Student Self-Service for Advisors

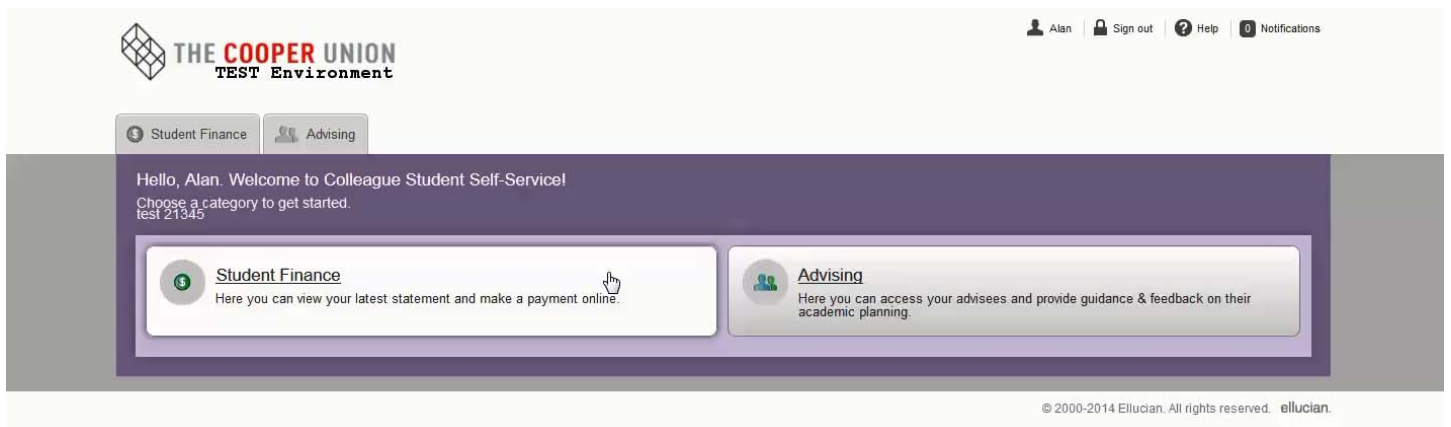**Go to URL: http://dtgssweb.dtc.cooper.edu/Student**

Your log in user name and password are the same as your Web Advisor credentials

(1) Login screen:
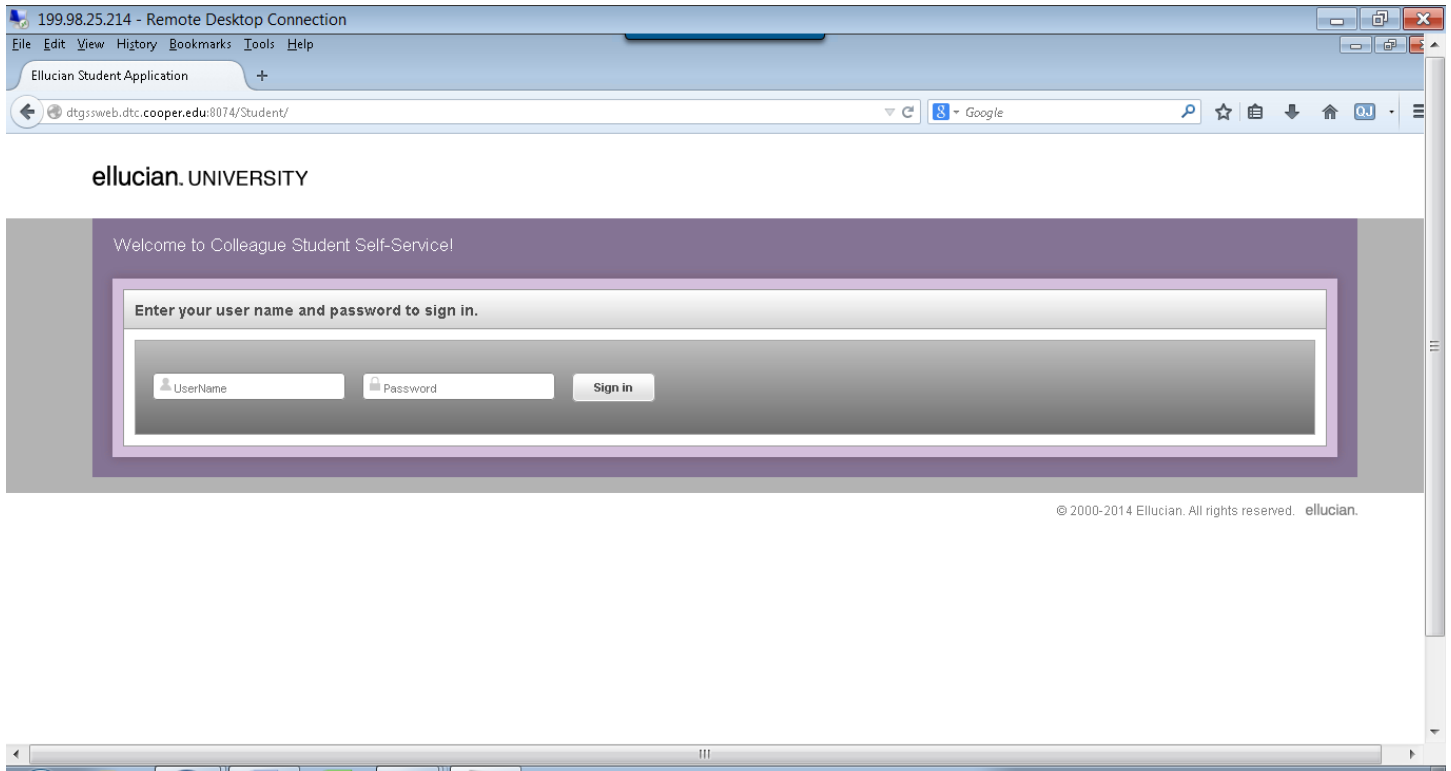
(2) Welcome screen: Click "Advising"

(3) You will receive a msg atop the screen, if you have advisees requesting your approval of their education plan. The advisees will also be atop the list of students with an hour glass icon next to their names. If you don't have an advisee atop the list waiting for your approval and want to search for a student, simply type their name or ID number in the blank area next to " Search by Name or Student ID" and press the enter key.
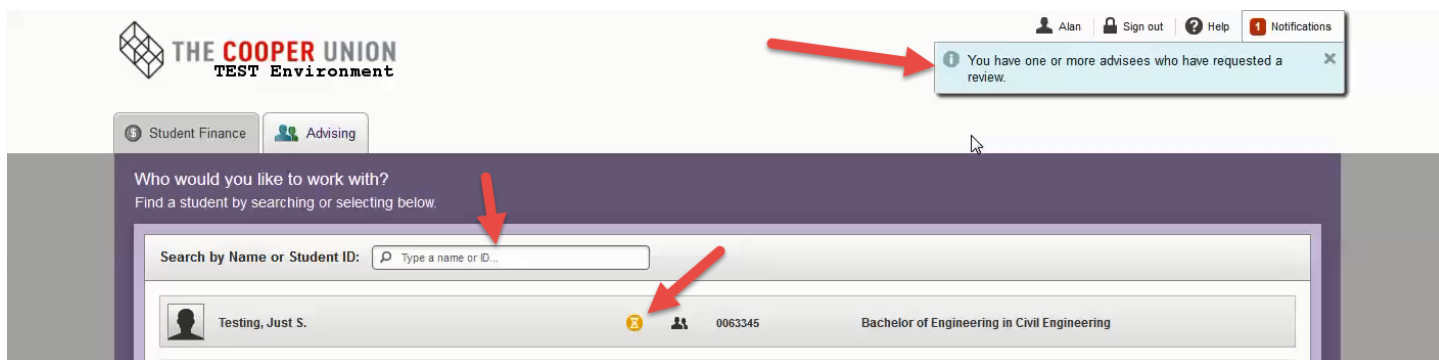
(4) After you click on the advisee's name. It will bring you to their course plan for your review. You can individually approve and deny a course by clicking the check box next to the course. If you want to approve or deny all the courses in a batch, click on the word "Select".
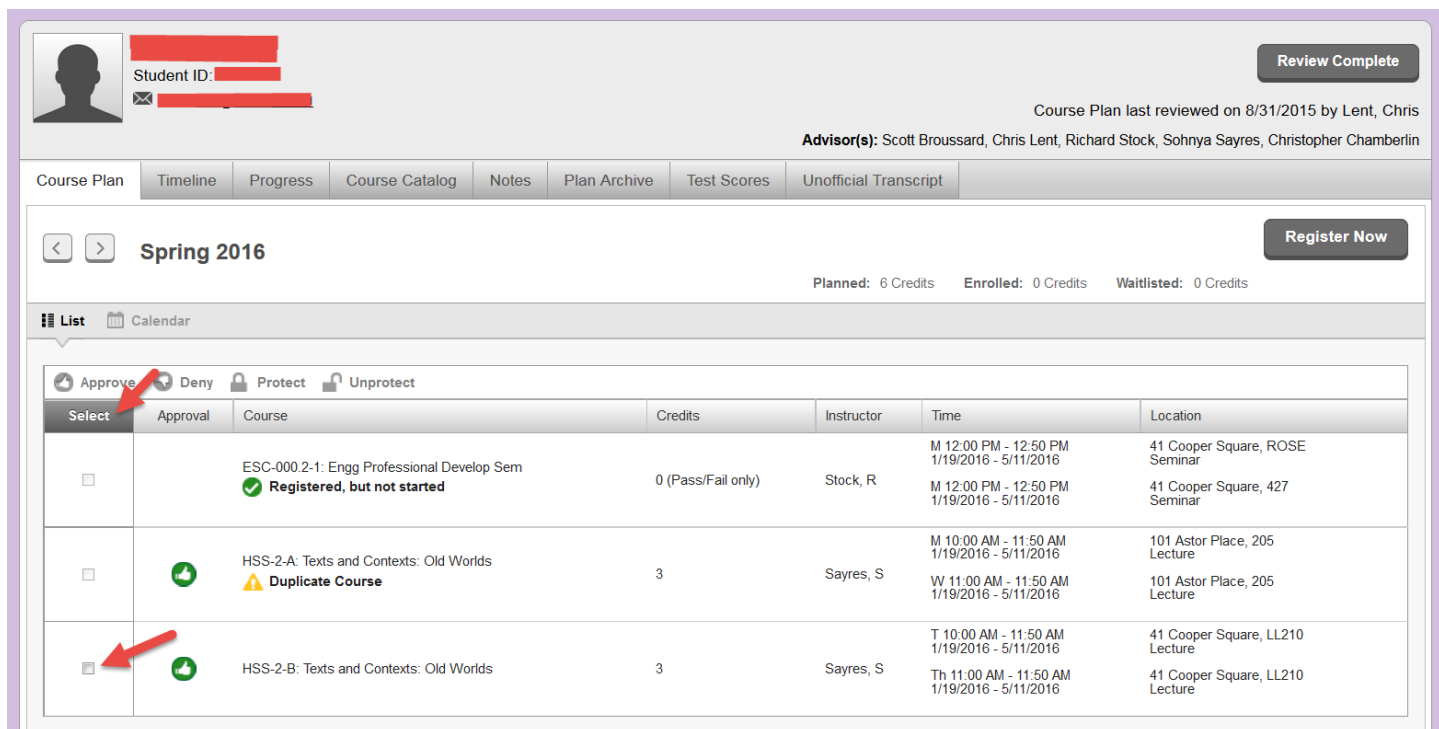
Once you have selected one or more courses chose "Approve" or "Deny". If you want to ensure a student can't remove a course from their Ed plan, click "Protect".

(5) **Once you approve or deny the advisee's plan, you should leave the student a note explaining your actions under "Notes". Type your msg in the Compose box and then click the Save Note button. Your advisee will receive the note once they log back into Student Self-service.**

(6) Next you need to complete your Review and Archive the course plan you have approved by clicking "Review Complete". You will receive a pop up msg stating that the review is complete and do you want to archive the plan? Click the "Archive" button.

(7) You can verify the archived file as well as see other archive files by clicking the "Plan Archive" tab. Here you can see all the courses approved and denied as well as all the notes between advisors and the advisee. Click on the PDF file to open for review.

(8) The Timeline view allows you to see what courses a student has taken and is planning on, with grades achieved.

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Do not approve a course offered in another school at Cooper Union without permission of an advisor (Architecture and Art) or a Dean (Engineering), even if your advisee has told you that the instructor approved it. Your advisee must ask the advisor or dean to email approval to you.