

BHCC Self Service

ADVISING FUNCTIONS



Faculty and Staff Resources

This page with information and resources for Faculty and Staff can be reached on the public web site

<http://www.bhcc.edu/about/facultyandstaffresources/>

New Web Page

Link to Self Service Login

[SelfService](#)

[Portal](#)

[WebAdvisor](#)

[BHCC email](#)

Resources

- [Institutional Review Board](#)

College-wide Events

Feb 12	Men's Basketball - Community College of Rhode Island
Feb 13	First Meeting: DACA (Dreamers and College Allies)
Feb 14	Women's Lunch Place
Feb 28	Black History Month - Profiles in History
Feb 15	First Meeting: Muslim Students Association

[View Full Academic Calendar](#)

Self Service Login

Use BHCC assigned Username and Password

- ❖ Same Credentials used to sign into BHCC Email, Network Computers, etc.

BHCCselfservice

Sign In

User name

Password


Sign In

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Self Service Home Page

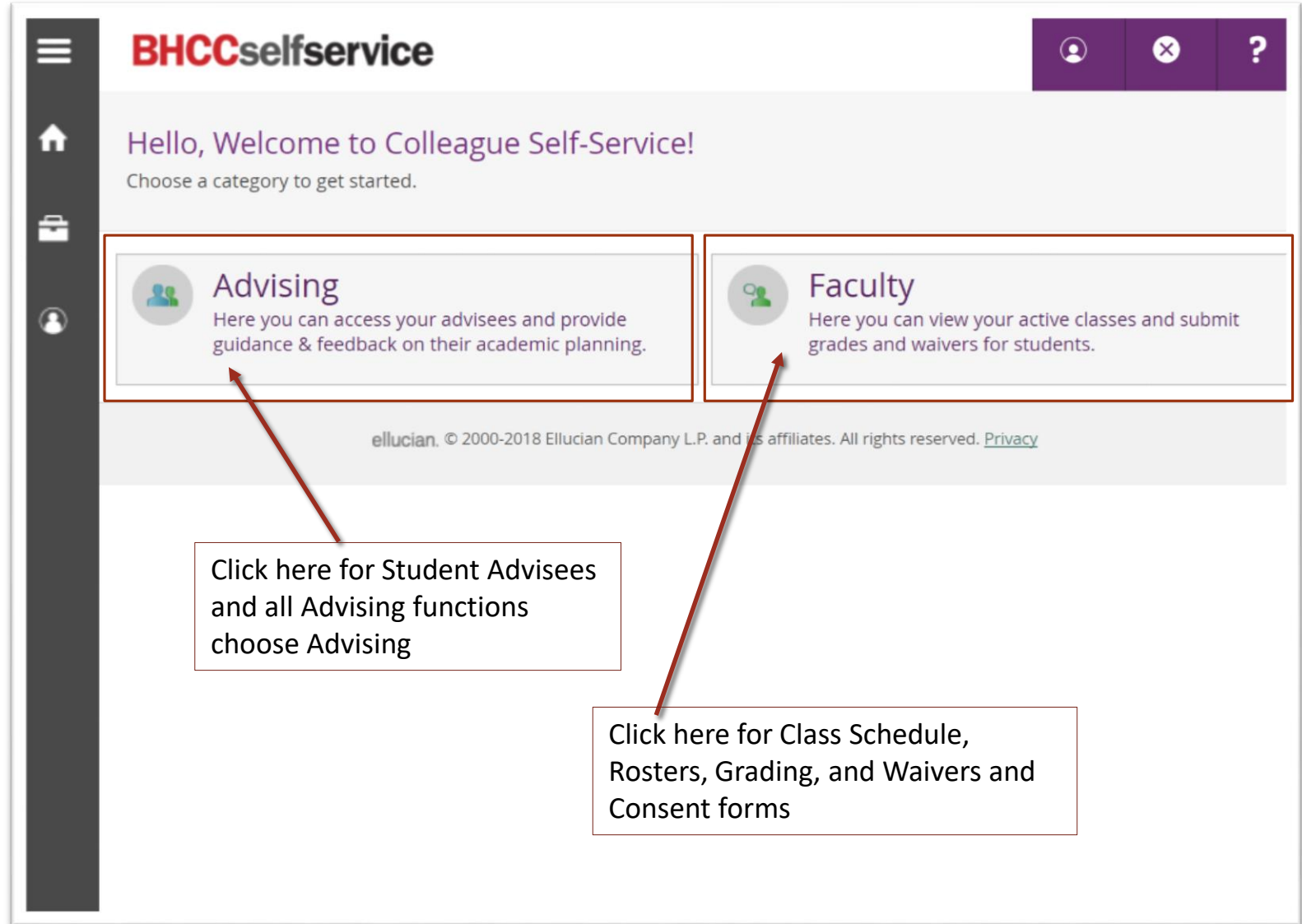
Landing page from Self Service Login for Faculty

Reached by

- Direct Login to Self Service
- Clicking the Home button on left hand navigation bar 

For Student Advisees and all Advising functions choose Advising

For Class Schedule, Rosters, Grading and Waivers and Consent forms choose Faculty



The screenshot shows the BHCC selfservice home page. At the top left is a dark navigation bar with icons for a menu, home, briefcase, and user profile. The main header features the BHCC selfservice logo, a user profile icon, a close icon, and a help icon. Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." Two main categories are highlighted with red boxes: "Advising" and "Faculty". The "Advising" category includes a description: "Here you can access your advisees and provide guidance & feedback on their academic planning." The "Faculty" category includes a description: "Here you can view your active classes and submit grades and waivers for students." Below these categories, a footer contains the text "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Click here for Student Advisees and all Advising functions choose Advising

Click here for Class Schedule, Rosters, Grading, and Waivers and Consent forms

Find Advisee

To see information to advise student search by ID or last name.

- ❖ Advisees maybe assigned, assigned students will show on this screen. Advising is encouraged by all faculty to any student.
- ❖ To act on advice received, student must log into their own account. Student can receive additional assistance in Student Central or LifeMap.

The screenshot shows the BHCC selfservice interface. At the top right, there are user controls for 'dfaculty', 'Sign out', and 'Help'. The breadcrumb navigation shows 'Staff & Faculty' > 'Advising' > 'Advising Overview'. The main heading is 'Who would you like to work with?' with the subtext 'Find a student by searching or selecting below.' Below this is a search form with a text input field containing the placeholder 'Type a name or ID...', a filter section with 'Student' selected and 'Advisor' unselected, and a 'Search' button. Three red boxes with arrows point to the input field, the filter section, and the search button, with callout boxes containing the text 'Enter Student Name or ID', 'Filter: Student Advisor', and 'Click here to search' respectively. At the bottom of the page, there is a footer with the text 'ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Schedule

View Student's current, past, and planned schedule.

This can be viewed by the student under Student Planning -> Plan & Schedule -> Schedule Tab

BHCCselfservice

Staff & Faculty ▾ Advising ▾ Advising Overview

Advising, Joseph

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

Review Complete

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

Spring Semester 2018 Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

List Calendar

Approve Deny

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACC-102-R1: Prin of Accounting II Registered, but not started	3	TBD	MW 6:00 PM - 8:45 PM 3/27/2018 - 5/16/2018	Charlestown - Mini II B Building, B106 Lecture

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Timeline

View Student's current, past, and planned in a timeline layout

This can be viewed by the student under Student Planning -> Plan & Schedule -> Timeline Tab

BHCCselfservice

Staff & Faculty ▾ Advising ▾ Advising Overview

Advisee Details Search for courses...

[Back to Advisees](#)

Advising, Joseph Review Complete

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

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

Non-term Courses	Summer Session II 2017	Fall Semester 2017	Spring Semester 2018
ENG-090: Writing Skills I Credits: 0 ✓			ACC-102-R1: Prin of Accounting II Credits: 3 ✓
ENG-095: Writing Skills II Credits: 0 ✓			
ESL-098: Academic Reading III Credits: 3 (Non-term) ✓			
MAT-093: Foundations of Mathematics Credits: 0 ✓			
MAT-097: Foundations of Algebra Credits: 0 ✓			
MAT-098: Pre-Statistics Credits: 0 ✓			
RDG-000: Non Course Equivalency ✓			
			3 Enrolled Credits

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Progress

View Student's program progress and compare programs of study with what if Scenarios

Home – Advising Overview – Select Student – Progress

This can be viewed by the student under Student Planning -> My Progress

- ❖ To change a program student should submit change of program form

The screenshot shows the BHCC selfservice interface for a student named Joseph. The page is titled 'Advising, Joseph' and includes a 'Review Complete' button. The 'Progress' tab is selected, showing details for the 'AS Engineering Transfer Option' program. The 'At a Glance' section displays cumulative and institution GPA requirements, degree and major information, and a progress bar. A callout box states: 'To be awarded a degree or certificate, students must submit a graduation application so that program completion can be confirmed by the Academic Records Office.' The 'Requirements' section shows 'AS:Engineering Transfer Option' with '0 of 4 Completed' items. A scroll bar is visible at the bottom right, with an arrow pointing to it and the text 'Scroll for more information'. Other callouts include 'Timeline Tab' pointing to the 'Timeline' tab, and 'To view What If Scenarios' pointing to the 'View a New Program' button.

BHCCselfservice

Staff & Faculty ▾ Advising ▾ Advising Overview

Advising, Joseph

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

Review Complete

Schedule | Timeline | **Progress** | Course Catalog | Notes | Plan Activities | Test Scores | Unofficial Transcript | Grades

AS Engineering Transfer Option (1 of 1 programs) [+ View a New Program](#)

At a Glance

Cumulative GPA: (2.000 required)
Institution GPA: (2.000 required)
Degree: Associate in Science
Majors: Engineering Transfer Program
Departments: Science & Engineering Dept
Catalog: 2017

Description
This option provides students with the technical coursework and laboratory experience that enables them to succeed in undergraduate engineering programs.
[More...](#)

Program Notes
[Show Program Notes](#)

Progress

Total Credits (3 of 66)
3 / 66

Total Credits from this School (3 of 15)
3 / 15

Requirements

AS:Engineering Transfer Option

Complete all of the following items. **0 of 4 Completed.** [Hide Details](#)

Timeline Tab

To view What If Scenarios

Scroll for more information

What if Scenarios

Choose a program the what if scenario to see how courses a student has already completed will apply to a different program.

Only one program can be added at a time on this tab. Multiple tabs can be opened.

BHCCselfservice dfaculty Sign out Help

Staff & Faculty Advising Advising Overview

Advisee De
 < Back to Advisees

Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

- AA Business Transfer
- AA Chemical Science Concentration
- AA Communication Concentration
- AA Computer Information Systems Concentration
- AA Computer Science Concentration
- AA Education Concentration
- AA English Concentration
- AA Fine Arts Concentration
- AA Foreign Language Concentration
- AA History/ Government Concentration
- AA Liberal Arts
- AA Mathematics Concentration
- AA Music Concentration
- AA Physics Concentration

View Program Cancel

Choose the program for What if Scenario

Click View Program After selection

Cumulative GPA:
 Institution GPA:
 Degree:
 Majors:
 Departments: Science & Engineering Dept
 Catalog: 2017

Review Complete

transcript Grades

Students must submit a completion can be

confirmed by the Academic Records Office.

Progress

What If Programs

Multiple programs can be added and viewed by scrolling

Printing is available by the browser print screen

Condensed version of print outs can be obtained using WebUI, request access thru your dean if you need this feature

❖ To change a program student should submit change of program form

BHCCselfservice | dfaculty | Sign out | Help

Staff & Faculty | Advising | Advising Overview

Advisee Details

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

Advising, Joseph | Review Complete

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

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

AA Liberal Arts (3 of 3 programs) | View a New Program

Student is not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

At a Glance

Cumulative GPA:	(2.000 required)
Institution GPA:	(2.000 required)
Degree:	Associate in Arts
Majors:	Liberal Arts
Departments:	Communication Business Administration English Department Music, Art, & Theatre
Catalog:	2017
Description	This concentration
Program Notes	Show Program Notes

To be awarded a degree or certificate, students must submit a graduation application so that program completion can be confirmed by the Academic Records Office.

Progress

Total Credits (3 of 62)

3 / 62

Total Credits from this School (3 of 15)

3 / 15

Course Catalog

This tab can be used to access the course catalog

Home – Advising Overview – Select Student – Course Catalog

- ❖ All information can also be found on the public course catalog

The screenshot displays the BHCC selfservice portal interface. At the top, the logo 'BHCCselfservice' is visible. The navigation bar includes 'Staff & Faculty', 'Advising', and 'Advising Overview'. The user is logged in as 'dfaculty' and can 'Sign out' or access 'Help'. The main content area is titled 'Advisee Details' for 'Advising, Joseph', with a 'Back to Advisees' link. A search bar for courses is present. A red box highlights the 'Course Catalog' tab in the navigation menu, with an arrow pointing to it from a label 'Course Catalog Tab'. Below the tabs, there is a search bar for course subjects and a list of subject categories including Accounting, Allied Health, Arabic, Astronomy, Au Pair, Biology, Biomedical Engineering, Biotechnology, Boston Welcome Back Center, Business, Chemistry, Computed Tomography, Computer Media Technology, Computers, Criminal Justice, and Culinary Arts.

BHCCselfservice

Staff & Faculty ▾ Advising ▾ Advising Overview

dfaculty Sign out Help

Advisee Details

Search for courses...

Back to Advisees

Advising, Joseph

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

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

Search for a course subject: Type a subject...

- Accounting
- Allied Health
- Arabic
- Astronomy
- Au Pair
- Biology
- Biomedical Engineering
- Biotechnology
- Boston Welcome Back Center
- Business
- Chemistry
- Computed Tomography
- Computer Media Technology
- Computers
- Criminal Justice
- Culinary Arts

Test Scores

Student test scores are available for viewing

Home – Advising Overview – Select Student – Test Score Tab

❖ For questions about placement see LifeMap Advisors

The screenshot shows the BHCC selfservice portal interface. At the top, there is a navigation bar with 'BHCCselfservice' and user options like 'dfaculty', 'Sign out', and 'Help'. Below this, a breadcrumb trail shows 'Staff & Faculty' > 'Advising' > 'Advising Overview'. The main content area is titled 'Advisee Details' with a search bar and a 'Review Complete' button. A red box labeled 'Test Score Tab' points to the 'Test Scores' tab in the navigation menu. The 'Test Scores' section is divided into three categories: Admission Tests, Placement Tests, and Other Tests. The Admission Tests table shows two entries: GPA ENG-111 and GPA MAT-181, both taken on 11/16/2017. The Placement Tests table shows one entry: RDG12.0, taken on 5/1/2017 with a score of 88 of 90. The Other Tests section indicates that no tests of this type have been recorded.

BHCCselfservice

dfaculty Sign out Help

Staff & Faculty > Advising > Advising Overview

Advisee Details

Search for courses...

Review Complete

Advising, Joseph

Student ID: 0376440

Program(s): AS Engineering Transfer Option

Educational Goal: Dual Enrollment

Advisor(s): David Faculty

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

Admission Tests

Test	Date Taken	Score	Percentile	Status	Status Date
GPA ENG-111	11/16/2017				
GPA MAT-181	11/16/2017				

Placement Tests

Test	Date Taken	Score	Percentile	Status	Status Date
RDG12.0	5/1/2017	88 of 90			

Other Tests

No tests of this type have been recorded.

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Unofficial Transcript

Unofficial Transcripts are available for viewing

Home – Advising Overview – Select Student – Unofficial Transcript

- ❖ Student can request official transcript online thru the Clearing House
- ❖ Students can print an unofficial transcript from their online account

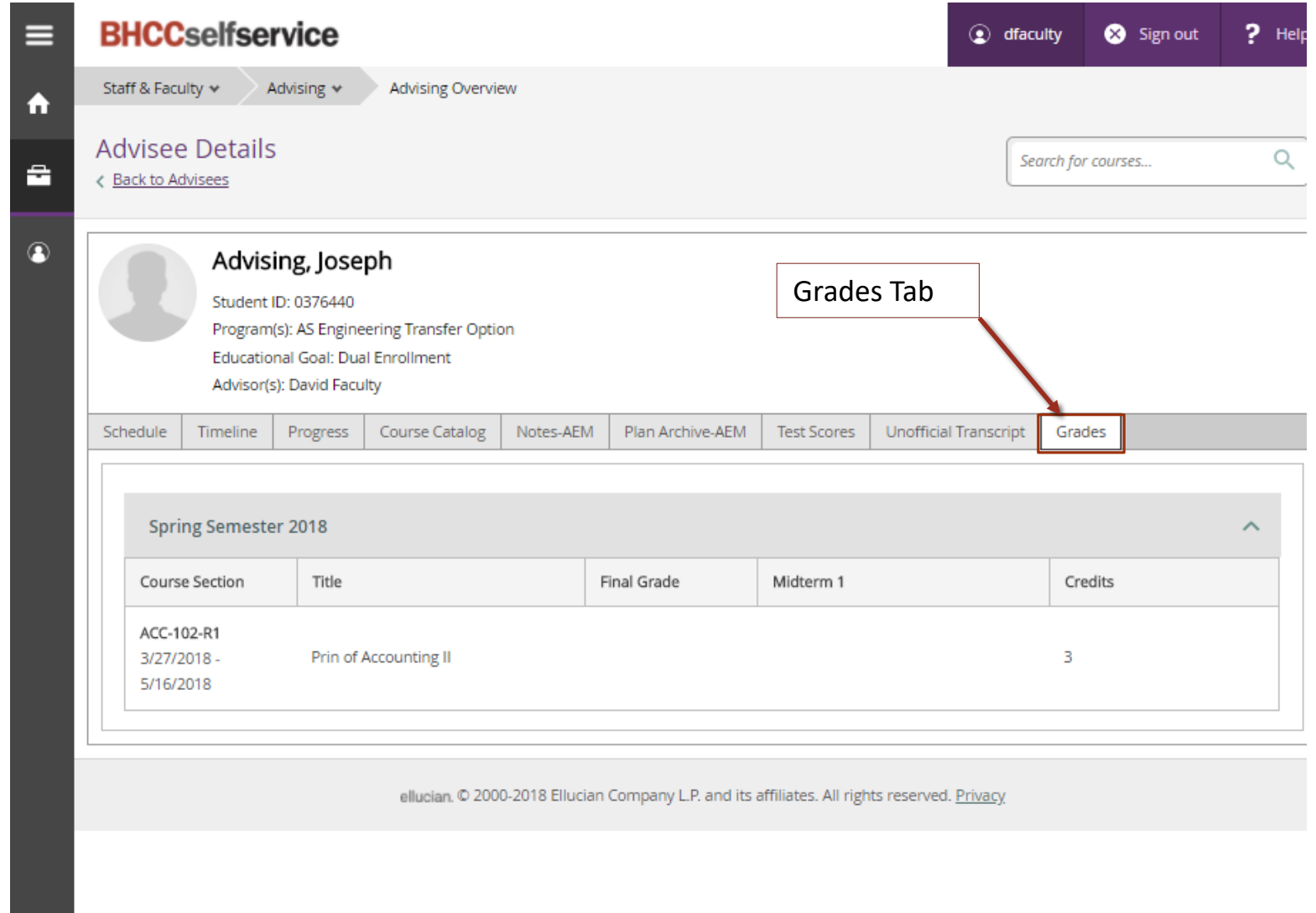
The screenshot displays the BHCC selfservice interface. At the top, the user is logged in as 'dfaculty' and can sign out or access help. The navigation path is Staff & Faculty > Advising > Advising Overview. The main content area is titled 'Advisee Details' and includes a search bar for courses. A profile card for 'Advising, Joseph' (Student ID: 0376440) shows his program as AS Engineering Transfer Option, educational goal as Dual Enrollment, and advisor as David Faculty. A 'Review Complete' button is visible. Below the profile, a horizontal menu contains tabs for Schedule, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript (highlighted with a red box and a callout), and Grades. A yellow warning banner states: 'These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.' Below the banner, a link for 'Transcripts Transcript' is provided. The footer contains the copyright notice: 'ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

View Grades

Student Grades can be viewed from this tab. This tab should not be substituted for a transcript

Home – Advising Overview – Select Student – Grades

- ❖ Grades on this page are unofficial and should not be substituted for a transcript
- ❖ Grades for all courses attempted are viewable on this tab once submitted



BHCCselfservice dfaculty Sign out Help

Staff & Faculty ▾ Advising ▾ Advising Overview

Advising Overview Search for courses...

Advising, Joseph

Student ID: 0376440
Program(s): AS Engineering Transfer Option
Educational Goal: Dual Enrollment
Advisor(s): David Faculty

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

Spring Semester 2018

Course Section	Title	Final Grade	Midterm 1	Credits
ACC-102-R1 3/27/2018 - 5/16/2018	Prin of Accounting II			3

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