

How to Search for Students

1. To access Self Service, log into MyRACC. In the menu to the left, select Self Service. If you are asked for sign in credentials, use your standard ID and password
2. Click on the **ADVISING Box** (*NOTE: The first time you access this screen it may take about 20 seconds to load the list of advisees*)
3. Advising will load an alphabetical list of your first ten advisees. If you do not have students listed, then you are not assigned as a faculty or secondary advisor to any students at this time.

Reading Area Community College | Ms. Kay Litman

Hello, Ms. Kay Litman. Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Banking Information: Here you can view and update your banking information.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades: Here you can view your grades by term.
- Graduation Overview: Here you can view and submit a graduation application.
- Enrollment Verifications: Here you can view and request an enrollment verification.
- Transcript Requests: Here you can view and request a transcript.
- Advising: Here you can access your advisees and provide guidance & feedback on their academic planning.

- **Faculty Advisors:** Students are assigned to a Faculty Advisors based on their program of study. The Faculty Advisor’s role is to help students plan their educational program, monitor progress and actively provide guidance so advisees stay on track and graduate on time. In addition, Faculty Advisors are often in the best position to provide insight into career options in their fields of study. **Student Planning through Advising is a tool that will enable you to proactively access an advisee’s record to review their progress and suggest (even lock down) courses that they should take for upcoming terms. You can help students stay on track and graduate on time.**
- **Secondary Advisors:** Some students are assigned secondary advisors based upon student support programs, selected major or academic status. **Secondary Advisors should also proactively access advisee records through Self Service Advising to monitor student progress, provide support and help students to graduate on time.**
- **Advising Center Advisors:** You will not have a set of assigned advisees, however you will still be using Student Planning through Advising to assist students with their course planning when they come in for assistance through the advising center. **Self Service Advising is the tool that will be used when selecting courses for the upcoming semester(s).** Suggested courses will be put on a student’s ‘timeline and course plan’. Then the student can access their course plan, select sections and register for the courses.

Reading Area Community College | Help

Daily Work > Advising > Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

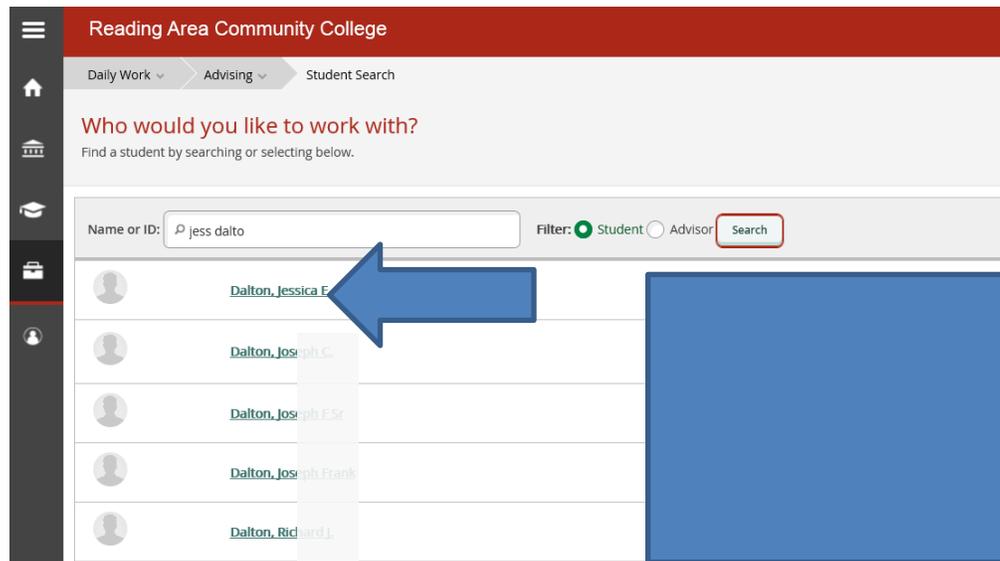
Name or ID: Type a name or ID... Filter: Student Advisor

| | | | | |
|--|--------------------------|---------|---------------------------------|--|
| | AATestRecord, SampleStu1 | 0001000 | Business Management, Management | Advisor(s): Kay Litman Sandra Kern |
|--|--------------------------|---------|---------------------------------|--|

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You can click on **Show More Results** at the bottom to see additional or just scroll to the bottom of the window to automatically load more advisees. Select a student by clicking on the **student name** or use the search box to **search by name or student ID**.

When searching for a student, it is **BEST to use the ID or full name whenever possible to limit the search options. You can enter partial names, but enter at least the first three letter of the first and last name such as "Jess Dalt" for Jessica Dalton. The more letters you provide, the smaller your list of options. When using the ID to search, include all leading zeros (7 digits in total)



TO SEARCH FOR A STUDENT WHO IS NOT YOUR ADVISEE:

If your role at the college requires you to access student records who are not assigned to you as an advisee, you can use the search field to pull up student records.

- a) Enter Name or ID in the search field. Use as much information as possible in the search to limit the number of record options you receive.
 - Searching by ID is MOST preferable because it will provide you directly with the student record without pulling up a large list of records to sort through. Be sure to include leading zero's when keying in the Student ID number. (7 digits total)
 - If ID is not known, you can sort by:
 - Full name (first and last). This search will pull up student records with the same last name and similar first names.
 - Partial names (first and last) – for example "Jo Mar" for Joseph Martin.
 - Last name only – can be used but will pull up a larger number of students because it will include those with sur names, married names and other variations.
 - Searches CANNOT be conducted by first name

Reading Area Community College

Daily Work ▾ Advising ▾ Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

| | | | |
|--|-----------------|---------|--------------------------------------|
| | Robinson, Dia | 11 | Health Sciences Transfer (RN Intent) |
| | Robinson, Dia | 11 | Education (secondary) Transfer |
| | Robinson, Diane | 1176790 | Undeclared |

- b) When you pull up a list of students through the search function, the list will include all individuals in the student database. This will include students with an active program, prospects who may not yet be enrolled, former students who have an inactive program or who graduated and continuing education students. You can identify the students with an active program because they will have an advisor assigned.

| | | | | |
|--|----------------------------|-----|--------------------------|----------------------------|
| | Acosta, Fr | 106 | Undeclared | |
| | Acosta, Fr | 121 | Business Management | Advisor(s): Sandra Kern |
| | Acosta, Fr | 119 | Continuing Education | |
| | Acosta, Gi | 119 | Business Management CERT | Advisor(s): Sandra Kern |

**Prospect or Inactive student
Show up as undeclared – no advisor**

Continuing Ed/ Non credit student

Active Student

- c) Select a student by clicking on the name. Once you select a student, you will be taken to the student's Course Plan tab where you will see the student's name, student ID, program, and assigned advisors, along with a link to email the student.

Reading Area Community College

Ms. Kay Litman Sign out ? Help

Daily Work ▾ Advising ▾ Advising Overview

< Back to Advisees

SampleStu1 AATestRecord
Student ID: 0001000
Program(s): Business Management, Management
Advisor(s): Kay Litman, Sandra Kern

Review Complete

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