



The New LU Self-Service

Advising and Registration Faculty Manual

Fall 2022



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| LU Self-Service Portal Marketing Committee | CETL Student Planning Module Ambassadors |
|---|---|
| Mr. Fred-Rick L. Roundtree | Dr. William Donohue |
| Ms. Brenda Snider | Dr. Samaa Gamie |
| Ms. Kim Anderson | Dr. Moses Haimbodi |
| Ms. Theresa Hammond | Professor Christina Kerns |
| Ms. Marlene Lacy | Dr. Jennifer McCarthy |
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| Ms. Jernice Lea | Dr. Michael Pass |
| Mr. Keith Merritt | Dr. Chasity Riddick |
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| Ms. Shirley Quillin | |
| Ms. Tawana Williams | |

This manual is a collaboration between Academic Affairs and the Division of Student Success.

Introduction

The Colleague Student Self-Service Portal features several modules that focus on student success both academically and financially.

Advising Holds

If you have a hold on registering, it may be an academic hold or a financial hold. Before you can register for classes, the hold must be removed. Check with your advisor for academic holds, check with the bursar for financial holds.

Student Planning Module

Students are required to meet with their academic advisor to secure the required permissions to register for classes at their specified times each fall and spring terms. Advisors remove advising holds by selecting “Advisement Complete.” Before registering for classes, students will be required to have their “Advisement Complete” prior to every registration period.

Features

1. Students will set a plan with their academic advisor for their academics at Lincoln University
2. View the course catalog
3. Set a timeline/calendar of courses for each term schedule
4. View grades by term
5. View and print an unofficial transcript

Instructions for Advisors

Advising Module

1. Log in to the Student Self-Service Portal – lselfservice.lincoln.edu

2. The advising module on your portal/dashboard is where you will access advisee information.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

3. To begin working with an advisee, search for the student by name or ID. Recent advisee search will appear in this area.

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

☒ Student ☐ Advisor

[Search for Student](#)

[Email All My Advisees](#)

| | Name | Review Requested | Assigned Advisee | ID | Program(s) | Date of last advisement | Advisor(s) | |
|--|---------------|------------------|------------------|---------|--|-------------------------|--|------------------------------|
| | Test Student2 | | | 0400272 | Criminal Justice - Law Enforcement, BS | N/A | Rutledge, Catherine W. (Major) Faculty1_Test (Major) Faculty2_Test (Major) Advisor1_Test (General) | View Details |
| | Test Student3 | | | 0400273 | Sociology, BA | N/A | Rutledge, Catherine W. (Major) Faculty1_Test (Major) Faculty2_Test (Major) Advisor1_Test (Athletic) | View Details |

4. Review your advisee's academic record and begin the planning process

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

☒ Student ☐ Advisor

[Click "View Details" to see student's plan](#)

[Email All My Advisees](#)

| | Name | Review Requested | Assigned Advisee | ID | Program(s) | Date of last advisement | Advisor(s) | |
|--|---------------|------------------|------------------|---------|--|-------------------------|--|------------------------------|
| | Test Student2 | | | 0400272 | Criminal Justice - Law Enforcement, BS | N/A | Rutledge, Catherine W. (Major) Faculty1_Test (Major) Faculty2_Test (Major) Advisor1_Test (General) | View Details |
| | Test Student3 | | | 0400273 | Sociology, BA | N/A | Rutledge, Catherine W. (Major) Faculty1_Test (Major) Faculty2_Test (Major) Advisor1_Test (Athletic) | View Details |

5. Advisee details will display all information for each advisee. The menu will look like this

Advisee Details

[Back to Advisees](#)

Test Student2
Student ID: 0400272
[test.student2@lions.lincoln.edu](#)

Program(s):
Criminal Justice - Law Enforcement, BS

Advisor(s):
Rutledge, Catherine W.
Faculty1_Test
Faculty2_Test
Advisor1_Test

[View Full Profile](#)

[Advisement Complete](#)

[Review Complete](#)

Notifications 0

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Applica

[Print](#)

[Register Now](#)

Planned: 6 Credits | Enrolled: 3 Credits | Waitlisted: 0 Credits

[Approve](#) [Deny](#) [Protect](#) [Unprotect](#)

1. Two buttons display on all advisee pages:

Advisee Details
Back to Advisees

Test Student2
Student ID: 0400272
test.student2@lincs.lincoln.edu

Program(s): Criminal Justice - Law Enforcement, BS
Advisor(s): Rutledge, Catherine W.
Faculty(s): Test
Faculty(s): Test
Faculty(s): Test

View Full Profile

Notifications

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

2022 Spring

Register Now

Planned: 6 Credits | Enrolled: 3 Credits | Waitlisted: 0 Credits

Print

List | Calendar

Approve | Deny | Protect | Unprotect

2. Review and Complete: When selected, the date the student's course plan was reviewed and archived appears under the button.

3. Advisement Complete: When selected, the date the student's "advising hold" was lifted appears under the button

Course Plan

1. In this area, select the term.

2022 Spring

Choose Term

Print

List | Calendar

Approve | Deny | Protect | Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|--------------------------|--|-----------|-------------|--|--|
| <input type="checkbox"/> | ANT-205-01: Marriage and the Family ⚠ This section has a waitlist 🔍 Duplicate Course | 3 Credits | Rutledge, C | TBD | TBD |
| <input type="checkbox"/> | ANT-205-02: Marriage and the Family ✅ Registered | 3 Credits | Rutledge, C | TBD | TBD |
| <input type="checkbox"/> | SOC-209-01: Institutional Racism | 3 Credits | Rutledge, C | TTh 2:00 PM - 3:15 PM 1/10/2022 - 4/29/2022 | Main Campus Dickey Hall, 227 Lecture |

2. Also, in this area are sub-selections of "List" or "Calendar." The buttons of "Approve" and "Deny" will be gray. We are not using this functionality to approve or deny every class a student is interested in.

2022 Spring
Register Now

Plan: 6 Credits
Enrolled: 3 Credits
Waitlisted: 0 Credits

List
Calendar

Not Using these gray buttons

Approve
Deny
Protect
Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|--------------------------|---|-----------|-------------|--|--|
| <input type="checkbox"/> | ANT-205-01: Marriage and the Family This section has a waitlist | 3 Credits | Rutledge, C | TBD | TBD |
| <input type="checkbox"/> | Duplicate Course ANT-205-02: Marriage and the Family Registered | 3 Credits | Rutledge, C | TBD | TBD |
| <input type="checkbox"/> | SOC-209-01: Institutional Racism | 3 Credits | Rutledge, C | TTh 2:00 PM - 3:15 PM 1/10/2022 - 4/29/2022 | Main Campus Dickey Hall, 227 Lecture |

3. If selecting “Calendar,” advisors will see a full schedule showing days/times/courses that the student is registered for. Advisors will see credits that are “Planned, Enrolled, and Waitlisted” for the upcoming term.

List
Calendar

ANT-205-01: Marriage and the Family
X

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Rutledge, C
1/24/2022 to 5/6/2022
Waitlisted: 0
Time: TBD
Location: Main Campus TBD

This section has a waitlist

Waitlist

View other sections

ANT-205-02: Marriage and the Family

Registered

Credits: 3 Credits
Grading: Graded
Instructor: Rutledge, C
1/24/2022 to 5/6/2022
Time: TBD
Location: Main Campus TBD

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|--------------|-----|--------------|-----|-----|
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | SOC-209-01 X | | SOC-209-01 X | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |
| 10pm | | | | | | | |
| 11pm | | | | | | | |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |

Timeline

1. The Timeline tab will show the student’s academic plan, term by term. Students or advisors can add terms to the plan. If sections of courses have not been established yet, students get more specific days/times when the term course schedule is available.

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

[Add a Term](#)

2022 Spring

ANT-205-01: Marriage and the Family
Credits: 3 Credits

ANT-205-02: Marriage and the Family
Credits: 3 Credits

SOC-299-01: Institutional Racism
Credits: 3 Credits

Protected

3 Enrolled Credits, 6 Planned Credits

2022 Fall

SOC-318-01: Sociological Theory
Credits: 3 Credits

3 Enrolled Credits

Progress

1. The Progress tab contains the enhanced degree audit and all program information for a student. This includes major GPA, cumulative GPA, catalog year, and all requirements programmed in the degree audit. You will see a visual representation of total credits earned, credits planned, and credits outstanding to reach 120.

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

[View a New Program](#) [Load Sample Course Plan](#) [Print](#)

Criminal Justice - Law Enforcement, BS
(1 of 1 programs)

At a Glance

| | |
|-------------------------------------|------------------------------|
| Cumulative GPA: | 3.494 (2.000 required) |
| Institution GPA: | 3.494 (0.000 required) |
| Degree: | Bachelor of Science |
| Majors: | Criminal Justice |
| Departments: | Sociology & Criminal Justice |
| Catalog: | 2018 |
| Anticipated Completion Date: | 9/14/2025 |

Description
Criminal Justice - Law Enforcement, BS

Program Notes
[Show Program Notes](#)

Requirements [Collapse All](#)

Core Curriculum

Complete all of the following items. ✓ 9 of 9 Completed. [Hide Details](#)

Progress

Program Completion must be verified by the Registrar.

Total Credits

71 3 6 80 of 120

2. The enhanced degree audit tool is exact and is viewable by students and advisors. By scrolling through the student's progress, all degree requirements will be displayed including General Education Requirements, Major Requirements, Writing Proficiency Requirements, and credits to distinguish between a BA and BS degree. The status area is color-coded for Completed, Registered, or Planned. Advisors and students can select "Search" to select another course to fulfill the requirement.

4. Legal Analysis Requirement: ENG-314 ✓ 1 of 1 Courses Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|----------------------------|---------|--------|-------|--------|---------|
| ✓ Completed | ENG-314 | | B | 2020FA | 3 |
| Legal Analysis and Writing | | | | | |

5. Government Requirement: POL-101 or POL-201 ✓ 1 of 1 Courses Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|------------------------------|---------|--------|-------|--------|---------|
| ✓ Completed | POL-101 | | A | 2020SP | 3 |
| ✓ Fulfilled | POL-201 | | | | |
| American National Government | | | | | |
| State and Local Government | | | | | |

6. Department Electives Take 2 Courses from the following: CRJ-301, CRJ-314, CRJ-320, CRJ-322, CRJ-323, CRJ-345, CRJ-346, CRJ-347, CRJ-348, CRJ-349, CRJ-351, CRJ-352, SOC-353 CRJ-495 POL-310 ⚠
1 of 2 Courses Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|--------------------------|---------|--------|-------|--------|---------|
| ✓ Completed | CRJ-314 | | A- | 2020FA | 3 |
| ⌚ Not Started | CRJ-320 | | | | |
| ⌚ Not Started | CRJ-322 | | | | |
| Criminological Theory | | | | | |
| Intro to Law Enforcement | | | | | |
| Forensic Science | | | | | |

Course Catalog

1. You can view the course catalog within your portal, within the advisee details page, or you can view the course catalog by visiting lucourses.lincoln.edu.
2. The Course Catalog tab displays all active courses. You will select the term. Then, search specific parameters for courses (subject, days of the week, location, academic level, time of the day).

Catalog Advanced Search

Results View

☐ Catalog Listing

☒ Section Listing

| | | |
|--|--|---------------------------------------|
| Term | Meeting Start Date | Meeting End Date |
| <input type="text" value="Select Term"/> | <input type="text" value="M/d/yyyy"/> | <input type="text" value="M/d/yyyy"/> |
| Courses And Sections | | |
| <input type="text" value="Subject"/> | <input type="text" value="Course number"/> | <input type="text" value="Section"/> |
| <input type="text" value="Subject"/> | <input type="text" value="Course number"/> | <input type="text" value="Section"/> |
| <input type="text" value="Subject"/> | <input type="text" value="Course number"/> | <input type="text" value="Section"/> |

[+ Add More...](#)

Days Of Week

| | | | |
|-----------------------------------|---------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday | |

Location

Academic Level

| | | |
|---|--|--|
| Time Of Day | Time Starts by | Time Ends by |
| <input type="text" value="Select Time Of Day"/> | <input type="text" value="hh:mm AM/PM"/> | <input type="text" value="hh:mm AM/PM"/> |

[Clear](#)

[Search](#)

3. After you search, you can filter your search. (e.g., availability, location, instructor, academic level, course level).

[Back to Course Catalog](#)

Filter Results

[Hide](#)

Availability

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects

☐ Biology (55)

Locations

☐ Main Campus (54)
☐ Adult & Continuing Education (1)

Terms

☒ 2022 Fall (55)

Days of Week

☐ Monday (22)
☐ Tuesday (14)
☐ Wednesday (24)
☐ Thursday (13)
☐ Friday (18)

Time of Day

Select time range...
Starts by Ends by

Instructors

☐ Anna K. Hull (3)
☐ Eve Humphrey (4)
☐ James W. Gallagher (4)
☐ Jennifer McCarthy (4)
☐ Karen A. Baskerville (4)
[Show All Instructors](#)

Academic Levels

☐ Undergraduate (55)

Course Levels

☐ First Yr (26)
☐ Second Year (17)
☐ Third Year (9)
☐ Fourth Year (3)

Instruction Type

☐ Not Online (28)

Advanced Search Selection: BIO

Filters Applied: [2022 Fall](#) [×](#)

| Term | Status | Section Name | Title |
|-----------|--------|--|----------------|
| 2022 Fall | Open | BIO-101-01 | Human Biolog |
| 2022 Fall | Open | BIO-101-02 | Human Biolog |
| 2022 Fall | Open | BIO-101-03 | Human Biolog |
| 2022 Fall | Open | BIO-101L-01 +5 | Human Biolog |
| 2022 Fall | Open | BIO-101L-02 +5 | Human Biolog |
| 2022 Fall | Open | BIO-101L-03 +5 | Human Biolog |
| 2022 Fall | Open | BIO-101L-04 +5 | Human Biolog |
| 2022 Fall | Open | BIO-101L-05 +5 | Human Biolog |
| 2022 Fall | Open | BIO-101L-G1 +5 | Human Biolog |
| 2022 Fall | Open | BIO-103-01 +5 | General Biolo |
| 2022 Fall | Open | BIO-103-02 +5 | General Biolo |
| 2022 Fall | Open | BIO-103-03 +5 | General Biolo |
| 2022 Fall | Open | BIO-103L-01 | Gen Biology I |
| 2022 Fall | Open | BIO-103L-02 | Gen Biology I |
| 2022 Fall | Open | BIO-103L-03 | Gen Biology I |
| 2022 Fall | Open | BIO-103L-04 | Gen Biology I |
| 2022 Fall | Open | BIO-103L-07 | Gen Biology I |
| 2022 Fall | Open | BIO-104-01 | General Biolo |
| 2022 Fall | Open | BIO-104L-01 | Gen Biology II |

4. To open the course section details, click on the section name.

Advanced Search Selection: SOS

Filters Applied: None

| Term | Status | Section Name | Title | Dates | Location | Instructional Methods |
|-----------|--------|----------------------------|-----------------------------|---------------------|-------------|-----------------------|
| 2022 Fall | Open | SOS-151-01 | African American Experience | 8/22/2022-12/9/2022 | Main Campus | Lecture |
| 2022 Fall | Open | SOS-151-02 | African American Experience | 8/22/2022-12/9/2022 | Main Campus | Lecture |

5. When you open section details, an area displaying course description, course dates, and seats available will be displayed. An Advisor or Student can then select “Add Section” in order to plan the course. By returning to “Course Plan” = the course can be registered for or a section selected. This is an important step.

Section Details

SOS-151-01 African American Experience
2022 Fall

| | |
|---------------------|--|
| Instructors | TBD |
| Meeting Information | M, W, F 9:00 AM - 9:50 AM 8/22/2022 - 12/9/2022 Main Campus, Harold F. Grim Hall 200 (Lecture) |
| Dates | 8/22/2022 - 12/9/2022 |
| Seats Available | 30 of 30 Total |
| Credits | 3 |
| Grading | Graded |
| Requisites | None |
| Course Description | This introductory course provides students an overview of the experiences of African Americans from African origins to the present using diverse approaches and multidisciplinary perspectives. Students gain an understanding of the contributions of African Americans to the development of the United States, and the current issues facing African Americans communities. |
| Books | Bookstore Information |

Close

6. The Note tool serves advisors and students. A note may be composed to track decisions and communication during advising appointments. Very Important: Notes are viewable by student and advisor. They are NOT confidential and CANNOT be erased. This function allows students to track their academic plans and be reminded to discuss these plans with advisors.

Notifications 0

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

< > 2022 Spring +

Notifications 0

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

Compose a Note

Type Note Here. Note cannot be erased and is viewable by advisor and student.

Save Note Save Note.

View Note History

No advising notes have been entered.

Plan Archive

1. A plan for a student will be archived each time the button “Review Complete” is selected. By selecting the review complete button, the advisor will be prompted to archive the course plan. As a best practice, select “YES” each time. The Plan Archive area will display all previous plans. Note: Students do not have access to their archived plans, it is a document that advisors may provide during advising sessions.

A plan is a record of coursework without grades. It serves as a course check-list for students as they plan their terms.

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

Test Student2
 Student ID: 0400272
test.student2@lincs.lincal.edu

Program(s):
 Criminal Justice - Law Enforcement, BS

Advisor(s):
 Rutledge, Catherine W.
 Faculty1, Test
 Faculty2, Test
 Advisor1, Test

To archive, click Review Complete.

[Advisement Complete](#)

[Review Complete](#)

Course Plan last reviewed on 3/17/2022 by Faculty1, Test

[View Full Profile](#)

Notifications 0

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

| Archived PDF | Archive Date | Archived By |
|--------------------------|----------------------|----------------|
| Download | 3/17/2022 8:16:05 PM | Faculty1, Test |

Archived Plans are listed in this section.

Test Scores

1. Admission Test scores and Placement Tests (as applicable) are located in the Test Scores tab.

Notifications 0

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

Admission Tests

No tests of this type have been recorded.

Placement Tests

Grades

In the grades tab, advisee grade reports are visible. By term along with term GPA. Each term expands to display the full course schedule with grades. Note: Transfer credit is not visible in this area. Transfer credit is viewable in the student's degree audit.

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

2022 Fall (8/22/2022-12/9/2022)

2022 Spring (1/24/2022-5/6/2022)

2022 Fall (8/22/2022-12/9/2022)

| Course Section | Title | Credits | Final Grade | Midterms |
|--|---------------------|---------|-------------|----------|
| | | | | 1 |
| SOC-318-01 8/22/2022 - 12/9/2022 | Sociological Theory | 3 | | |

2022 Spring (1/24/2022-5/6/2022)

| Course Section | Title | Credits | Final Grade | Midterms |
|----------------|-------|---------|-------------|----------|
| | | | | 1 |

Petitions & Waivers

This section is read only. Petitions and waivers will continue to follow current university procedures.

Notifications 0

[Course Plan](#)

[Timeline](#)

[Progress](#)

[Course Catalog](#)

[Notes](#)

[Plan Archive](#)

[Test Scores](#)

[Unofficial Transcript](#)

[Grades](#)

[Petitions & Waivers](#)

[Graduation Application](#)

Student Petition(s)

No existing petitions

Faculty Consent(s)

No existing faculty consents

Requisite Waiver(s)

No existing waivers

Add Authorization(s)

No existing add authorizations

Overload Petition(s)

No existing overload petitions