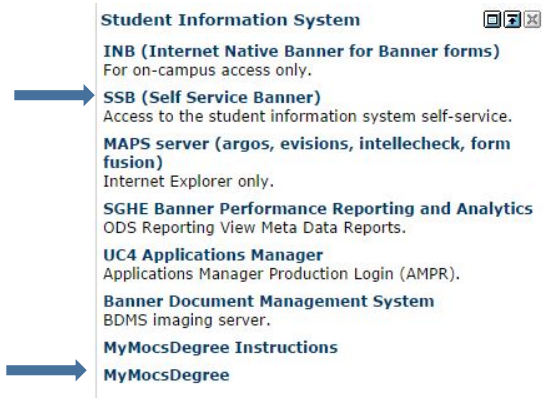


# Self-Service Banner (SSB) and MyMocsDegree (MMD) Functions for Advising

## Initial Log-in

1. Log in through the MyMocsNet portal

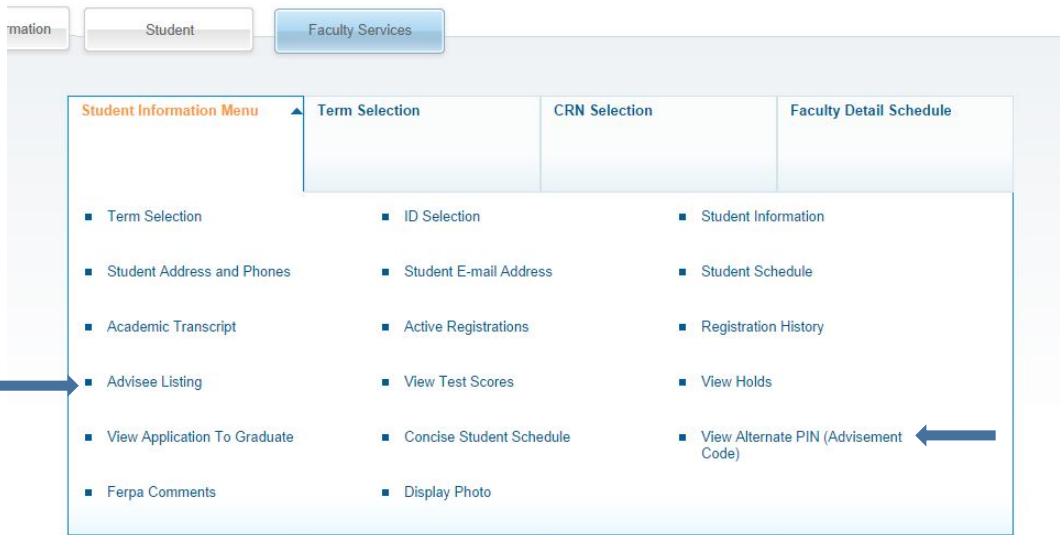


2. For logging into SSB,
  - a. Select the "Faculty Services" menu and then "Student Information Menu"
  - b. Select "ID Selection" and enter the student's UTCID (upper-case letters required) or search by name.

## SSB Advising Functions

1. **Select "View Alternate Pin" link**

This code is required for all students to be able to add and drop classes each semester. The number will change every term to ensure students meet with their advisors. Alternate pins generally are loaded into the system and available during Fall Break and Spring Break each year when the class schedules go live.



2. **View your assigned "Advisee List"**

This will pull a list of all students assigned to you for quick access to email individual students or a batch email. At the bottom of the screen, there is a button for "display email list" which will allow you to copy and paste all advisee's email addresses to send a message.

### 3. Other quick functions to note:

- **Academic Transcript** for a complete listing of all credit by term
- **View Test Scores** for information on ACT/SAT Information (primarily for initial Math and/or Science placement)
- **Concise Student Schedule** to see student schedule. Please note this will continue to show classes even if a student has withdrawn from them after the second week of the term.
- **Registration History** will show if a course has been withdrawn from or not
- **FERPA Comments** for any FERPA release notes

### Student view of MocsNet with SSB links

The student portal appears differently than the faculty version. Students have a “Registration and Student Records” section which includes:

**Registration Status** tells students when their registration time tickets open, if they have any holds, and any overrides that have been applied to their account. If a student asks you when he/she can register, refer them to this link.

**View My Pin** will show students their alternate pins after the add window has passed each term to allow them to withdraw from courses.

Other quick links students have access to:

- PDF Instructions for Waitlists, Registration, and Dropping Courses
- MyMocsDegree Instructions
- Academic Calendar
- Catalog

The screenshot shows the MyMocsNet student portal. The top navigation bar includes links for Home, Academics, Services, Money, Faculty, Resources, and Community. The main content area is divided into several sections:

- Academic QuickLinks:** A list of links including Academic Calendar, Academic Departments, Academic and Majors, Bookstore, Catalog, Degrees and Majors, Distance Learning, Exchange Programs, Library, MyMocsDegree, MyMocsDegree Instructions, Enrollment Services Offices, Schedule of Classes, Student Handbook, Student Resources, Student Success, Disability Resource Center, and Testing Center.
- Academic Profile:** A section showing student information such as Class Standing (Undergraduate Special), Degree (Undeclared), Level (Undergraduate), Program (Non-Degree Undergraduate), Adult Term (Summer 2012), Catalog Term (Summer 2012), College (No College Designated), Campus (UT Chattanooga), and Major and Department (Non-Degree Undergraduate, Undeclared).
- My Schedule:** A section for viewing class times and locations, with links for Concise Schedule (print friendly), Detailed Schedule, PDF Instructions for Waitlisting, PDF Instructions for Registration, and PDF Instructions for Drops.
- My Degree Evaluation:** A section for evaluating degree progress, with links for MyMocsDegree and MyMocsDegree Instructions.
- Registration And Student Records:** A section for registration status and records, with links for Registration Status, Schedule of Classes, Register, Add or Drop Classes, Registration Instructions, Needs, Unofficial Transcript, My Graduation Status, Request Enrollment Verification, My Final Grades, My Midterm Grades, Order Textbooks Online, and View My PIN.
- Student Grades:** A section for viewing student grades, currently showing "No Data Found".
- Student Success:** A section for student success resources, including a Stress Less Tip and a Nursing Application section.

# MMD Adverting Functions

Note that MMD updates every 24 hours.

## 1. GPA Calculator

- **Term calculator** populates courses student is enrolled in and computes GPA based on predicted grades.
- **Advice calculator** will tell a student what is needed to raise to a specified GPA.

The screenshot shows the MyMocsDegree GPA Calculator interface. At the top, there is a navigation bar with the University of Tennessee Chattanooga logo and the text 'MyMocsDegree EVALUATION OF ACADEMIC PROGRESS'. Below this is a search bar with the following fields: Student ID (XHX464), Name (Grisham, Stacie Leigh), Degree (00000), Major (1012), Level (UG), Student Class Level (Undergradu), and Last Audit (08/10/2014). There are buttons for 'Worksheets', 'Petitions', 'GPA Calc.', and 'Class History'. The 'GPA Calc.' button is highlighted with a blue arrow. Below the search bar, there is a 'What If' section with a 'Look Ahead' button. The 'What If' section displays a 'Comprehensive Checklist' table with the following data:

Student	Grisham, Stacie Leigh	Level	Undergraduate
ID	XHX464	Degree	Undeclared (Non-degree)
Classification	Undergraduate Specia	College	No College Designated
Advisor		Major	1012
Overall GPA	0.000	Minor	
Institutional GPA		Overall Earned Hours	

Below the table is a 'Legend' section with the following items:

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- Any course number
- In-Progress Course
- Transfer Class
- Repeat does not count in GPA or earned hours
- Repeat counts in GPA, but not earned hours
- Repeat counts in GPA and earned hours

There is also a 'Disclaimer' section at the bottom of the page.

## 2. "What If" degree audit

- **Catalog Year** shows a change in catalog year will affect the student's credits
- Change the **Program** to see how classes apply to a new major
- Add a **minor** and/or additional majors or minors (in additional areas of study)
- Must select "Process What-If" or "Save as PDF" to run the tentative degree audit