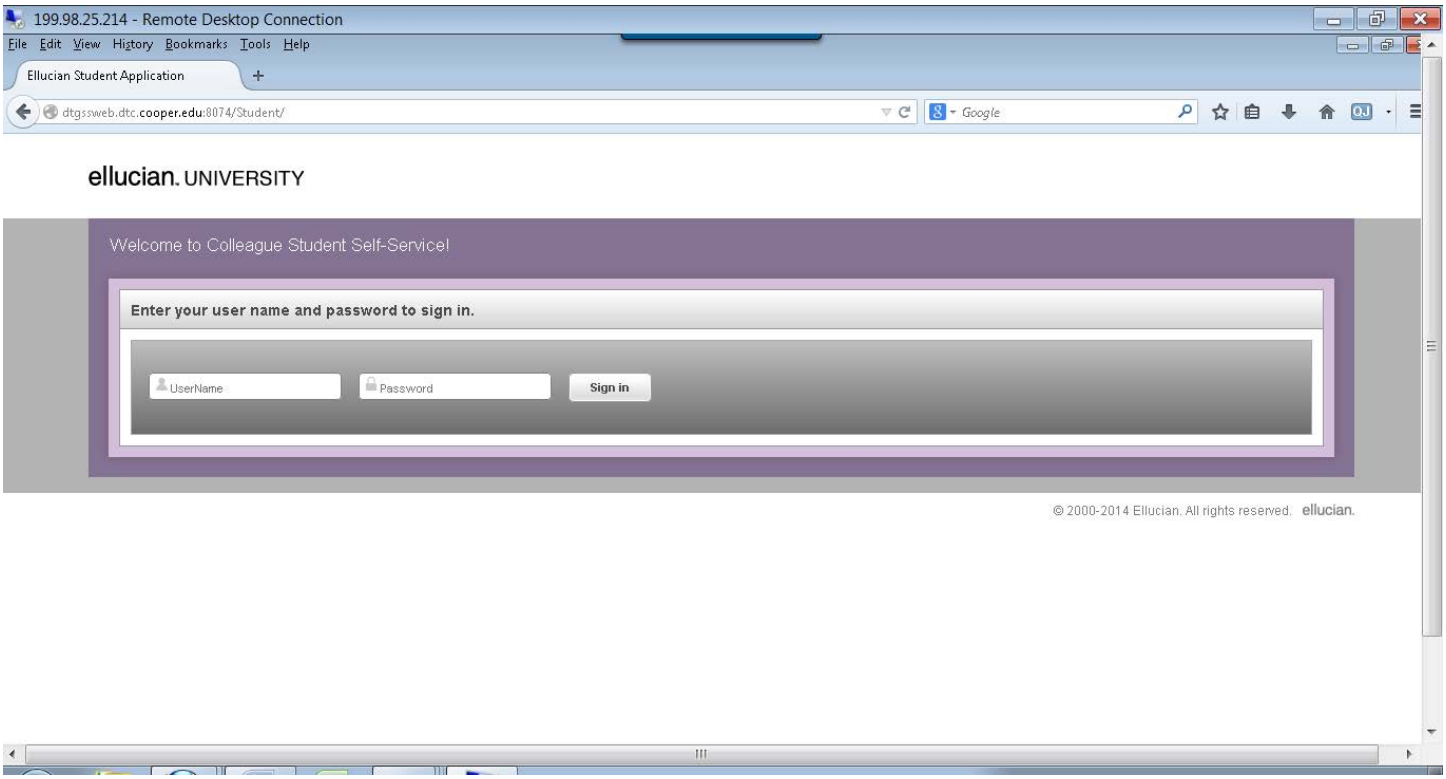
Student Self-Service for Students

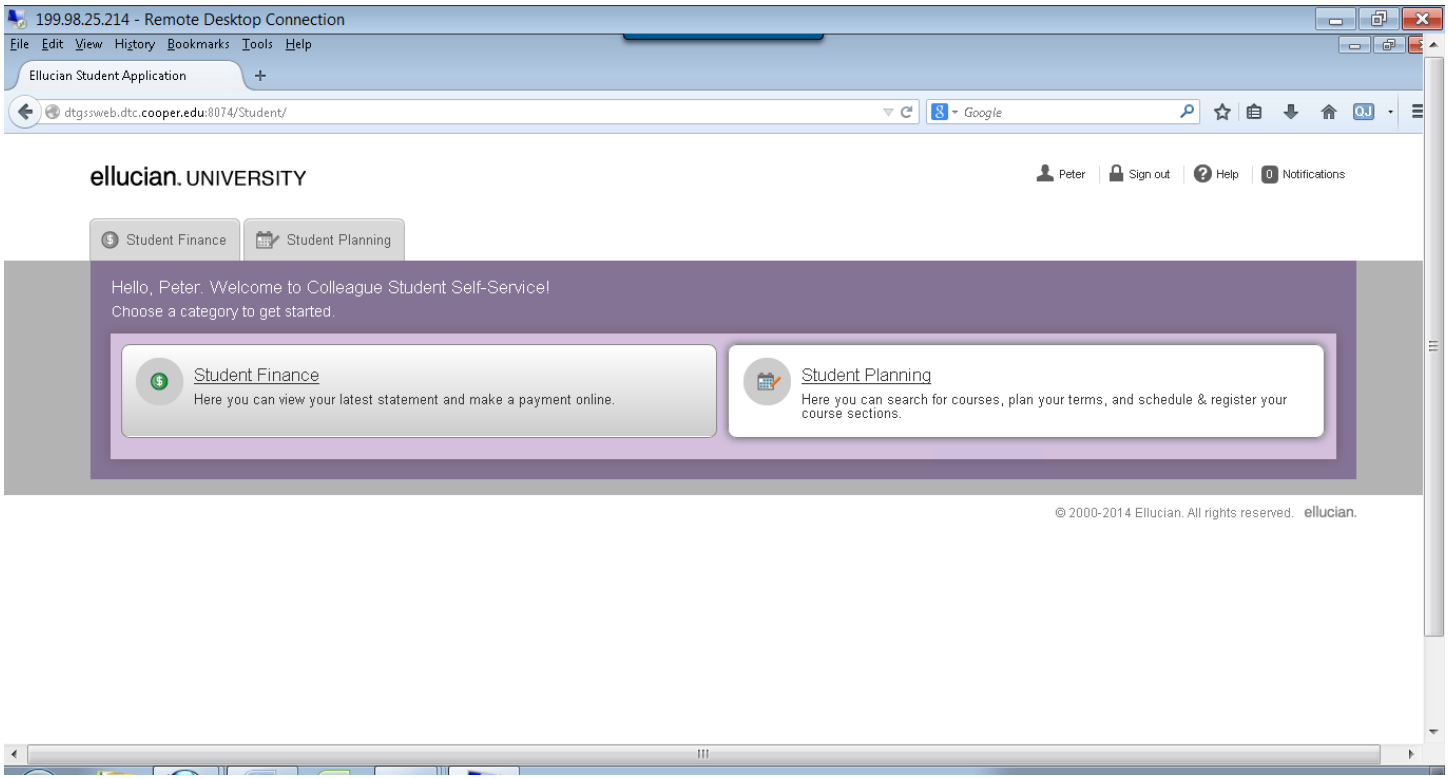
Go to URL: http://dtgssweb.dtc.cooper.edu/Student

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

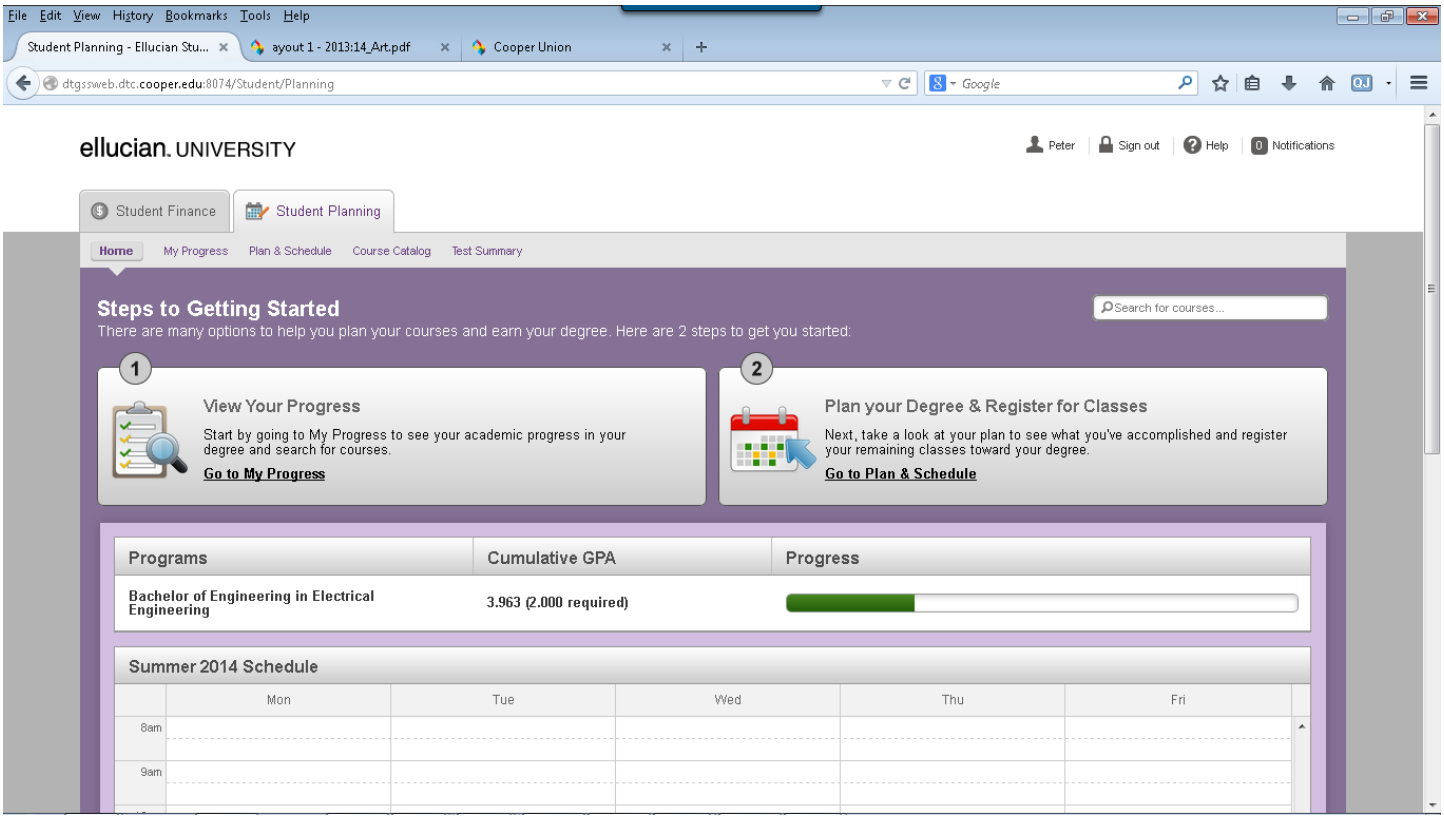
(1) Login screen:



(2) Welcome screen: Click “Student Planning”



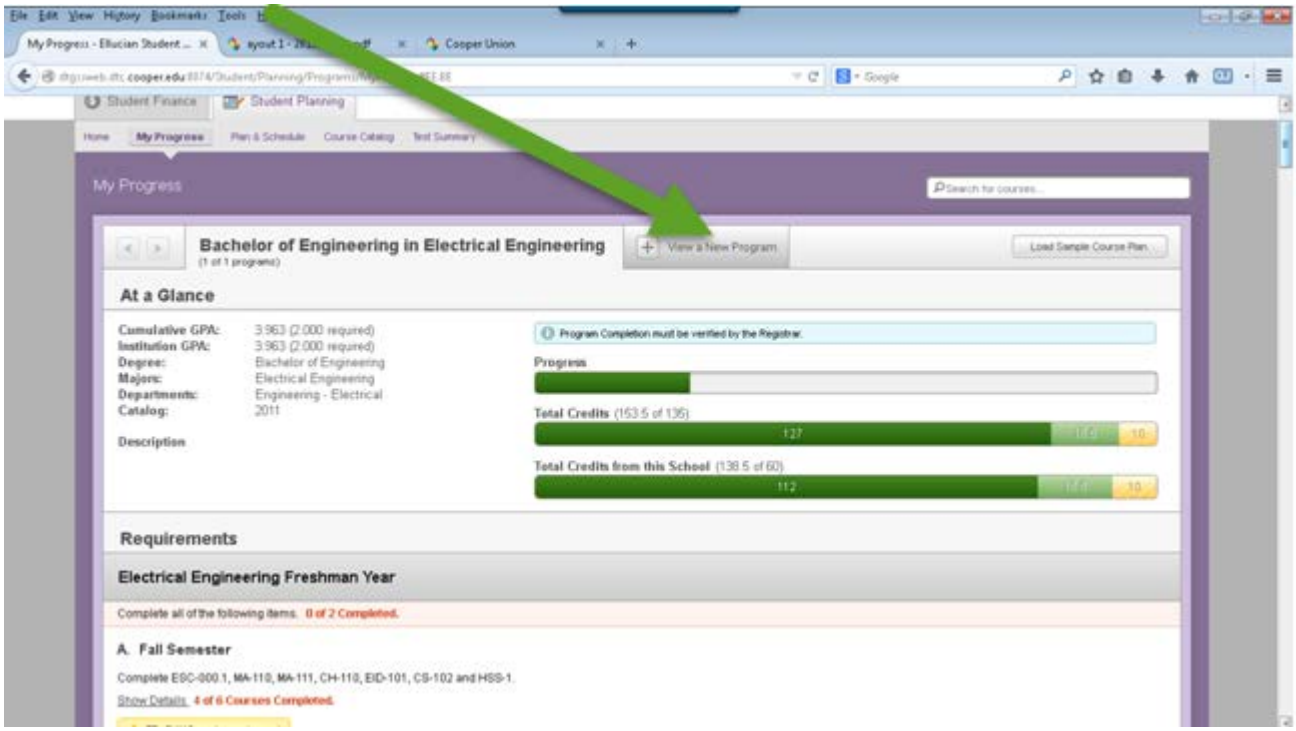
(3) "Home" page displays a summary of your GPA, academic progress and courses scheduled.



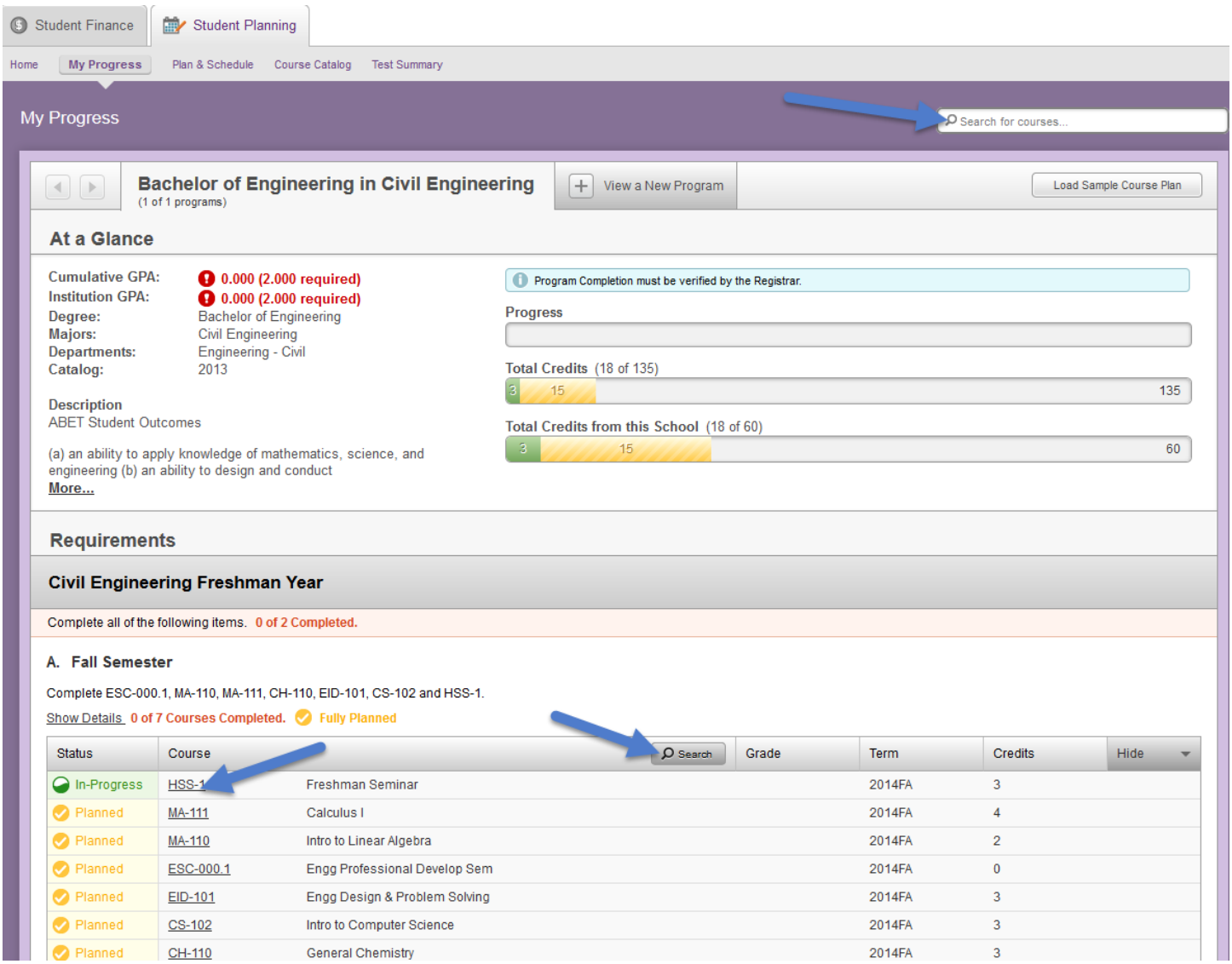
(4) Click " My Progress":

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

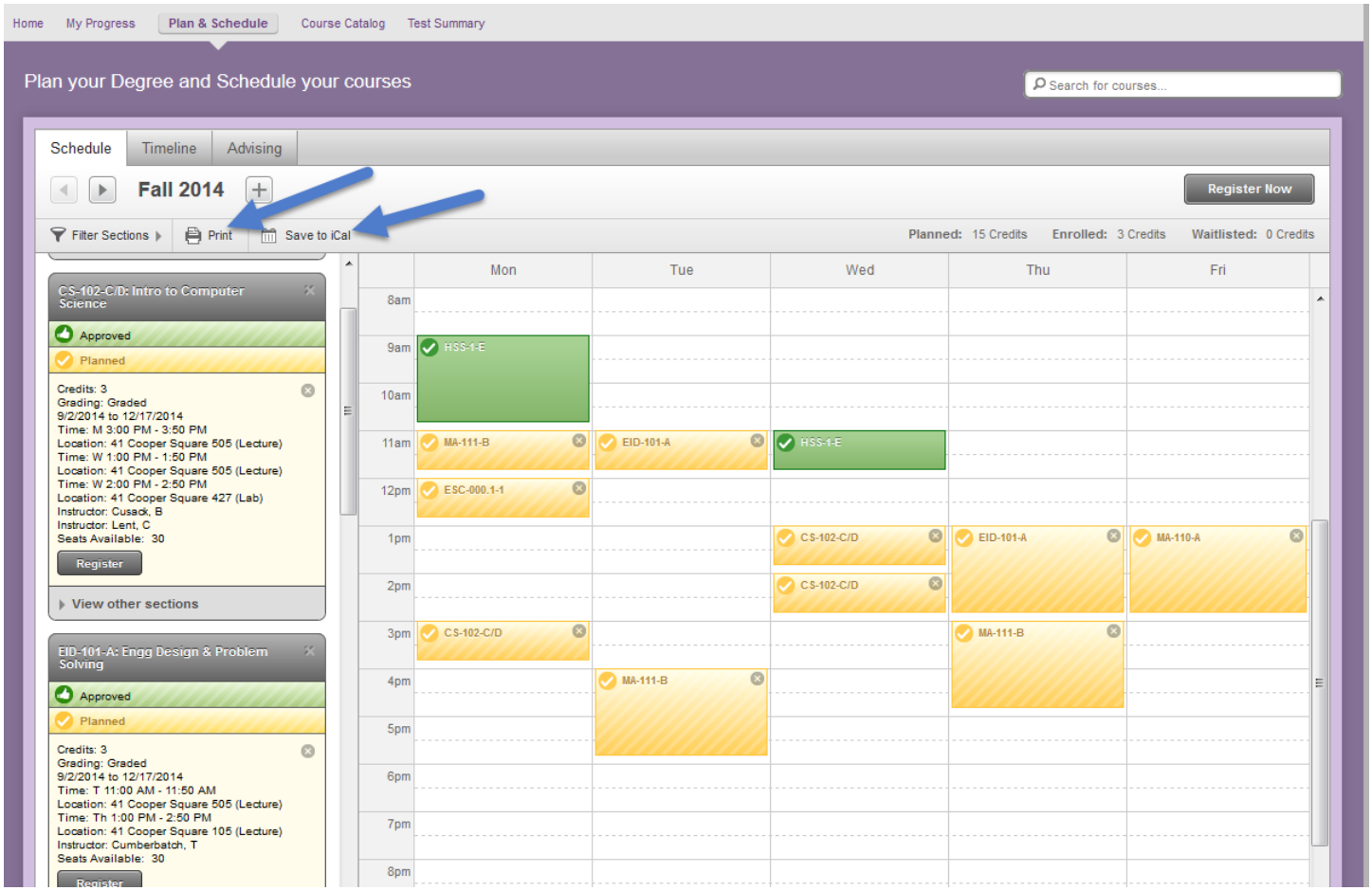
The "View a New Program" tab allows you to compare your completed courses with those required by another academic program.



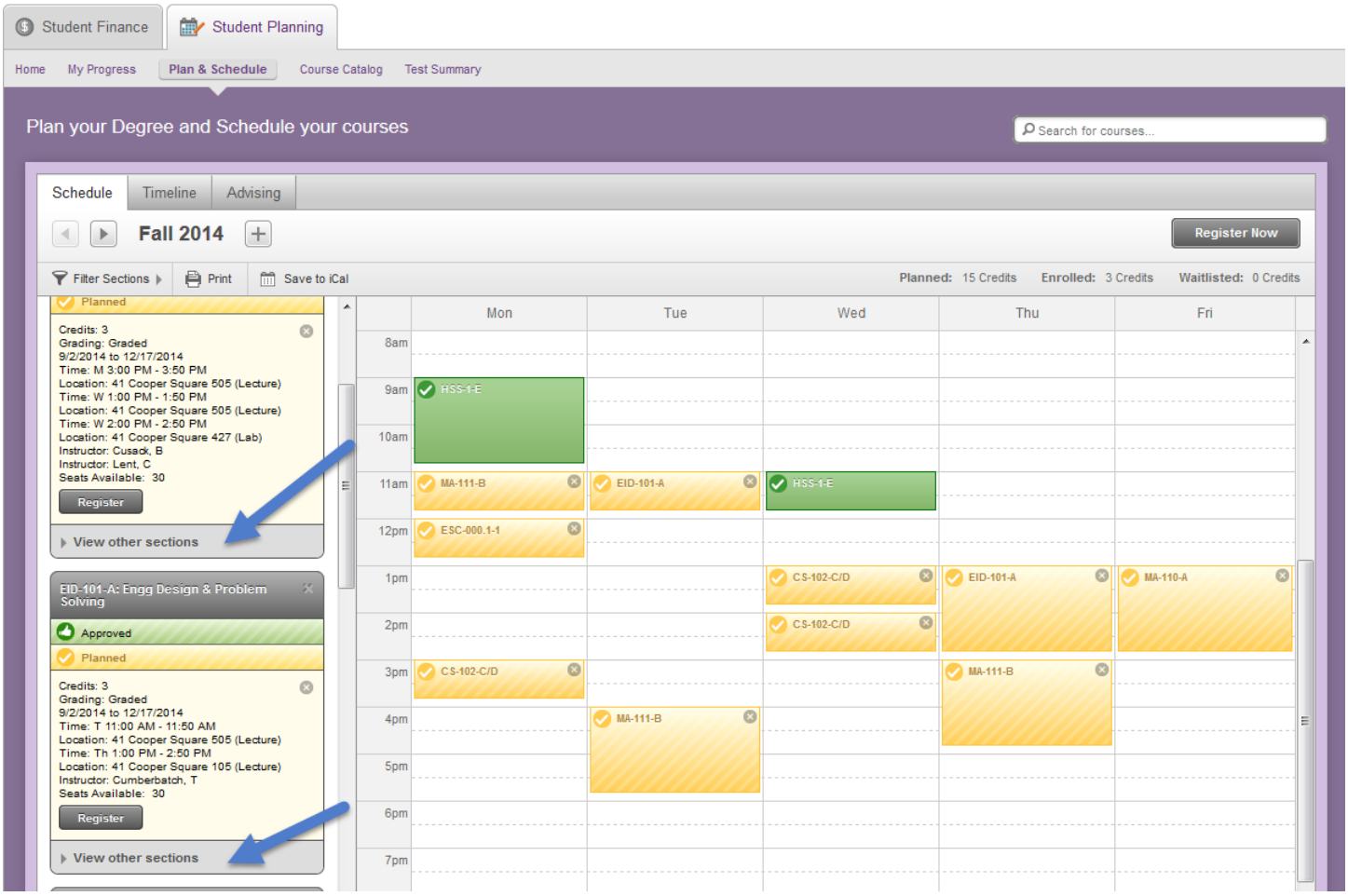
Search for courses and add to your plan through 3 different ways: 1) type in the course number in "search for courses" (2) scroll down and click on the course (3) click on the "search" button.



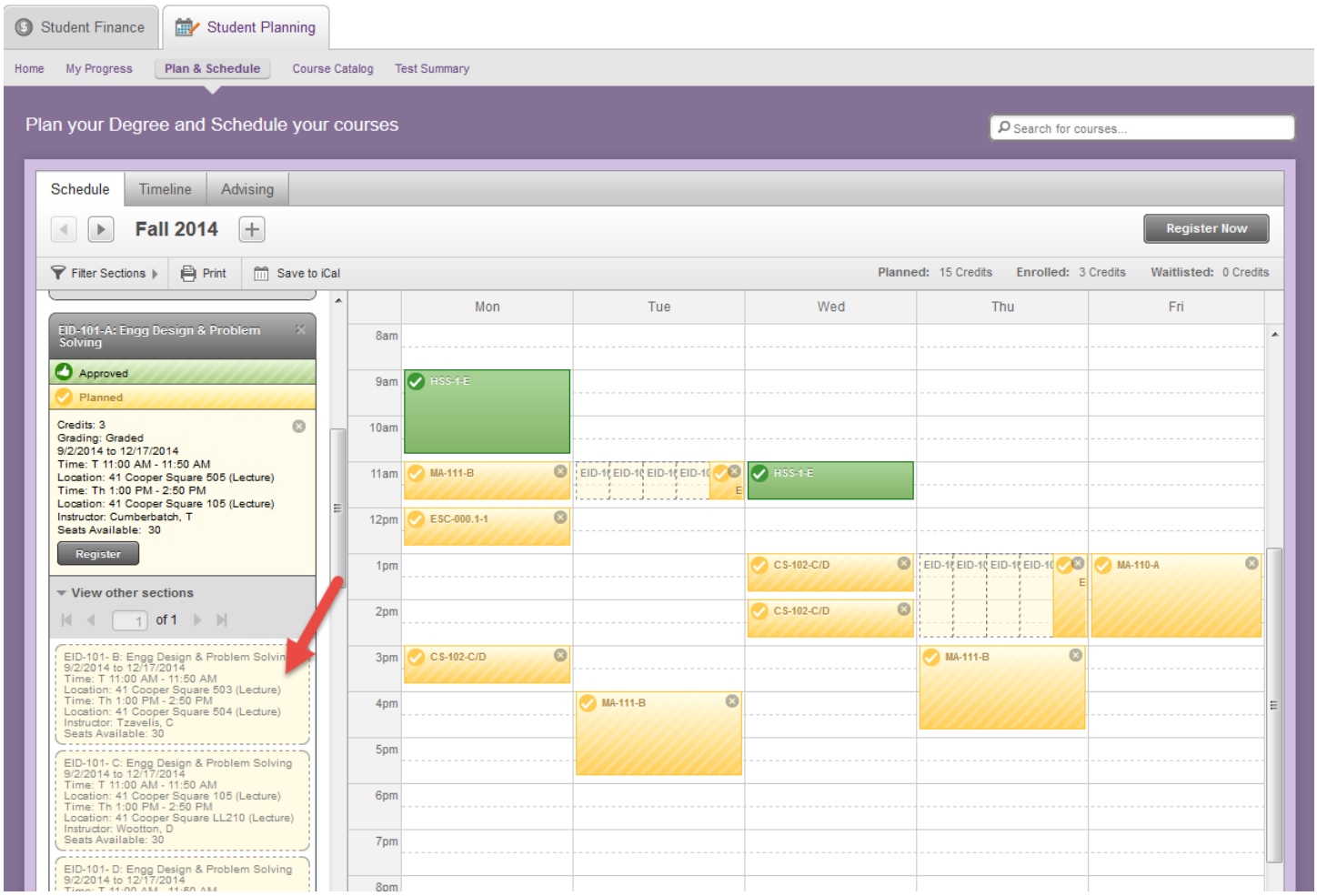
(5) "Plan & Schedule" view allows you to see a calendar view of the courses you are planning to take or are registered for in a particular semester. The feature will also show conflicts with courses, allows you to print your schedule and save to ICAL (saves to smart devices)



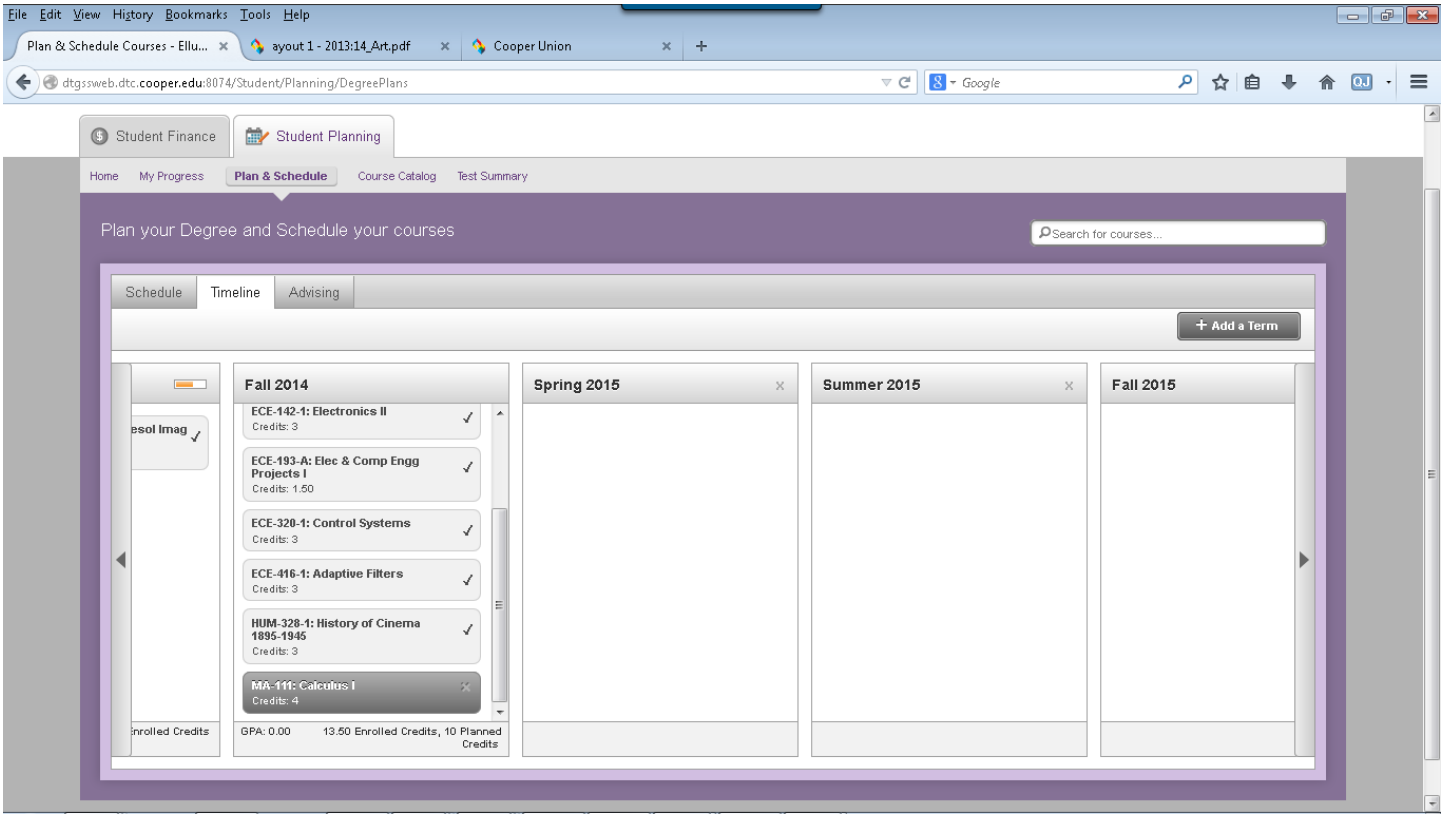
(6) Click on "View other sections" then place your cursor over the sections to see all available you want to take, which makes it show in the calendar to the right.



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

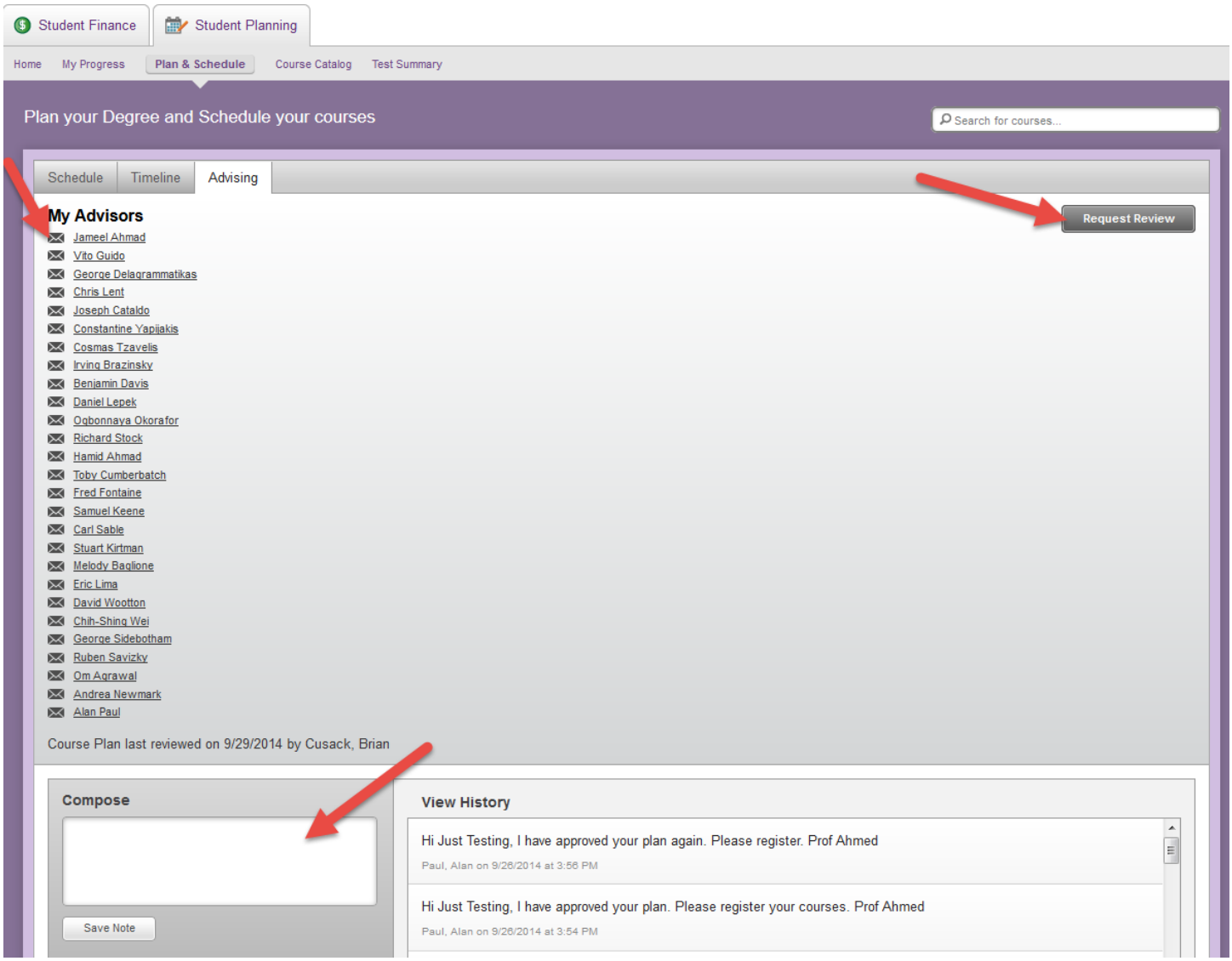


(8) The "Timeline" view allows you to see what courses you have taken in the past with grades achieved and planned courses for the future semesters.

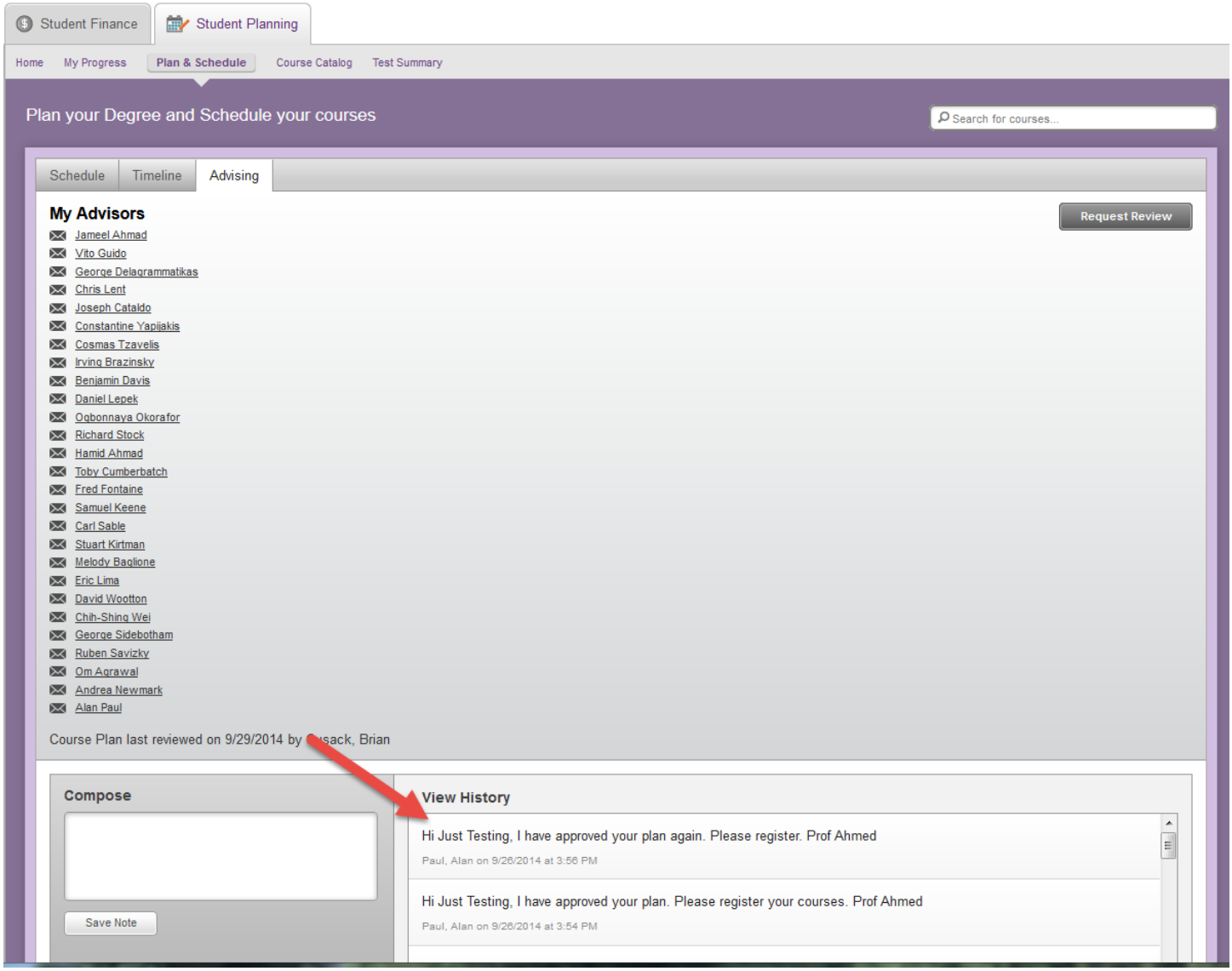


(9) Under Advising, once you have chosen your classes then hit "Request review". If no conflicts, it will be sent to all the advisors listed under "My Advisors".

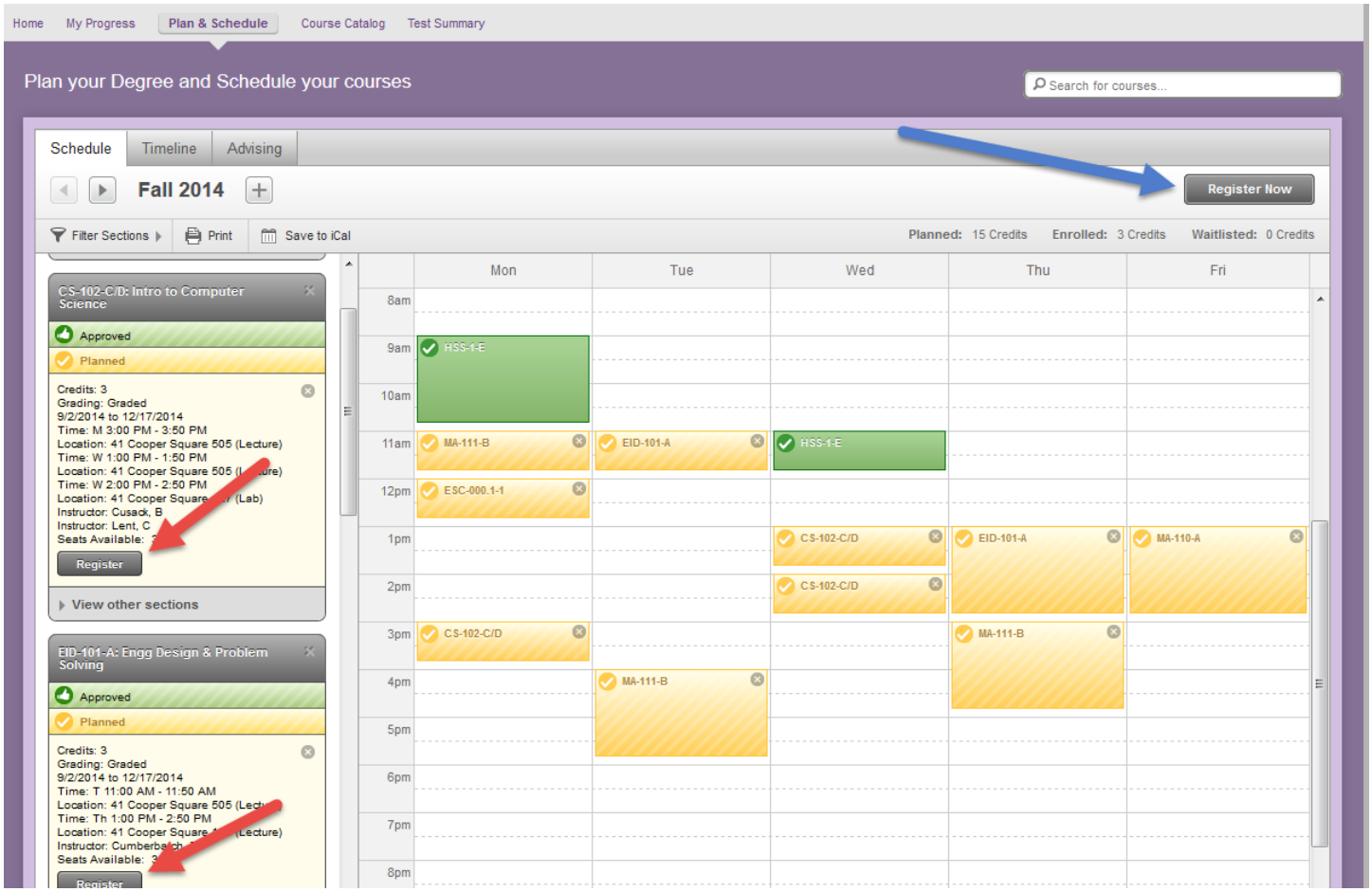
You can send notes to your advisor here. Remember staff/faculty with readable rights can see your notes, not just your advisors. If you want to email an advisor directly, click on the mail icon next to their name.



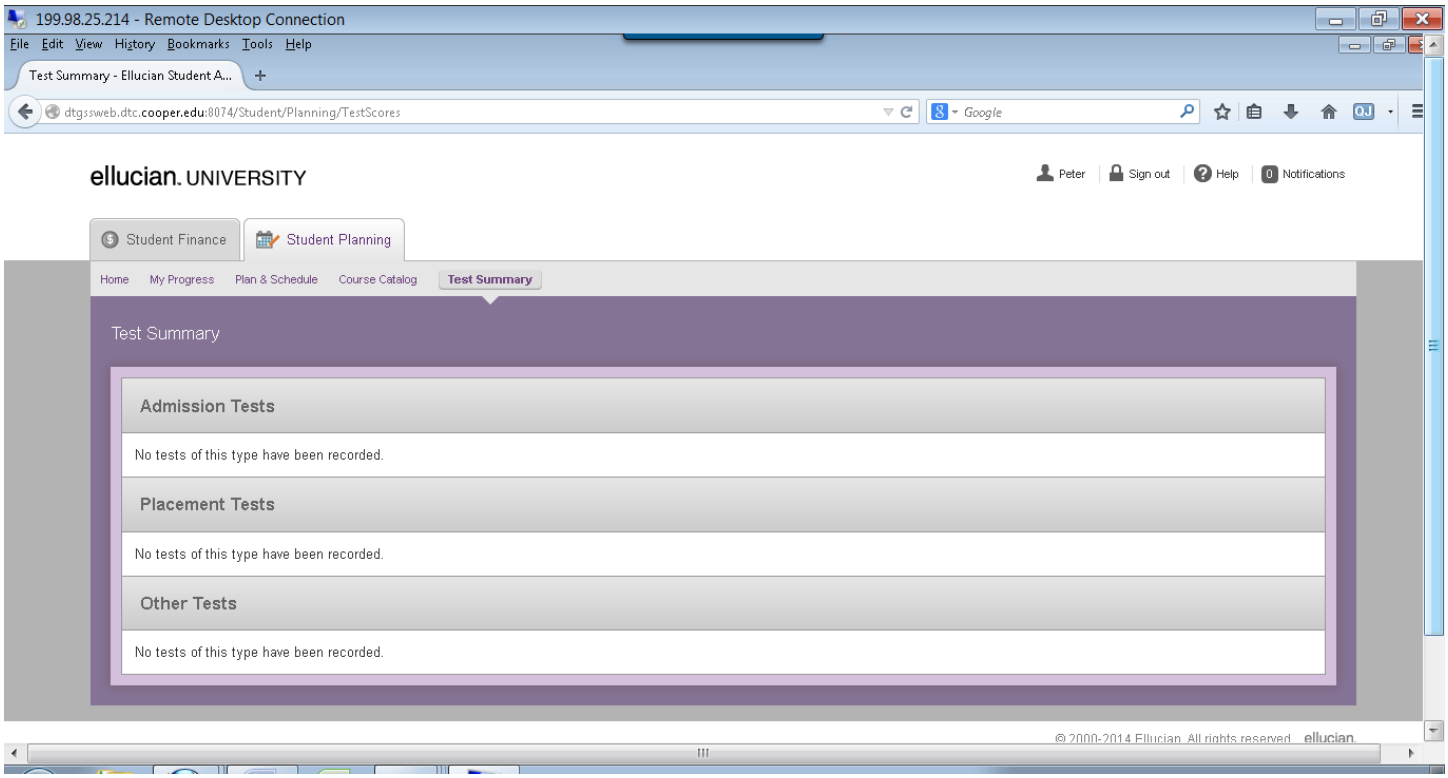
(10) Once the advisor has made his recommendations and approval, you will then see a message from them in the "View History" box.



(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.



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



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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.