			3265067	BSN Nursing	Stoner, Cece	<input type="button" value="View Details"/>
	Ms. Student14 Test			2675429	BSN Pre-Nursing	Stoner, Cece	<input type="button" value="View Details"/>

## Advisee Details

The top portion of this page displays all basic information about the student such as their name, student ID, program(s), email, and advisor(s). To view more information about the student, just select **View Full Profile**. At any time throughout this process, you can *Search* for courses to add to your advisees' plan by using the *Search bar* in the upper right.

Daily Work · Advising · Advising Overview

By using my secure network login and password to access Colleague Self-Service, I acknowledge that I understand and policies published in the Student Handbook and in the University catalogues.

### Advisee Details

[Back to Advisees](#)

Program(s):  
JD Law

Advisor(s):  
Stoner, Cece

Ms. Student1 M. Test  
Student ID: 3429167  
[achristen@ferrilli.com](mailto:achristen@ferrilli.com)

[View Full Profile](#)

Notifications

The **Review Complete** button to the right of the screen sends an email to the student notifying them that the advisor has completed the requested review of their course plan.

**Note: Any messages displaying in the top right corner of this screen are items the student needs to address or take care of.** These messages are **NOT** about the advisor. Other non-advisee pages displaying these messages will be regarding the advisor's account.

## Course Plan

This is used to help a student build their plan. After the advisor approves the proposed plan/course, the student will be allowed to register. The advisor can no longer deny the course after the student has registered. There are two **views** for the Course Plan, List and Calendar. To add a new semester to the plan, select the **(+)** button next to the term. To navigate between semesters, use the **(<,>)** buttons.

## List View

The screenshot shows the 'List View' of a course plan for 'Spring Term 2022'. At the top, there are navigation tabs: Course Plan (selected), Timeline, Progress, Course Catalog, Notes for Students, Test Scores, Unofficial Transcript, Grades, and Graduation Application. Below the tabs, there are navigation buttons for previous and next semesters, and a '+' button to add a new semester. A 'Print' button is on the left, and credit status is shown on the right: 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 6 Credits'. Below this, there are buttons for 'Approve', 'Deny', 'Protect', and 'Unprotect'. A table lists the courses with columns for Approval, Course, Credits, Instructor, Time, and Location. The first course, LAW-5005-LA: PRO BONO REQUIREMENT, is 'Registered' and has 0 credits. The second course, LAW-5525-LC: COMMERCIAL LAW OVERVIEW, is 'Waitlisted' and has 3 credits.

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	LAW-5005-LA: PRO BONO REQUIREMENT ✓ Registered	0 Credits, Pass/Fail only	Jasperson, M	TBD	TBD
<input type="checkbox"/>	LAW-5525-LC: COMMERCIAL LAW OVERVIEW ⓘ Waitlisted	3 Credits	Spence, G	TTh 3:00 PM - 4:30 PM 1/10/2022 - 5/12/2022	Orlando Campus Andreas Law Center, 203 Lecture In-Person

Selecting the check box next to one of the student's courses reveals the options to either **Approve**, **Deny**, or **Protect** the selected course. **The student cannot register for the course unless it is approved.**

This close-up shows the 'Approve', 'Deny', and 'Protect' buttons at the top. Below them is a table with columns for 'Approval' and 'Course'. The first row shows a checkbox, the course name 'LAW-5005-LA: PRO BONO REQ', and the status 'Registered'. The second row shows a checked checkbox, the course name 'LAW-5525-LC: COMMERCIAL LA', and the status 'Waitlisted'.

Approval	Course
<input type="checkbox"/>	LAW-5005-LA: PRO BONO REQ ✓ Registered
<input checked="" type="checkbox"/>	LAW-5525-LC: COMMERCIAL LA ⓘ Waitlisted

**NOTE:** After approving/denying the courses is where you would click the "Review Complete" button to notify the students that their courses have been approved/denied.

## Calendar View

Print

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

List **Calendar**

[LAW-5005-LA: PRO BONO REQUIREMENT](#)

✓ **Registered**

Credits: 0 Credits, Pass/Fail only  
Grading: Pass/Fail  
Instructor: Jasperson, M  
1/10/2022 to 5/6/2022  
Time: TBD  
Location: Orlando Campus TBD

View other sections

---

[LAW-5525-LC: COMMERCIAL LAW OVERVIEW](#)

✓ **Waitlisted**

Credits: 3 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm			LAW-5525-LC		LAW-5525-LC		
4pm							
5pm							
6pm		LAW-6113-LW		LAW-6113-LW			
7pm							

Sections without a meeting time will not display in the grid above, they will show below at the bottom of the page.

Grading: Graded  
Instructor: Spence, G  
1/10/2022 to 5/12/2022

Meeting Information

View other sections

---

[LAW-6113-LW: SPACE TREATIES](#)

Waitlisted

8pm							
9pm							
10pm							
11pm							

Sections with no meeting time

- ✓ LAW-5005 PRO BONO REQUIREMENT Section LA Faculty: Jasperson, M

## Methodologies for Course Planning

It is **important** to note that when constructing a student's course plan, there are several different methods to go about this.

1. Select sections for the student, approve them, then inform the student to register.
2. Select the courses, approve them, then inform the student to pick the sections they'd like to take and register.
3. Email the students the courses or sections to plan for. After the student requests a review, you would approve them, then inform the student to register.
4. The student would select the courses and sections they would like to take on their own. The student would request a review of their course plan. After approved, you would inform the student to register.

**NOTE:** For any course approvals, the student must select a section to register.

## Timeline

The timeline is an additional provided functionality that allows advisors to manipulate a student's plan. There are two primary functionalities here. The first includes adding a term, which can be done by clicking **Add a Term**. The second is to move courses from one term to another. This can be done by *clicking and holding* onto the course and *dragging* it over to another term. Clicking the underlined Term will bring you back to the **Course Plan** tab for that selected term. Selecting the (<) button to the left of the screen will navigate to prior terms.

Course Plan **Timeline** Progress Course Catalog Notes for Students

**Add a Term**

Fall Term 2021

- LAW-5020-LA2: LEGAL RESEARCH AND WRITING 2**  
Credits: 3 Credits ✓
- LAW-5288-LA: PROPERTY**  
Credits: 4 Credits ✓
- LAW-5302-LD: CONSTITUTIONAL LAW**  
Credits: 4 Credits ✓
- LAW-5415-LA: BUSINESS ORGANIZATIONS**  
Credits: 3 Credits ✓

**14 Enrolled Credits**

Spring Term 2022

- LAW-5005-LA: PRO BONO REQUIREMENT**  
Credits: 0 Credits, Pass/Fail only ✓
- LAW-5525-LC: COMMERCIAL LAW OVERVIEW**  
Credits: 3 Credits  
⚠ Waitlisted
- LAW-6113-LW: SPACE TREATIES**  
Credits: 3 Credits  
⚠ Waitlisted

## Search

To add courses to the **Course Plan** or to the **Timeline**, use the search bar in the upper right corner in the section including the Advisee Details.

Search for courses...

## Progress

This tab details the student's progression through their academic plan. The **green checkmark** means that that requirement/course has been fulfilled or *Completed*. The **green checkmark with a dotted circle** means that the course is currently *In Progress*. The **tan clock** indicates that the course is *Planned*. The **red i with a circle around** it means that the student has not taken the course yet. To Access the "What If" new program functionality, navigate to the upper right corner and select **View a New Program**. If the student has more than one program, clicking the (<,>) at the top next to the program will navigate between them.

Course Plan
Timeline
Progress
Course Catalog
Notes for Students
Test Scores
Unofficial Transcript
Grades
Graduation Application

<
>

JD Law

(1 of 1 programs)

View a New Program

Print

### At a Glance

<b>Cumulative GPA:</b>	2.405 (2.000 required)
<b>Institution GPA:</b>	2.405 (2.000 required)
<b>Degree:</b>	Doctor of Jurisprud.
<b>Majors:</b>	Law
<b>Departments:</b>	Law
<b>Catalog:</b>	2019
<b>Anticipated Completion Date:</b>	8/24/2023

i
Program Completion must be verified by the Registrar.

**Description**

Juris Doctorate in Law

**Program Notes**

[Show Program Notes](#)

**Requirements** [Expand All](#) ▾

SEMESTER : JD LAW

Complete all of the following items. ⚠ **1 of 7 Completed.** [Hide Details](#)

**A. First Year - L1**

**First Year Courses**

Complete all of the following items. ⚠ **1 of 2 Completed. Fully Planned** [Hide Details](#)

1.

Take the following courses ⌚ **Fully Planned** ⚠ **6 of 8 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	<a href="#">LAW-5337</a> CONTRACTS		B	21/01	4
✓ Completed	<a href="#">LAW-5106</a> CRIMINAL LAW		C	21/01	3

**B. Second Year - L2**

**Second Year Courses**

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

⚠ **0 of 6 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
🔄 In-Progress	<a href="#">LAW-5302</a> CONSTITUTIONAL LAW			21/04	4
🔄 In-Progress	<a href="#">LAW-5415</a> BUSINESS ORGANIZATIONS			21/04	3
⌚ Planned	<a href="#">LAW-5525</a> COMMERCIAL LAW OVERVIEW			22/01	3
⚠ Not Started	<a href="#">LAW-5312</a> EVIDENCE				
⚠ Not Started	<a href="#">LAW-5300</a> PROFESSIONAL RESPONSIBIL				

**Note: Due to some programs not having predefined requirements in the Colleague System, advisors will need to work with the student to build out their timeline/course plan.**

[<](#) [>](#) Ba Advertising & Public Relations  
(1 of 2 programs) [View a New Program](#)

**i** No requirements specified for Ba Advertising & Public Relations

### At a Glance [Print](#)

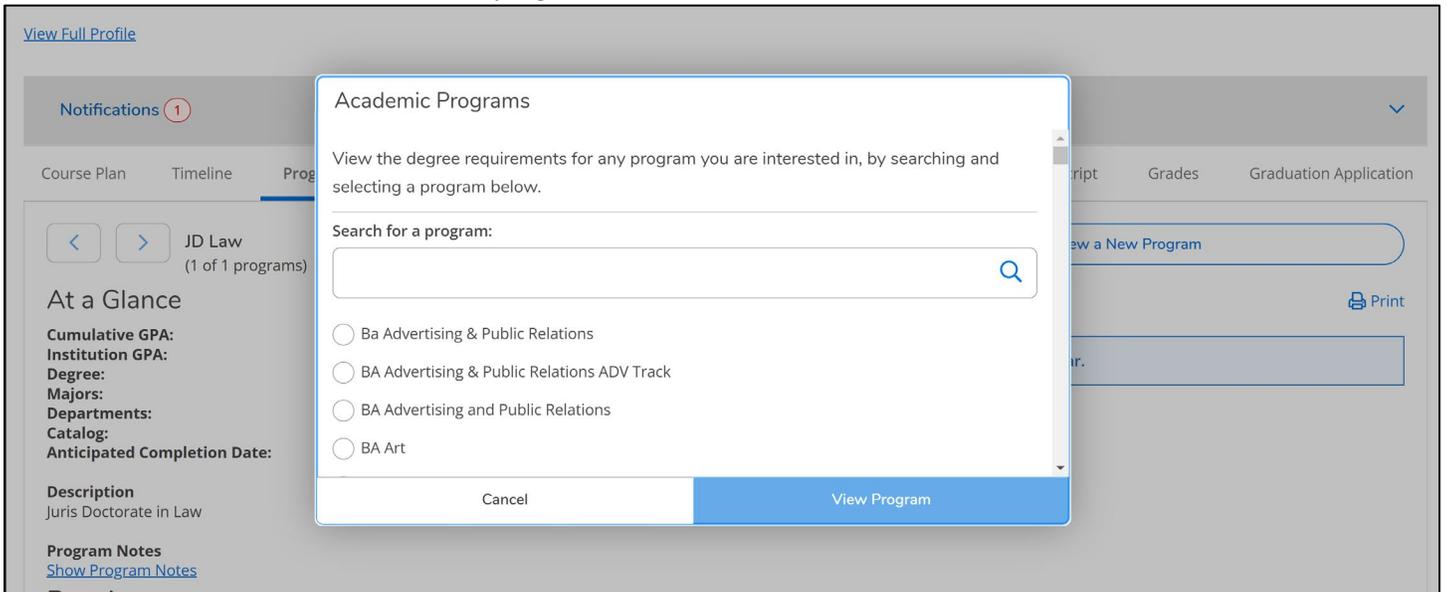
<b>Cumulative GPA:</b>	(0.000 required)
<b>Institution GPA:</b>	(0.000 required) (0.000 required)
<b>Degree:</b>	Bachelor of Arts
<b>Majors:</b>	ADVERTISING & PUBLIC RELATNS
<b>Departments:</b>	Communication
<b>Catalog:</b>	2022
<b>Anticipated Completion Date:</b>	2/17/2026

**Description**  
Bachelor of Arts in Advertising & PR - PR Track

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

## View a New Program

This functionality is a way for students to test out a “What If” program they are considering switching to and see how their current courses will fit into the new program.



The screenshot shows a student profile page with a modal window titled "Academic Programs". The modal contains the following text: "View the degree requirements for any program you are interested in, by searching and selecting a program below." Below this is a search bar with the placeholder text "Search for a program:" and a magnifying glass icon. A list of four programs is displayed with radio buttons next to them: "Ba Advertising & Public Relations", "BA Advertising & Public Relations ADV Track", "BA Advertising and Public Relations", and "BA Art". At the bottom of the modal are two buttons: "Cancel" and "View Program". The background page shows a "JD Law" program selected, with various tabs like "Course Plan", "Timeline", and "Programs".

This is a message that will display when viewing a “What if” scenario.



A blue information banner with a white 'i' icon on the left. The text inside the banner reads: "Student is not enrolled in this program. The display of this program information is unofficial and temporary and it will be removed as you leave or refresh this page."

## Course Catalog

Use this tab to search for a course with specified criteria. If you would like to **Search** for a course instead, use the search bar in the upper right corner.

### Advanced Search

Course Plan	Timeline	Progress	<b>Course Catalog</b>	Notes for Students	Test Scores
Subject Search <b>Advanced Search</b>					
<b>Catalog Advanced Search</b>					
Results View					
<input checked="" type="radio"/> Catalog Listing					
<input type="radio"/> Section Listing					
Term	Meeting Start Date	Meeting End Date			
Select Term	M/d/yyyy	M/d/yyyy			
Courses And Sections					
Subject	Course number	Section			
Subject	Course number	Section			

### Subject Search

Subject Search	Advanced Search
Search for a course subject: <input type="text" value="Type a subject..."/>	
<a href="#">Accounting</a>	
<a href="#">Admin &amp; Leadership</a>	
<a href="#">Administration</a>	
<a href="#">Advertising</a>	
<a href="#">Air Force Science</a>	
<a href="#">American Sign Lang</a>	
<a href="#">Anesthesiology</a>	
<a href="#">Anthropology</a>	
<a href="#">Art</a>	
<a href="#">Biology</a>	
<a href="#">Biomedical Sciences</a>	

## Notes for Students

This is a way for the advisors to communicate with their advisees. When composing a note, after selecting **Save Note**, the student will receive an email notifying them that they have been sent a note. You will also receive an email if the student composes a note for you. To access the Restricted Notes, select **Restricted Notes** in the upper right-hand corner.

Course Plan   Timeline   Progress   Course Catalog   **Notes for Students**   Test Scores   Unofficial

---

### Compose a Note

[Restricted Notes](#)

Save Note

### View Note History

No advising notes have been entered.

## Restricted Notes

These are notes that do not go to the student. Other advisors can see these notes. **Do not enter into either note fields any person or FERPA information.**

Course Plan   Timeline   Progress   Course Catalog   **Notes for Students**   Test Scores   Unofficial Transcript   Grades   Graduation Application

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### Compose a Note

Save Note

### View Note History

No advising notes have been entered.

### Compose a Restricted Note

[Hide](#)

i While the student cannot see these notes in their plan, the institution will provide them upon request.

Save Restricted Note

### View Restricted Note History

No restricted notes have been entered.

## Test Scores

This tab is used to view the student's existing test scores for admission tests, placement tests, and some other tests as well. **This feature is currently disabled.**

Course Plan   Timeline   Progress   Course Catalog   Notes for Students   **Test Scores**   Unofficial Transcript   Grades   Graduation Application

**Admission Tests**

Test	Date Taken	Score	Percentile	Status	Status Date
BUSL Undergrad Cum GPA	2/17/2021	0.03			
LSAT	2/17/2021	1.47			

**Placement Tests**

 No tests of this type have been recorded.

**Other Tests**

## Unofficial Transcript

To view and download the student's unofficial transcript, please select the type of transcript you would like to view. Please note that this is an **unofficial** document. Please also note that this **downloads to your computer**.

Course Plan   Timeline   Progress   Course Catalog   Notes for Students   Test Scores   **Unofficial Transcript**   Grades

 These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 Graduate Transcript

## Grades

This tab is used to access a student's grades. To expand a term to see the grades, click the downward arrow to the right.

Course Plan   Timeline   Progress   Course Catalog   Notes for Students   Test Scores   Unofficial Transcript   **Grades**   Graduation Application

Spring Term 2022 (1/10/2022-5/6/2022) 

Fall Term 2021 (8/23/2021-12/11/2021) 

Summer I Term 2021 (5/17/2021-6/25/2021)   
Term GPA: 2.400

Course Section	Title	Credits	Final Grade	Midterms
LAW-5206-LA 6/1/2021 - 8/2/2021	CRIMINAL PROCEDURE	3	C	1
LAW-5219-LA 6/1/2021 - 8/2/2021	TORTS	4	B-	

## Graduation Application

Use this tab to view the student's current existing graduation application. **NOTE:** Currently, the students are currently still using WebAdvisor to submit Graduation Applications. This will be moved over to Self-Service in Summer 2022.

e Catalog	Notes for Students	Test Scores	Unofficial Transcript	Grades	<b>Graduation Application</b>
Program of Study	JD Law				
Graduation Term					
Diploma	Doctor of Jurisprud.				
Major	Law				
	Application submitted on 2/15/2022				