

# Locating Your Advisor

1. From your home screen in Self -Service, Go to Student Planning

The screenshot shows the home screen of the Carl Albert State College Self-Service portal. The header includes the college logo and navigation links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and lists several service categories. A yellow arrow points to the 'Student Planning' tile, which includes the text: 'Here you can search for courses, plan your terms, and schedule & register your course sections.'

2. Go to Plan & Schedule

The screenshot shows the 'Steps to Getting Started' page. It provides instructions for planning courses and earning a degree. A yellow arrow points to the second step, 'Plan your Degree & Register for Classes', which includes the text: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' Below this step is a link that says 'Go to Plan & Schedule'.

3. Next, click on the "Advising" tab

The screenshot shows the 'Plan your Degree and Schedule your courses' page. The 'Advising' tab is highlighted with a yellow arrow. The page includes a search bar, navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers', and a 'Register Now' button. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print', along with a summary of credit status: 'Planned: 16 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

#### 4. Your advisor(s) will be listed under “My Advisors”

The screenshot displays the 'My Advisors' page on the Carl Albert State College (CASC) website. The page header includes the CASC logo and navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The main navigation menu has 'Advising' selected. The 'My Advisors' section lists two advisors: Rachel Johnson (General) and Hall Repass (Faculty). A yellow arrow points to the 'My Advisors' section. A 'Request Review' button is located in the top right corner. Below the advisor list is a 'Compose a Note' section with a text area and a 'Save Note' button. At the bottom, there is a 'View Note History' section with the message 'No advising notes have been entered.'

- a) **General Advisor:** This advisor is one of the Advisement Specialists that make up Enrollment Management. They will help you enroll for your first semester as well as teach your Freshman Orientation class. This advisor is available to help you any questions or concerns you may have throughout your time at Carl Albert.
- b) **Faculty Advisor:** This advisor is a faculty member within the college of the major you are pursuing. They are equipped to advise and enroll you after your first semester at CASC. They will assist you with all things related to advisement and enrollment.