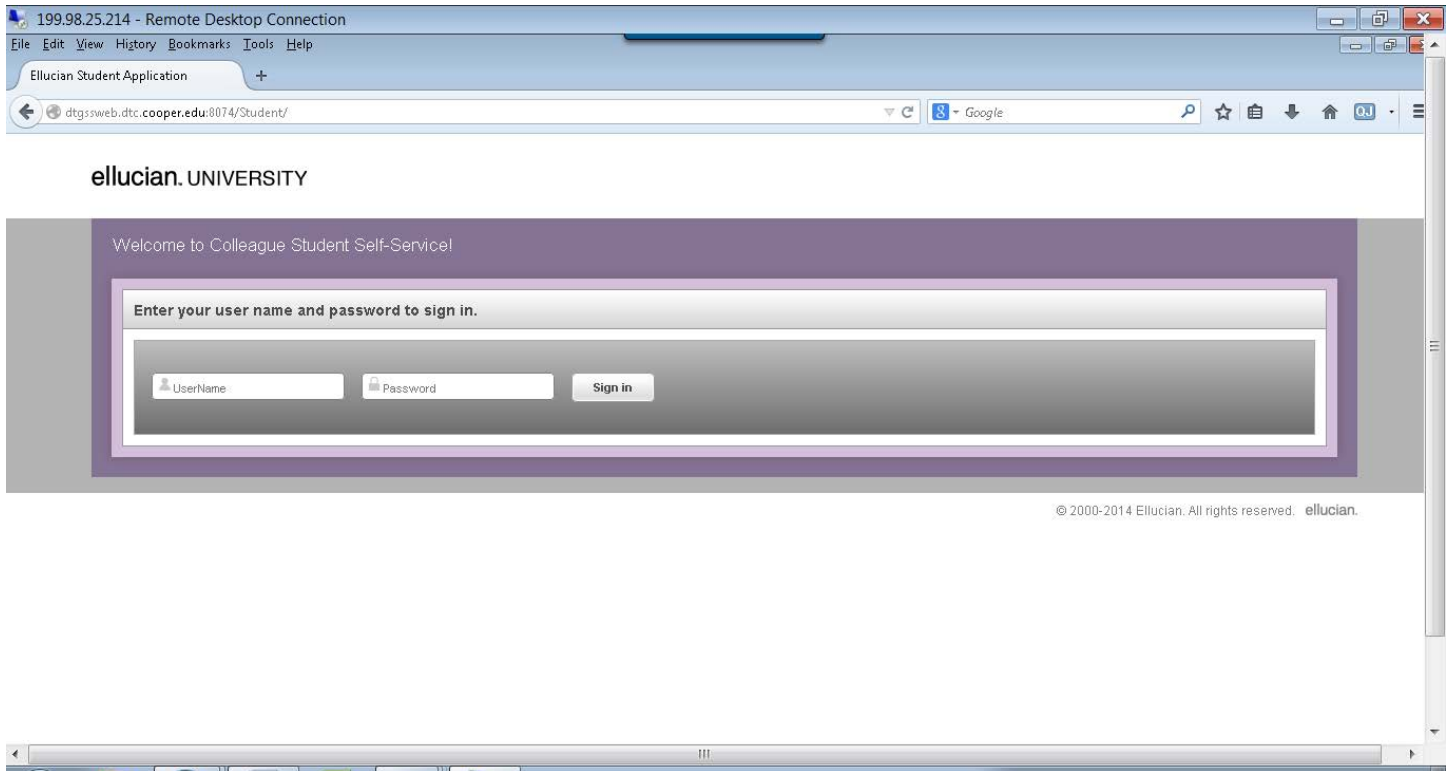


Student Self-Service for Students

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

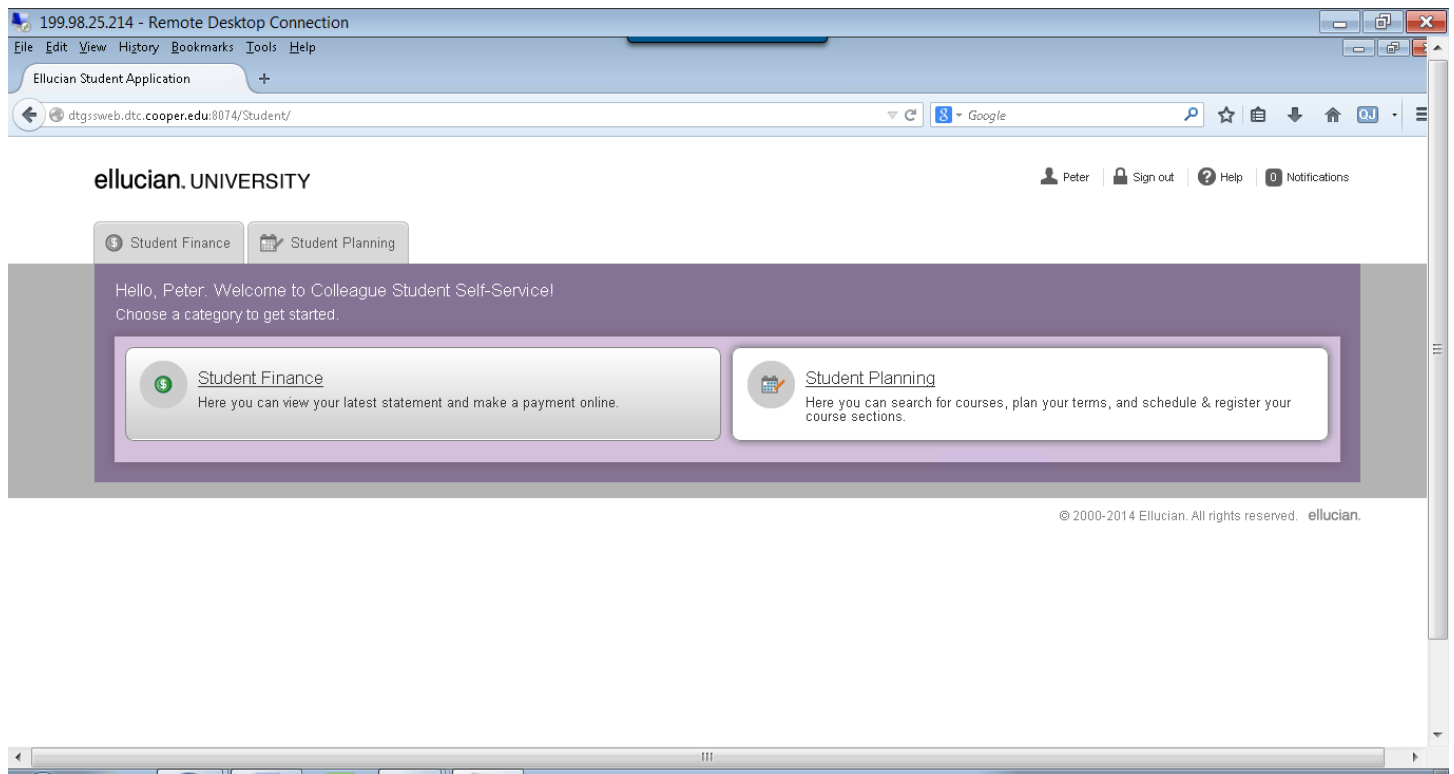
Your log in user name and password are the same as your Web Advisor credentials

(1) Login screen:



The screenshot shows a remote desktop connection window titled "199.98.25.214 - Remote Desktop Connection". Inside the window is a web browser displaying the "ellucian. UNIVERSITY" login page. The browser's address bar shows "dtgssweb.dtc.cooper.edu:8074/Student/". The login page has a purple header with the text "ellucian. UNIVERSITY". Below the header is a purple box containing the text "Welcome to Colleague Student Self-Service!". Inside this box is a white box with the text "Enter your user name and password to sign in.". Below this text are two input fields: "UserName" and "Password", followed by a "Sign in" button. At the bottom right of the page, there is a copyright notice: "© 2000-2014 Ellucian. All rights reserved. ellucian."

(2) Welcome screen: Click “Student Planning”



(3) “Home” page displays a summary of your GPA, academic progress and courses scheduled.

ellucian. UNIVERSITY

Peter Sign out Help Notifications

Student Finance Student Planning

Home My Progress Plan & Schedule Course Catalog Test Summary

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 **View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

2 **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Search for courses...

Programs	Cumulative GPA	Progress
Bachelor of Engineering in Electrical Engineering	3.963 (2.000 required)	<div><div></div></div>

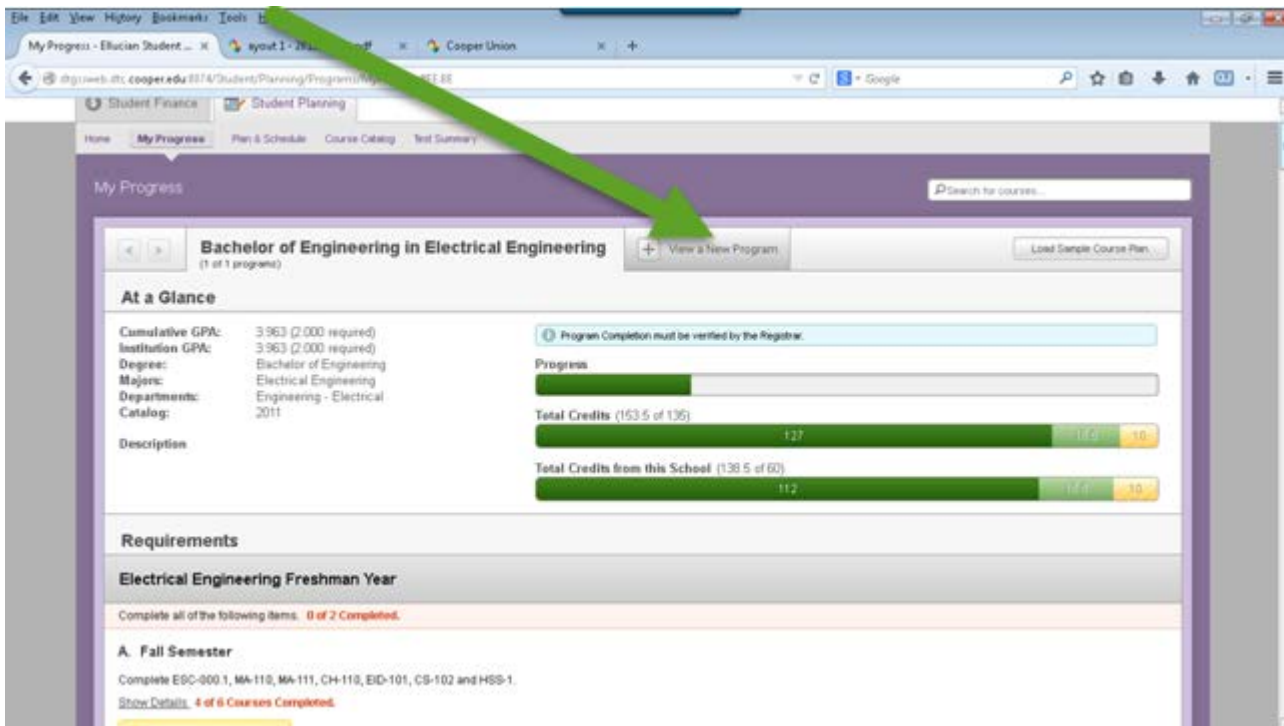
Summer 2014 Schedule

	Mon	Tue	Wed	Thu	Fri
8am					
9am					

(4) Click “ My Progress”:

The My Progress view shows an approximate percentage of program requirement components you have completed for a particular academic program.

The “View a New Program” tab allows you to compare your completed courses with those required by another academic program.



Search for courses and add to your plan through 3 different ways: 1) type in the course number in “search for courses” (2) scroll down and click on the course (3) click on the “search” button.

Student Finance

Student Planning

Home

My Progress

Plan & Schedule

Course Catalog

Test Summary

My Progress

Bachelor of Engineering in Civil Engineering

(1 of 1 programs)

+

View a New Program

Load Sample Course Plan

At a Glance

Cumulative GPA:

0.000 (2.000 required)

Institution GPA:

0.000 (2.000 required)

Degree:

Bachelor of Engineering

Majors:

Civil Engineering

Departments:

Engineering - Civil

Catalog:

2013

Description

ABET Student Outcomes

(a) an ability to apply knowledge of mathematics, science, and engineering (b) an ability to design and conduct

More...

Program Completion must be verified by the Registrar.

Progress

Total Credits (18 of 135)

3

15

135

Total Credits from this School (18 of 60)

3

15

60

Requirements

Civil Engineering Freshman Year

Complete all of the following items. 0 of 2 Completed.

A. Fall Semester

Complete ESC-000.1, MA-110, MA-111, CH-110, EID-101, CS-102 and HSS-1.

Show Details 0 of 7 Courses Completed. Fully Planned

Status	Course		Grade	Term	Credits	Hide
In-Progress	HSS-1	Freshman Seminar		2014FA	3	
Planned	MA-111	Calculus I		2014FA	4	
Planned	MA-110	Intro to Linear Algebra		2014FA	2	
Planned	ESC-000.1	Engg Professional Develop Sem		2014FA	0	
Planned	EID-101	Engg Design & Problem Solving		2014FA	3	
Planned	CS-102	Intro to Computer Science		2014FA	3	
Planned	CH-110	General Chemistry		2014FA	3	

Page 5 of 13

- (5) “Plan & Schedule” view allows you to see a calendar view of the courses you are planning to take or are registered for in a particular semester. The feature will also show conflicts with courses, allows you to print your schedule and save to ICAL (saves to smart devices)

Home My Progress **Plan & Schedule** Course Catalog Test Summary

Plan your Degree and Schedule your courses

Schedule Timeline Advising

◀ ▶ **Fall 2014** +

Filter Sections Print Save to iCal Register Now

Planned: 15 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

	Mon	Tue	Wed	Thu	Fri
8am					
9am	✓ HSS-1-E				
10am					
11am	✓ MA-111-B	✓ EID-101-A	✓ HSS-1-E		
12pm	✓ ESC-000.1-1				
1pm			✓ CS-102-C/D	✓ EID-101-A	✓ MA-110-A
2pm			✓ CS-102-C/D		
3pm	✓ CS-102-C/D			✓ MA-111-B	
4pm		✓ MA-111-B			
5pm					
6pm					
7pm					
8pm					

CS-102-C/D: Intro to Computer Science

Approved

Planned

Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Location: 41 Cooper Square 505 (Lecture)
Time: M 3:00 PM - 3:50 PM
Location: 41 Cooper Square 505 (Lecture)
Time: W 1:00 PM - 1:50 PM
Location: 41 Cooper Square 427 (Lab)
Time: W 2:00 PM - 2:50 PM
Instructor: Cusack, B
Seats Available: 30

Register

View other sections

EID-101-A: Engg Design & Problem Solving

Approved

Planned

Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Time: T 11:00 AM - 11:50 AM
Location: 41 Cooper Square 505 (Lecture)
Time: Th 1:00 PM - 2:50 PM
Location: 41 Cooper Square 105 (Lecture)
Instructor: Cumberbatch, T
Seats Available: 30

Register

(6) Click on “View other sections” then place your cursor over the sections to see all available you want to take, which makes it show in the calendar to the right.

The screenshot shows a web-based student planning tool. At the top, there are tabs for 'Student Finance' and 'Student Planning'. Below these are navigation links: 'Home', 'My Progress', 'Plan & Schedule' (which is active), 'Course Catalog', and 'Test Summary'. The main header area says 'Plan your Degree and Schedule your courses' and includes a search bar labeled 'Search for courses...'. Below the header, there are tabs for 'Schedule', 'Timeline', and 'Advising'. The 'Schedule' tab is active, showing a calendar for 'Fall 2014'. The calendar grid has columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for times (8am to 7pm). Course sections are represented by colored blocks: green for 'HSS-1-E' and orange for 'MA-111-B', 'EID-101-A', 'ESC-000.1-1', 'CS-102-C/D', and 'MA-110-A'. Some blocks have a checkmark icon. To the left of the calendar, there are two side panels. The top panel shows details for a course with 'Credits: 3', 'Grading: Graded', and 'Time: M 3:00 PM - 3:50 PM'. It includes a 'Register' button and a 'View other sections' link. The bottom panel shows details for 'EID-101-A: Engg Design & Problem Solving', also with a 'Register' button and a 'View other sections' link. Two blue arrows point to these 'View other sections' links. At the top right of the calendar area, there is a 'Register Now' button. Below the calendar, there are statistics: 'Planned: 15 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

(7) On the left side click on the section to add to your plan.

Student Finance Student Planning

Home My Progress Plan & Schedule Course Catalog Test Summary

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

Fall 2014

Register Now

Filter Sections Print Save to iCal

Planned: 15 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

EID-101-A: Engg Design & Problem Solving

Approved

Planned

Credits: 3

Grading: Graded

9/2/2014 to 12/17/2014

Time: T 11:00 AM - 11:50 AM

Location: 41 Cooper Square 505 (Lecture)

Time: Th 1:00 PM - 2:50 PM

Location: 41 Cooper Square 105 (Lecture)

Instructor: Cumberbatch, T

Seats Available: 30

Register

View other sections

1 of 1

EID-101-B: Engg Design & Problem Solving

9/2/2014 to 12/17/2014

Time: T 11:00 AM - 11:50 AM

Location: 41 Cooper Square 503 (Lecture)

Time: Th 1:00 PM - 2:50 PM

Location: 41 Cooper Square 504 (Lecture)

Instructor: Tzavellis, C

Seats Available: 30

EID-101-C: Engg Design & Problem Solving

9/2/2014 to 12/17/2014

Time: T 11:00 AM - 11:50 AM

Location: 41 Cooper Square 105 (Lecture)

Time: Th 1:00 PM - 2:50 PM

Location: 41 Cooper Square LL210 (Lecture)

Instructor: Wootton, D

Seats Available: 30

EID-101-D: Engg Design & Problem Solving

9/2/2014 to 12/17/2014

Time: T 11:00 AM - 11:50 AM

Location: 41 Cooper Square 105 (Lecture)

Time: Th 1:00 PM - 2:50 PM

Location: 41 Cooper Square LL210 (Lecture)

Instructor: Wootton, D

Seats Available: 30

	Mon	Tue	Wed	Thu	Fri
8am					
9am	✓ HSS-1-E				
10am					
11am	✓ MA-111-B	EID-101-EID-101-EID-101-EID-101-E	✓ HSS-1-E		
12pm	✓ ESC-000.1-1				
1pm			✓ CS-102-C/D	EID-101-EID-101-EID-101-EID-101-E	✓ MA-110-A
2pm			✓ CS-102-C/D		
3pm	✓ CS-102-C/D			✓ MA-111-B	
4pm		✓ MA-111-B			
5pm					
6pm					
7pm					
8pm					

(8) The “Timeline” view allows you to see what courses you have taken in the past with grades achieved and planned courses for the future semesters.

The screenshot shows a web browser window with the URL `dtgswweb.dtc.cooper.edu:8074/Student/Planning/DegreePlans`. The browser has several tabs open, including 'Plan & Schedule Courses - Ellu...', 'ayout 1 - 2013:14_Art.pdf', and 'Cooper Union'. The page features a navigation bar with 'Student Finance' and 'Student Planning' tabs. Under 'Student Planning', there are links for 'Home', 'My Progress', 'Plan & Schedule' (which is active), 'Course Catalog', and 'Test Summary'. The main heading is 'Plan your Degree and Schedule your courses', followed by a search bar labeled 'Search for courses...'. Below this, there are three tabs: 'Schedule', 'Timeline' (which is selected), and 'Advising'. A '+ Add a Term' button is located in the top right of the timeline section. The timeline is divided into four columns: 'Fall 2014', 'Spring 2015', 'Summer 2015', and 'Fall 2015'. The 'Fall 2014' column contains a list of courses, each with a checkmark indicating completion: 'ECE-142-1: Electronics II' (Credits: 3), 'ECE-193-A: Elec & Comp Engg Projects I' (Credits: 1.50), 'ECE-320-1: Control Systems' (Credits: 3), 'ECE-416-1: Adaptive Filters' (Credits: 3), 'HUM-328-1: History of Cinema 1895-1945' (Credits: 3), and 'MA-111: Calculus I' (Credits: 4). The 'Spring 2015', 'Summer 2015', and 'Fall 2015' columns are currently empty. At the bottom left, there is a section for 'Enrolled Credits' showing a GPA of 0.00 and 13.50 Enrolled Credits, 10 Planned Credits.

Term	Courses
Fall 2014	<ul style="list-style-type: none">ECE-142-1: Electronics II (Credits: 3) ✓ECE-193-A: Elec & Comp Engg Projects I (Credits: 1.50) ✓ECE-320-1: Control Systems (Credits: 3) ✓ECE-416-1: Adaptive Filters (Credits: 3) ✓HUM-328-1: History of Cinema 1895-1945 (Credits: 3) ✓MA-111: Calculus I (Credits: 4) ✓
Spring 2015	
Summer 2015	
Fall 2015	

Enrolled Credits: GPA: 0.00 13.50 Enrolled Credits, 10 Planned Credits

(9) Under Advising, once you have chosen your classes then hit “Request review”. If no conflicts, it will be sent to all the advisors listed under “My Advisors”.

You can send notes to your advisor here. Remember staff/faculty with readable rights can see your notes, not just your advisors. If you want to email an advisor directly, click on the mail icon next to their name.

The screenshot displays the 'Student Planning' web application. At the top, there are tabs for 'Student Finance' and 'Student Planning'. Below these are navigation links: 'Home', 'My Progress', 'Plan & Schedule' (which is active), 'Course Catalog', and 'Test Summary'. The main header area says 'Plan your Degree and Schedule your courses' and includes a search bar labeled 'Search for courses...'. The 'Advising' section is highlighted, and within it, the 'My Advisors' tab is selected. A list of 25 advisors is shown, each with a mail icon and their name. A 'Request Review' button is located at the top right of the advising section. At the bottom left, there is a 'Compose' section with a text area and a 'Save Note' button. To the right of the compose section is a 'View History' section showing two entries of messages sent to 'Prof Ahmed'.

Student Finance Student Planning

Home My Progress Plan & Schedule Course Catalog Test Summary

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

My Advisors

- ✉ Jameel Ahmad
- ✉ Vito Guido
- ✉ George Delaqrammatikas
- ✉ Chris Lent
- ✉ Joseph Cataldo
- ✉ Constantine Yapijakis
- ✉ Cosmas Tzavelis
- ✉ Irving Brazinsky
- ✉ Benjamin Davis
- ✉ Daniel Lepek
- ✉ Oqbonnaya Okorafor
- ✉ Richard Stock
- ✉ Hamid Ahmad
- ✉ Toby Cumberbatch
- ✉ Fred Fontaine
- ✉ Samuel Keene
- ✉ Carl Sable
- ✉ Stuart Kirtman
- ✉ Melody Baglione
- ✉ Eric Lima
- ✉ David Wootton
- ✉ Chih-Shing Wei
- ✉ George Sidebotham
- ✉ Ruben Savizky
- ✉ Om Agrawal
- ✉ Andrea Newmark
- ✉ Alan Paul

Request Review

Course Plan last reviewed on 9/29/2014 by Cusack, Brian

Compose

Save Note

View History

Hi Just Testing, I have approved your plan again. Please register. Prof Ahmed
Paul, Alan on 9/28/2014 at 3:56 PM

Hi Just Testing, I have approved your plan. Please register your courses. Prof Ahmed
Paul, Alan on 9/28/2014 at 3:54 PM

- (10) Once the advisor has made his recommendations and approval, you will then see a message from them in the “View History” box.

The screenshot displays the 'Student Planning' web application. At the top, there are tabs for 'Student Finance' and 'Student Planning'. Below these are navigation links: 'Home', 'My Progress', 'Plan & Schedule' (which is active), 'Course Catalog', and 'Test Summary'. The main header area says 'Plan your Degree and Schedule your courses' and includes a search bar labeled 'Search for courses...'. Below the header, there are three sub-tabs: 'Schedule', 'Timeline', and 'Advising' (which is active). The 'Advising' section is titled 'My Advisors' and lists 25 advisors, each with a checkbox and a name. A 'Request Review' button is located in the top right of this section. Below the list of advisors, it says 'Course Plan last reviewed on 9/29/2014 by [Name], Brian'. At the bottom of the page, there are two panels: 'Compose' on the left with a text input field and a 'Save Note' button, and 'View History' on the right. A red arrow points from the 'Compose' panel to the 'View History' panel. The 'View History' panel shows two messages from 'Paul, Alan' on 9/26/2014 at 3:56 PM and 3:54 PM, both stating 'Hi Just Testing, I have approved your plan. Please register. Prof Ahmed' and 'Hi Just Testing, I have approved your plan. Please register your courses. Prof Ahmed' respectively.

Student Finance Student Planning

Home My Progress Plan & Schedule Course Catalog Test Summary

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

My Advisors

Request Review

✕ Jameel Ahmad
✕ Vito Guido
✕ George Delagrammatikas
✕ Chris Lent
✕ Joseph Cataldo
✕ Constantine Yapijakis
✕ Cosmas Tzavellis
✕ Irving Brazinsky
✕ Benjamin Davis
✕ Daniel Lepek
✕ Oqbonnaya Okorafor
✕ Richard Stock
✕ Hamid Ahmad
✕ Toby Cumberbatch
✕ Fred Fontaine
✕ Samuel Keene
✕ Carl Sable
✕ Stuart Kirtman
✕ Melody Baqlione
✕ Eric Lima
✕ David Wootton
✕ Chih-Shing Wei
✕ George Sidebotham
✕ Ruben Savitzky
✕ Om Agrawal
✕ Andrea Newmark
✕ Alan Paul

Course Plan last reviewed on 9/29/2014 by [Name], Brian

Compose

Save Note

View History

Hi Just Testing, I have approved your plan again. Please register. Prof Ahmed
Paul, Alan on 9/26/2014 at 3:56 PM

Hi Just Testing, I have approved your plan. Please register your courses. Prof Ahmed
Paul, Alan on 9/26/2014 at 3:54 PM

- (11) Once your Advisor approves your Ed plan, you can register for each course by clicking the “Register” button under each course on the left side or register all approved courses at the same time by clicking the “Register” button on the right side.

Home My Progress **Plan & Schedule** Course Catalog Test Summary

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

Fall 2014

Filter Sections Print Save to iCal

Planned: 15 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

CS-102-C/D: Intro to Computer Science

Approved

Planned

Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Location: 41 Cooper Square 505 (Lecture)
Time: M 3:00 PM - 3:50 PM
Location: 41 Cooper Square 505 (Lecture)
Time: W 1:00 PM - 1:50 PM
Location: 41 Cooper Square 505 (Lecture)
Time: W 2:00 PM - 2:50 PM
Instructor: Cusack, B
Instructor: Lent, C
Seats Available: 3

Register

View other sections

EID-101-A: Engg Design & Problem Solving

Approved

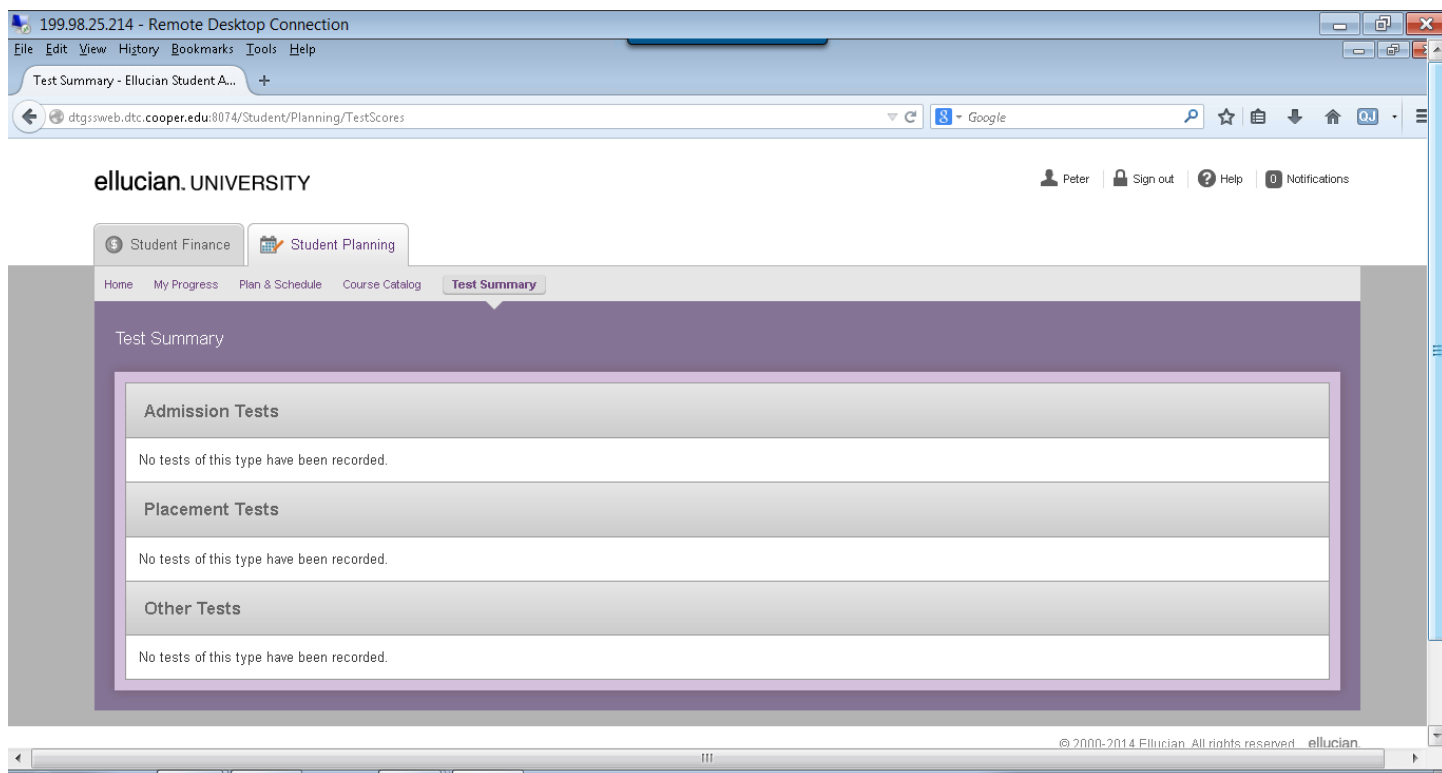
Planned

Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Location: 41 Cooper Square 505 (Lecture)
Time: T 11:00 AM - 11:50 AM
Location: 41 Cooper Square 505 (Lecture)
Time: Th 1:00 PM - 2:50 PM
Instructor: Cumberbatch, J
Seats Available: 3

Register

	Mon	Tue	Wed	Thu	Fri
8am					
9am	HSS-1-E				
10am					
11am	MA-111-B	EID-101-A	HSS-1-E		
12pm	ESC-000.1-1				
1pm			CS-102-C/D	EID-101-A	MA-110-A
2pm			CS-102-C/D		
3pm	CS-102-C/D			MA-111-B	
4pm		MA-111-B			
5pm					
6pm					
7pm					
8pm					

(12) Test Summary shows all your test scores prior to attending Cooper Union.



You may not register for a course in another school at Cooper Union without permission from an advisor (Architecture and Art) or an Associate Dean (Engineering) from the other school, even if your own advisor has approved the course on your Ed Plan. Ask the advisor or dean in the other school to email your advisor.