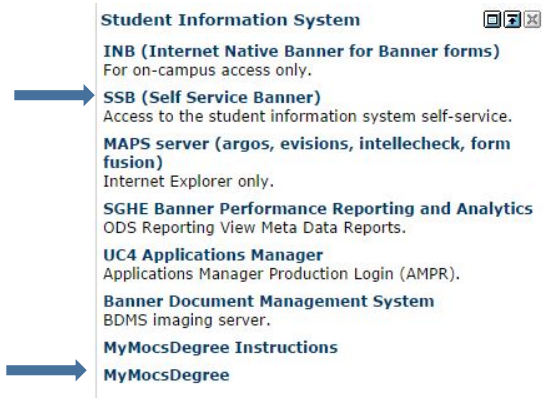# Self-Service Banner (SSB) and MyMocsDegree (MMD) Functions for Advising

## 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.
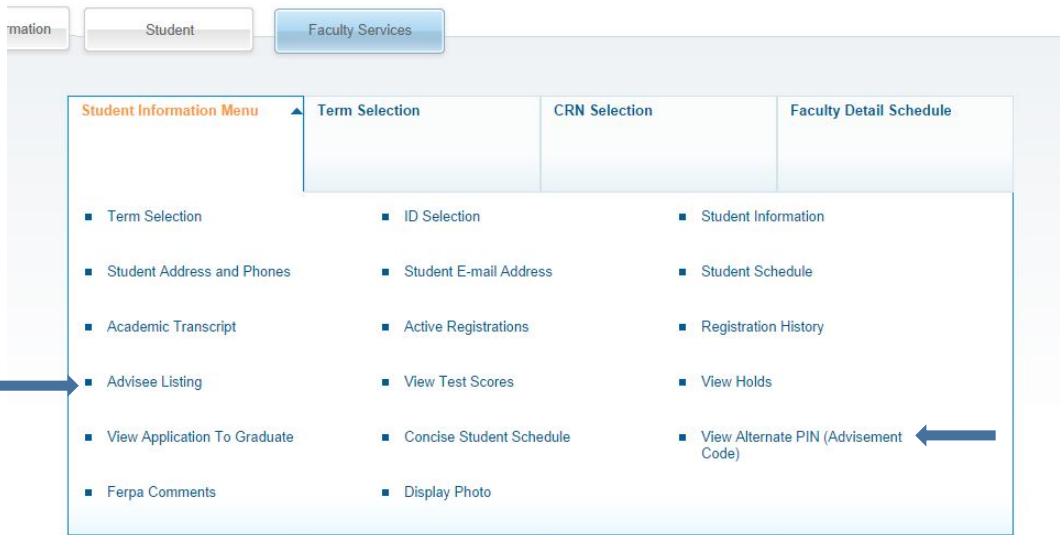


2. **View your assigned "Advisee List"**
   This will pull a list of all students assigned to you for quick access to email individual students or a batch email. At the bottom of the screen, there is a button for "display email list" which will allow you to copy and paste all advisee's email addresses 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 Please note this will continue to show classes even if a student has withdrawn from them after the second week of the term.
   - **Registration History** will show if a course has been withdrawn from or not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

# MMD Advising 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.



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)
   - <u>Must select</u> "Process What-If" or "Save as PDF" to run the tentative degree audit