

u.select ADVISOR USER GUIDE

Advisor Search Schools

What is Search Schools?

The Search Schools area allows you to search for schools and view information about those schools. This includes school size, school type (public or private) and school setting among other information.

Search results will fall into one of two categories: Featured Schools or Additional Schools. Featured Schools are those schools that participate in u.select. Additional Schools are those that do not participate.

How do I use Search Schools?

There are two ways to search for schools:

1. Name -

- Enter a school name or partial school name
- Click Go

2. Advanced Search -

- Click the Advanced tab
- Enter at least ONE of the following search criteria:
 - *Partial School Name* - search using a full or partial school name
 - *State* - search for all schools within the selected State
 - *Distance* - search within 15, 30, 60, 90, 120 or 240 miles of any US Zip Code
 - *School Size* - the number of students who attend a school
 - *School Type* - limit your search to only Public or Private schools
 - *Years* - search for either 4 year schools or 2 year schools
 - *Awards* - the types of degrees the school offers
 - *Setting* - the type of environment where the school is located (definitions provided by the National Center for Education Statistics)
 - *Rural* - Census-defined rural territory that ranges in distance from less than 5 miles to more than 25 miles from an urbanized area, as well as being less than 2.5 miles to more than 10 miles from an urban cluster
 - *Suburban* - Territory outside a principal city and inside an urbanized area with a population ranging from less than 100,000 to one of more than 250,000
 - *Town* - Territory inside an urban cluster that ranges in distance of less than 10 miles to more than 35 miles from an urbanized area
 - *City* - Territory inside an urbanized area and inside a principal city with a population ranging from less than 100,000 to one of more than 250,000
 - *Housing Available?* - does the school provide campus housing for their students
- Click Go

Search Results

Featured Schools

- *u.select Quick Links* - click one of the quick links to go to that u.select page using this school

- Example: selecting Browse Programs under Ohio State University will take you to Ohio State's programs in u.select

School URL - takes you to the school's homepage

School Name - clicking this will show you more information about that school including:

- Description
- Contact Information
- u.select Information - available links vary school by school
- School Links - available links vary school by school
- Google Map of the school's location

Additional Schools

- *School URL* - takes you to the school's homepage
- *School Name* - clicking this will show you more information about that school including:
 - Description
 - Contact Information
 - Google Map of the school's location

Advisor School Information Links

What is *School Information Links*?

The *School Information Links* area provides more information about a school such as admissions information, financial aid information, and registration information. It is a great way to find out more information about the school you are planning to transfer to.

How do I use *School Information Links*?

1. Select a State
 - Select the state for the school you wish to find more information about. Only states with schools that have additional information are listed.
2. Select a School
 - Select the school that you wish to view more information about. Only schools that have more information available are listed.
3. Review the links available
 - The school's logo and a list of additional links are listed. Clicking on the link will open a new window connected to the school's website. Not all schools provide the same information.

Advisor Search Courses

What is *Search Courses*?

The ***Search Courses*** area allows you to search for courses currently or previously offered at schools that participate in u.select. It will provide information on the course department and number, course title, course hours, and possibly a description of the course.

If you are logged in with your u.select account, you will also be able to Add Courses directly from the Search Courses results to your account. These courses will be displayed in the My Courses area.

How do I use *Search Courses*?

1. Select a State (required)

- Select one of the states listed. The states in the list have schools that participate in u.select.
2. Select a School (required)
 - Select the school that you want to view courses for. Only schools that participate in u.select will display in the list.
 3. Select a department
 - Choose the department that you want to look at courses in. You can select "All departments" if you enter a course title or course number later.
 4. Enter a Course Number (optional)
 - Enter the course number that you want to search for.
 5. Enter a Course Title (optional)
 - Enter all or part of the course title that you want to search for.
 6. Click Show Descriptions (optional)
 - Some schools provide more information about a course. Click the check box to display any additional information about the course in the results list.
 7. Click Show Current Courses Only (optional)
 - This allows you to search for courses that are only currently being offered.
 8. Add Course to your My Courses profile (optional)
 - Clicking the Add to My Courses icon in the last column.
 - Enter Year Taken
 - Enter Term Taken
 - Enter Grade
 - Select Credit Hours (if necessary)
 - Click Submit
 - The course will be added to your account and you will be taken back to the Search Results page.

Advisor View School's Catalog

What is *View School's Catalog*?

The *View School's Catalog* area links you directly to the school's course catalog from their website.

How do I use *View School's Catalog*?

1. Select the state.
2. Click the *Submit* button.
3. A list of schools with a link to their course catalog will display.
4. Click on the school name to be redirected to a new page with their course catalog.

Advisor Browse Equivalencies

What is *Equivalencies by School*?

The browse by school area allows you to view all the course equivalencies available for a particular school.

How do I use *Equivalencies by School*?

1. Select the State your course work will transfer to (Step One)
 - The states displayed are those that have schools who participate in u.select
2. Select the school your course work will transfer to

- The schools displayed are those who participate in u.select. Be sure to select the school that you are interested in transferring to.
3. Choose a search method (Step Two)
 - You can search for the school you want to look at equivalencies from using three different options:
 - Search by Region: Select the type of credit you'll be transferring or state you will transfer from.
 - The Region tab includes US States, Canadian Schools, International Schools, Standardized Examinations
 - Search by Partial Name: Enter the name of the school you are looking for
 - An example would be: when searching for Columbus State Community College, type *Columbus State*
 - Search by Distance: Select a distance from the school in step one, from you, or from a specified zip code
 4. Click Go
 - A list of schools with course equivalencies that match your search criteria will return at the bottom of the page. Please note that the list of schools are determined by the school selected in Step One.
 5. Select Schools from the list
 - Use the check boxes to select up to five (5) schools that you would like to view determined equivalencies.
 6. Click Add Schools
 - Adding schools will add them to a list at the top of the page
 7. Click Create Guide (Step Three)
 - Clicking the *Create Guide* button will create an equivalency guide in a new window. The guide will show you how courses from the schools selected in Step Two are equivalent to courses at the school selected in Step One, as determined by the school selected in Step One.
 8. Sort by Department
 - Click the drop down box at the top of the equivalency guide to filter rules by department.
 9. Check the Glossary
 - Schools often set up links to a glossary at the bottom of the page for equivalency rules that need further explanation.
 10. Click Back to return to the previous page

Advisor Search Equivalencies

What is *Equivalencies By Course*?

The *Equivalencies by Course* area allows you to view all the schools that have equivalencies for a specific course at a selected school.

For example, if you want to take a class while you are at home for the summer and transfer it back to the school you normally attend, you can search to see what schools have an equivalency to that course.

How do I use *Equivalencies By Course*?

1. Select the State your course work will transfer to (Step One)
 - The states displayed are those that have schools who participate in u.select
2. Select the school your course work will transfer to
 - The schools displayed are those who participate in u.select. Be sure to select the school that you are interested in transferring to.
3. Enter a Course Department (Step Two)
 - Enter part or all of the department abbreviation of the course you will transfer

4. Enter a course number
 - Enter part of all of the course number of the course you will transfer
5. Choose a search method (Step Three)
 - You can search for the school you want to look at equivalencies from using three different options:
 - Search by Name: Enter the name of the school you are looking for
 - Search by Type: Select the type of credit you'll be transferring or state you will transfer from
 - Search by Distance: Select the maximum amount of miles from a designated zip code to search

Alternate ID Search

Advisors also have the ability to search for Course Equivalencies by searching for an Alternate ID.

1. Click the checkbox to search Alternate IDs only (DARwin)
2. Enter the Alternate ID name (DARwin)

Advisor My Courses

What is *My Courses*?

The *My Courses* area shows you the courses that have been added to your u.select account.

How do I use *My Courses*?

Course work added to your u.select account are grouped by the school name and sorted within the school by the term you took the course.

To Add a Course

1. Click the *Add Course* button
2. View the "Add a Course" page for further instructions on adding courses

To Edit a Course

1. Click the *Edit* icon
2. Enter the grade received or planned for the course. Enter the number of credit hours for the course
3. Click the *Update* button

To Delete a Course

1. Click the checkbox next to the course(s) you wish to delete.
2. Click the *Delete* button at the top of the page

Requests to have courses imported from a school will display at the bottom of the page. Requests can be deleted by clicking the trash can next to the request. If a request is pending, and is deleted, it will prevent the request from completing.

Courses in the *My Courses* area can be printed by clicking the *Print* icon at the top of the screen. A new window will open in a print friendly format to print your course work.

Advisor Add a Course

What is Add a Course?

The *Add a Course* area allows you to add courses to your u.select account manually or using a course list. Adding courses will better allow you to see how courses will transfer and apply to a program in the *Transfer Planning* area. You can add courses that you have already completed or courses that you are planning for transfer.

How do I use Add a Course?

1. Select the Type of Credit
 - This may be credit from a US school, a Canadian school, other international schools, standardized exams, or military credit.
2. Select a State or Province
 - If you select US or Canadian schools, select a state or province.
3. Select a School
 - Select the school or exam that you wish to add course work from to your profile.
4. Choose an option
 - Courses can be entered two ways:
 1. *Manually*: If the school that you wish to add course work for does not have a course list available, you will have to enter the course information by hand. It may be helpful to have a transcript with you to enter the course information.
 - To add a course manually, enter the following information:
 - Calendar Year Taken (required): The calendar year you took the course
 - Term Taken (required): The term (ex. Fall Semester) or Month that you started the course (so if the semester started in August, select August)
 - Course Department (required): The department abbreviation (ex. If the course is ENG 111, enter 'ENG')
 - Course Number (required): The course number (ex. If the course is ENG 111, enter '111')
 - Course Title (optional): The title of the course (ex. English Fundamentals)
 - Credits (required): The number of credit hours of the course
 - Grade (required): The grade received or planned to be received in the course
 - 2. *Select from Course Catalog*: Some schools have course lists available for you to choose from to add courses to your profile.
 - To add courses from the course catalog, enter the following:
 - Catalog Year (required): The catalog year the course was taken
 - Catalog Term (required): The term the course was taken (ex. Fall Semester)
 - Course Department (required): Select the department of the course. A list of courses in the department will return at the bottom of the page.
 - Find the course you want to add to your u.select account
 - Select the number of credit hours of the course from the drop down (If the course did not have a range of credit hours, only one option will be available)
 - Enter the grade you received or plan to receive in the course
 - Click the check box in the add column
 - Click the *Add* button at the top to add the course to your profile
 - If you want to add courses from several departments, you can change the information at the top to see a new list of courses.
 - Courses that you add to your profile either manually or with the course catalog option can be reviewed in the *View Courses* area.

Advisor Search Programs

What is *Search Programs*?

The ***Search Programs*** area allows you to search to see what schools offer a program that you are interested in and review the requirements for the program.

For example, if you are interested in getting a degree in Elementary Education, you can use this area to see all the u.select participating schools that offer similar programs.

How do I use *Search Programs*?

1. Select a State (required)
 - Enter the state you want to look for programs in. States listed are ones in which there is a u.select participating school. You can select "All" states if you are planning on selecting a category later in the search
2. Select a Category (required)
 - Categories are based on the Classification for Instructional Programs (CIP) Codes. Enter the category that is most like the type of program that you are interested in. You can choose "All" category if you select a state in the step above.
3. Select a Degree Type (required)
 - Here you can select if you are looking for a bachelor degree, associate degree, or certificate. If you are interested in any type of degree or certificate, select "All."
4. Enter a Keyword (optional)
 - If desired, you can enter an additional keyword to help in your search. The keyword will search on the CIP code sub-category and the name of the program.
5. Click Find
 - Results will return at the bottom of the page. The results can be sorted by clicking on the header of each column.
6. View the Requirements
 - Clicking the *view* icon will bring up a degree audit in a new window. The audit will show you the requirements to complete the selected program.

Advisor Browse Programs by School

What is *Browse Programs by School*?

The ***Browse Programs by School*** area will show you a list of programs offered at schools who participate in u.select. Once you have selected a program, you will be redirected to a new window that will show you a report of requirements needed to complete the program.

How do I use *Browse Programs by School*?

1. Select a State (required)
 - Enter the state that your school of interest is located in. States listed are ones in which there are u.select participating schools.
2. Select a School (required)
 - Select the school that you want to view programs for. The list consists of schools that have chosen to make their programs available through u.select.
3. Select your Program of Interest (required)
 - A tree-view "drill-down" of colleges, departments, and programs will display. Schools may choose to present this information differently.

- If there is a "plus" sign next to the category, there are further categories beneath it. A "minus" sign indicates that the category is open. You can open and close categories by clicking on the category name. If there is no plus or minus sign, this indicates that you are at the program level.
- At the program level, a new window will open displaying a report that lists the requirements needed to complete the program. You can print the report to keep a copy or close the new window to return to u.select.

Advisor My Plans

What is *My Plans*?

The *My Plans* area shows you a list of the plans you have created. You can also view the contents of the plan and delete old plans.

How do I use *My Plans*?

The plans that have been run for this account are listed on this page.

Completed plans can be viewed by clicking either *Complete* or the *Plan* icon. The plan will open in either a new window or tab.

Plans that are being viewed can be printed in a print-friendly format by clicking the *Print* button at the top of the page. Plans can be closed by clicking *Close* button at the top of the page.

Questions regarding the contents of the plan should be directed toward someone at the school the plan was created for. Usually there is an email link at the top of the plan for use to forward questions.

Plans can be deleted by clicking the check box next to the plan and clicking the *Delete* button at the top of the page.

Advisor Create a Plan

What is *Create a Plan*?

The *Create a Plan* area allows you to run a plan for the school of your choice. Plans show you how the courses you entered into the My Courses area transfer and apply toward a program.

How do I use *Create a Plan*?

1. Click the *Create Plan* button.
2. Select the State
 - Select the state of the school you want to run a plan for. Note that only states with u.select participating schools will display in the list.
3. Select a School
 - Select the school that you want to run a plan for. Note that only u.select participating schools are listed.

4. Select your Program of Interest(required)
 - A tree-view "drill-down" of colleges, departments, and programs will display. Schools may choose to present this information differently.
 - If there is a "plus" sign next to the category, there are further categories beneath it. A "minus" sign indicates that the category is open. You can open and close categories by clicking on the category name. If there is no plus or minus sign, this indicates that you are at the program level.
5. Select an Academic Year
6. Choose a method
 - Regular Plan
 - Regular Plans show you how the courses you entered in My Courses transfer and apply toward the selected program.
 - Plan with Equivalencies (Not available for all schools)
 - Plans with Equivalencies show you how the courses you entered in the My Courses area transfer and apply toward the selected program. In addition, it shows you other equivalencies from a school you specify to the school you ran a plan for. In the past, this type of plan was known as a "Cross-Reference Planning Guide".
7. Click Next
8. Answer Questions
 - Some schools ask questions to provide additional information for the plan.
9. Click Next
10. Click Submit
 - Review the information to be sent for the plan, if correct click Submit.
11. View the plan
 - Created plans can be viewed on the My Plan page. It often takes several minutes for plans to return to u.select.

Find Students

What is *Find Students*?

The Find Students area allows you to search for students at your school. You can then view a student's course list, see their plans, change the student's password, edit the student's information, or delete the student's account.

How do I use *Find Students*?

1. Enter either the User ID, a partial User Name, or a partial e-mail for the user.
2. Further limit your search by selecting the authority level, user role, dates the account was created between, or days since last use.
3. Click *Find*.
4. Review the results.
 - Clicking on the student's name will bring up a summary for the student. The summary includes the student's information, course list, and plans.
 - Clicking on the *Password* icon will allow you to change the user's password and have it emailed to him/her.
 - Clicking on the *Edit* icon will allow you to edit the student's information.
 - Clicking on the *Delete* icon will delete the user.

Student Plans

What is Student Plans?

The Student Plans area allows you to view Plans for students at your institution or plans run for your institution.

How do I use *Student Plans*?

1. Enter the student's User ID.
 - This needs to be the exact ID as given to you by the user.
2. Enter the student's School ID.
 - This is the school the student's account is created with.
3. Enter the number of days the plan was run within.
 - You can choose between plans run within the last 30 days to 1 year.
4. Check the checkbox if you only want to run plans created for your school.
 - If the user has an account with your school, you can also view plans run for other schools. Click the *Find* button.
5. Review the plans returned.
 - Plans can be viewed by clicking the *View* icon.

Advisor My Profile

What is *My Profile*?

The *My Profile* area allows you to update your personal information for use in u.select.

How do I use *My Profile*?

1. Enter any changes to information you provided when you created an account.
2. Click the *Update* button.
3. The email and zip code information may be used in other areas of u.select so it is important to keep this information up to date.

Change Password

What is *Change Password*?

The *Change Password* area allows you to change your password in u.select. We recommend an alpha-numeric password that is longer than 6 characters.

How do I use *Change Password*?

1. Enter the password you previously used to sign into u.select
2. Enter your new password
3. Re-enter your new password
4. Click the *Change Password* button
5. Your new password will be emailed to the address you have indicated in the *My Profile* area.