ADVISING USING TROJAN WEB EXPRESS

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Logging In

Go to http://splash.troy.edu/go-to/webexpress/ and click "Continue to Trojan Web Express".

TROY UNIVERSITY	
Trojan Web Express	Log In Main Menu Contact Us
	Continuing Education
Velcome Guest!	Prospective Students
WebAdvisor gives students, staff, and the community access o our databases.	Students
Select your point of entry to the right.	Faculty
	Employees
	Advisors
	Account Information What's My Password?
	Log In Main Menu Contact Us

Then, select the Log In tab at the top right.

Click "What's My Password?" in the lower right corner to view your password hint, or click "Contact Us" at the bottom right to have your password reset.

<u>Acc</u>	<u>count Information</u> <u>V</u>	<u>Vhat's My Password?</u>
Log in	Main Menu	Contact Us

Once you've logged in, select "Advisors" from the right-hand menu.

Continuing Education
Advisors

Viewing Current Course Offerings

Click 'Search for Sections' under the Advisor Information heading on the WebAdvisor for Advisors Menu.

TROY UNIVERSITY

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ADVISORS - WEBADVISOR FOR ADVISORS MENU						Welcome
User Account What's multer 02 What's multer ord	1	for Advisees Search for Sections Search Socialized Janning	Advisor b	nformation		
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This form allows you to search any available term, all academic levels, and any TROY location.

OVISORS						
		Se	arch for Sec	ctions		
Term	•					
Starting On/After Date	Ending By Date				 	
-						
Subjects	Course Levels	Course Number	Section			
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		•				
	•					
Sections Meeting After	Sections Ending Before					
Mon 🔲 Tue 🗌 Wed	Thu Fri Sat Sun					
Course Title Keyword(s)						
Location	Academic Level		•			
Instructor's Last Name						

To view all Fall Semester 2014 undergraduate courses for TROY Main Campus select '14/FA – Fall Semester 2014' under Term, 'T01 – Troy' under Location, and 'Undergrad' under Academic Level.

You can also search for a particular subject and course number.

You only need to select three criteria to search. The more you criteria you supply, the more it narrows down the search. However, be careful not to select too much because then the search will not return any results.

Viewing Advisees

Click "My Advisees" under Advisor Information on the WebAdvisor for Advisors Menu.

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ORS - WEBADVISOR FOR AD	VISORS MENU						Welcome
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Here you can view advisees for a specific term, a date range, or not selecting anything will show you all advisees for which you've ever been listed as an advisor.

TROY UNIVERSITY						
Trojan Web Express	Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us
Advisors						Welcome
Select a term or date range to restrict your advises lat. Term	My Advisees					
San Use Ling Use	SUBMIT					
	Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us

Trojan Web Express will display a list of your advisees with an Action drop-down box next to each student's name.

Tr		ERSITY Web Express							
	Trojan	Web Express		Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us
	ADVISORS							v	/elcome
			My Adv	visees					
	Make a selection from o	ne drop-down box in the ""Action"" column to get n	•	13003					
	Name	Action							
	Alicia G.	Action	1						
	Kristina J.		7						
	Mr. Joshua M.								
	Rena		-						
	Robert L.								
	Amanda L.		-						
	Autumn		-						
	Jonicia K.								
	Ms. Felicia D.		-						
	Amos B.								

From here, you can perform all of the actions listed below.

Action

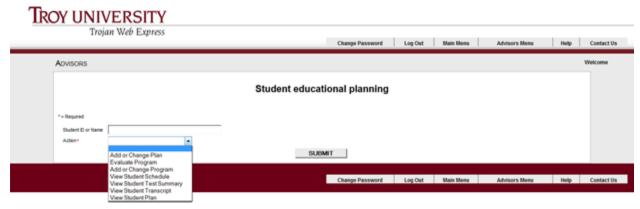
▼	
View Student Transcript	
View Student Schedule	
Evaluate Program	
View Student Test Summary	
Express Register	
Search and Register	
Drop Section	ŀ
View Student Profile	
Student Educational Plan	
View/End Restrictions	

You can also look up a specific student, even if you are not listed as their advisor, by either name or student ID from the Advisors Menu by clicking on "Student Educational Planning".

TROY UNIVERSITY Trojan Web Express

	Change Password Log Out Main Menu Advisors Menu	Contact Us
ADVISORS - WEBADVISOR FOR ADVISORS MENU		Welcome
User Account Well's my Liner 02 Whith my personnel Control Password	Advisor Information Secol. Nr. Sections Subdets departments	
Address Charles	Budgeting	-
Communication	Budget aniection	
Wy Documents	Budget summery	
Personal Profile		
Position Summary Leavet Plan Summary		
	Change Password Log Out Main Illens Advisors Illens	Contact Us

Enter the student's full name or ID number and select an Action. If you are unsure about the spelling of the student's name you may enter as much as you know and then three periods '...' to indicate a wildcard search.



****Please be aware that the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Student information should not be disclosed to anyone but the student or the parent, if the student is under 18.**

Program Evaluation

To view a student's Program Evaluation select "Evaluate Program" in the Action box for that student.

Action	
•	
View Student Transcript	
View Student Schedule	
Evaluate Program	
View Student Test Summary	
Express Register	
Search and Register	
Drop Section	
View Student Profile	
Student Educational Plan	
View/End Restrictions	

Select the program that you would like to evaluate. If a student has never changed their major they will have only one program, but if they have changed their major you will be able to view each program they have ever had.

Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us
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To view a prospective program, you can select a new program from the drop-down box. This does not change the student's major in the system.

What if I changed my program of study?		•	1
What work do you want to include?*	Associate of Arts in Gen Educ - Advertising Media Associate of Arts in Gen Educ - Anthropology		
	Associate of Arts in Gen Educ - Aviation Ops-AFT Associate of Arts in Gen Educ - Aviation Ops-HFT		
	Associate of Arts in Gen Educ - Aviation Ops-UAS Associate of Arts in Gen Educ - Applied Behavior Analysis Associate of Arts in Gen Educ - Archival Studies		
	Associate of Arts in Gen Educ - Art Associate of Arts in Gen Educ - Art		Change Pass
	Associate of Arts in Gen Educ - Biology Associate of Arts in Gen Educ - Broadcast Jrn		
	Associate of Arts in Gen Educ - Business Associate of Arts in Gen Educ - Chemistry		
	Associate of Arts in Gen Educ - Civic & Community Engagement Associate of Arts in Gen Educ - Criminal Justice Associate of Arts in Gen Educ - Classics		
	Associate of Arts in Gen Educ - Classics Associate of Arts in Gen Educ - Computer Science Associate of Arts in Gen Educ - Case Management		
	Associate of Arts in Gen Educ - Cyber Security	Ŧ	

The Program Evaluation allows you to see all of the requirements the student has completed and what is still remaining. Any started or completed developmental classes will not appear on the Program Evaluation. You must view the student's transcripts to see those courses. You can view the student's GPA in the Program Evaluation, but since developmental classes are not counted, a more accurate GPA can be found on the student's transcripts.

Aredits Earned: 4 1. MUS-1131 Music Appreciation 12/15/11 C 2 *TE 2. ART-1133 Visual Arts 14/T1 2 *PR Broup 3 (Complete) 14/T1 2 *PR 1. ENG-2205 World Literature Before 1660 05/15/11 A 3 *TE Broup 4 (Complete) 1. ENG-2206 World Literature After 1660 05/15/11 A 3 *TE Sroup 4 (Complete) 1. ENG-2206 World Literature After 1660 05/15/11 A 3 *TE Sroup 4 (Complete) 1. ENG-2206 World Literature After 1660 12/15/11 B 3 *TE Sroup 4 (Complete) 1. ENG-2206 World Literature After 1660 12/15/11 B 3 *TE Standard 10 (3) and BIO L100 (1). (Group 1) Psychology Major (In progress) Complete both subrequirements: state BIO 1100 (3) and BIO L100 (1). (Group 12.00 Complete both subrequirements: state PSY 3301 (3), PSY 3311 (3), PSY 4400 (3), and PSY 4480 (3), (Group 1-2) Course Time minor. Itale PSY 3301 (3), PSY 3311 (3), PSY 4400 (3), and PSY 4480 (3), (Group 1-2) Term Grade Credits Earmed: 0 Term Grade Tr	IDS 2200 (3), *LAT 1131 (3), PHI 2203 (3), PHI 2204 (3),									
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Course Title Needed Term Grade Credits Notes 1. 1 course needed 1 course needed Image: Credits Notes Group 2 (Not started) 1 course needed 1 course needed 2. PSY-3311 Research Methods 1 course needed 2. PSY-4400 Advanced General Psychology 1 course needed 3. PSY-4480 Senior Seminar in 1 course needed	: Psychology Ma Credits Earned: 9 Institutional Credits Ea A: REQUIRED C MINOR NOTE: This n at least one 18 semes Take PSY 3301 (3), P	d BIO L100 (1). (Group 1) jor (In progress) GPA Achieved/Needed rmed/Anticipated/Reqd: 6.1 OURSES: (Not start najor requires the completing ster hour minor. SY 3311 (3), PSY 4400 (3)	00 / 0.00 / 12.00 ed) ion of	Con	nplete both	subrequiremen	ts:			
1. 1 course needed Group 2 (Not started) 1. PSY-3311 Research Methods 1 course needed 2. PSY-4400 Advanced General Psychology 1 course needed 3. PSY-4480 Senior Seminar in 1 course needed	: Psychology Ma Credits Earned: 9 Institutional Credits Ea A: REQUIRED C MINOR NOTE: This n at least one 18 semes Take PSY 3301 (3), P and PSY 4480 (3). (G	d BIO L100 (1). (Group 1) jor (In progress) GPA Achieved/Needed rmed/Anticipated/Reqd: 6.1 OURSES: (Not start najor requires the completing ster hour minor. SY 3311 (3), PSY 4400 (3)	00 / 0.00 / 12.00 ed) ion of	Con	nplete both	subrequiremen	ts:			
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Take 24 additional hours of additional psychology courses below. (NOTE: PSY 2200 will not count in major.)	: Psychology Ma Credits Earned: 9 Institutional Credits Earned: 9 MINOR NOTE: This m at least one 18 semes Take PSY 3301 (3), P and PSY 4480 (3). (G Credits Earned: 0 Group 1 (Not sta Course 1. Group 2 (Not sta 1. PSY-3311 2. PSY-4400 3. PSY-4480 B: MAJOR ELEC Take 24 additional ho courses below.	d BIO L100 (1). (Group 1) jor (In progress) GPA Achieved/Needer rmed/Anticipated/Reqd: 6.1 OURSES: (Not start najor requires the completi- ster hour minor. SY 3311 (3), PSY 4400 (3 roup 1-2) rted) Title rted) Research Methods Advanced General Psychology Senior Seminar in Psychology StilVES: (In progress urs of additional psychology	ed) ion of), Needed 1 course needed 1 course needed 1 course needed 1 course needed 3 course needed 1 course needed 3 course needed							

Student Educational Plan

To create an educational plan for the student, select "Student Educational Plan" from the Action box for the student.

Action
•
View Student Transcript
View Student Schedule
Evaluate Program
View Student Test Summary
Express Register
Search and Register
Drop Section
View Student Profile
Student Educational Plan
View/End Restrictions

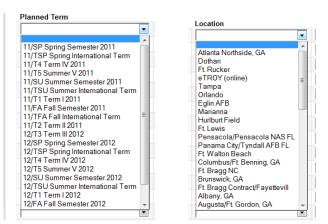
Select the program for which you will be creating the educational plan.

ADVISORS		Wes	sicome
		Select a Program	
This information is not displayed on Student Ed Plan Choose One Active Academic Program	Term End Status Catalog	5444 	
85.PSY/TV Bachelor of Science - Paychology	Academic Year 2013/2014	SUBMIT	

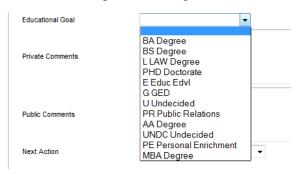
Here you can create an educational plan, which is saved in Trojan Web Express, for when the student will take each of their required courses.

			Create	a Plan		
Name	Shanae					
Academic Program		helor of Science - Psychology				
Catalog	Academic Year					
Planned Term		Course Subject	Number	Location		Course ID
			-			
			•			
	1		5 1			
			-			
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Educational Goal		· •				
Private Comments						
Private Comments						
Public Comments						
Next Action		▼				
			SUB	TIN		

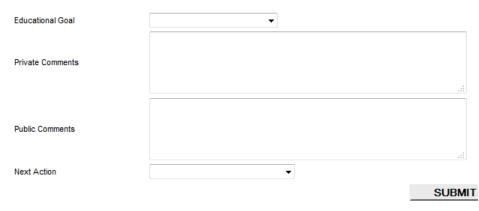
You can select the Planned Term in which the student should take the course and even select the Location.



You have the option to designate an Educational Goal,



as well as add comments, both public and private.



Student Profile

To view personal information about the student, such as contact information, select 'View Student Profile' from the Action box for the student.

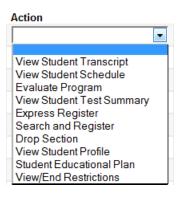
Action
•
View Student Transcript
View Student Schedule
Evaluate Program
View Student Test Summary
Express Register
Search and Register
Drop Section
View Student Profile
Student Educational Plan
View/End Restrictions

On this screen you will be able to view the student's ID number, contact information, program, catalog year, and current advisor. You cannot make changes on this screen but the email addresses are clickable.

Student D Image: Shane Preferrer Name Shane Email Address Type Email Address Type Phone Number Extension Type None Specified Academic Program Academic Catalog Degree Academic Program Academic Year BS Psychology UG,TU Academic Year BS Advisor Advisor Type Phone Number Extension Email Address Advisor Advisor Type Phone Number Extension Email Address Office Hours Gina J. Mariano Extension Evening Phone Other Phone Relationship Mariana Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship Emergency Counselor Type Phone Number Extension E-mail Address None Specified Image: Specified Image: Specified Image: Specified	
Address Type @troxedu Password Phone Number Extension Type None Specified Catalog Degree Anticipated Completion Date Academic Level Major Minor Bachelor of Science - Psychology UG.TU Academic Year 2013/2014 BS Office Hours Psychology Leadership De Minor Advisor Advisor Type Phone Number Extension E-mail Address Office Hours Gine J. Mariano Imariano@trox.edu Imariano@trox.edu Imariano@trox.edu Imariano@trox.edu Imariano@trox.edu Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship Imariano Imariano Imariano Imariano Imariano Imariano Counselor Counselor Type Phone Number Extension E-mail Address	
E-mail Address Type Open Number Extension Type None Specified Type None Specified Academic Catalog Degree Adademic Program Academic Level Catalog Bachelor of Science - UG.TU Academic Year B5 Psychology Leadership De Advisor Advisor Type Phone Number Extension Emergency Contact Name Daytime Phone Emergency Counselor Counselor Counselor Counselor Phone Number Extension E-mail Address Office Hours Image: Standing Image: Specified Image: Specified	
Phone Number Extension Type None Specified Type Academic Program Academic Level Level UG.TU Academic Year BS Psychology Leadership De Minor Advisor Advisor Type Phone Number Extension Emergency Contact Name Daytime Phone Emergency Counselor Counselor Counselor Counselor Counselor Counselor Phone Number Extension E-mail Address Office Hours E-mail Address Office Hours E-mail Address Office Hours E-mail Address Office Hours E-mail Address Counselor Counselor Counselor Phone Number Extension E-mail Address None E-mail Address	
Phone Number Extension Type None Specified Type Academic Program Academic Level Level UG.TU Academic Year BS Psychology Leadership De Minor Advisor Advisor Type Phone Number Extension Emergency Contact Name Daytime Phone Emergency Counselor Counselor Counselor Counselor Counselor Counselor Phone Number Extension E-mail Address Office Hours E-mail Address Office Hours E-mail Address Office Hours E-mail Address Office Hours E-mail Address Counselor Counselor Counselor Phone Number Extension E-mail Address None E-mail Address	
Academic Program Academic Level Level Catalog Degree Date Anticipated Completion Date Academic Level Standing Major Minor Bachelor of Science - Psychology UG.TU Academic Year 2013/2014 BS BS Psychology Leadership De Minor Advisor Advisor Type Phone Number Extension E-mail Address Office Hours Psychology Editorship De Minor Gina J. Mariano Daytime Phone Evening Phone Other Phone Relationship Emergency Contact Name Daytime Phone Evening Phone Relationship Emergency Contact Name Daytime Phone Evening Phone Etensil Address Counselor Counselor Type Phone Number Extension E-mail Address E-mail Address	
Advisor Type Phone Number Extension E-mail Address ginariano@trov.edu Office Hours Emergency Counselor Daytime Phone Evening Phone Other Phone Relationship Counselor Counselor Counselor Counselor Extension E-mail Address Office Hours	
Psychology 2013/2014 Office Hours Advisor Advisor Type Phone Number Extension E-mail Address Gina J. Mariano Counselor Daytime Phone Evening Phone Other Phone Relationship Emergency Counselor Type Phone Number Extension Counselor Counselor Type Phone Number Extension E-mail Address	CCD Specialization
Gina J. Mariano gimariano@trov.edu Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship Emergency Counselor Counselor Type Phone Number Extension E-mail Address	lopment
Counselor Counselor Type Phone Number Extension E-mail Address	
None Specified	
Enroign Language Information	
roleigh Language mormation None available	
ОК	

Student Transcript

To view a student's unofficial transcript, select 'View Student Transcript' from the Action box for the student.



You will be given the option of what type of transcript you would like to view: undergraduate, graduate, etc. Select the appropriate level and click Submit.

TROY UNIVERSITY				
Trojan Web Express	Change Password	Log Out Main Menu	Advisors Menu Help	Contact Us
Advisors				Welcome
	Transcript			
Transcript Type UG.TU TROY University-Undergraduate				_
UG TU TROY University-Undergraduate GR TU TROY University-Graduate ES. TU TROY University-Graduate ES. TU TROY University-Educ Spec	SUBMIT			
DR. TU Troy University-Doctorate CE. TU TROY Univ Continuing Educ. AEG American English Group	Change Password	Log Out Main Menu	Advisors Menu Help	Contact Us

Here you can view all courses, including developmental/remedial courses, which a student has taken here at TROY as well as at transferring institutions.

A course with a term code in the Term column indicates a course taken here at TROY. If no term is indicated, the student received transfer credit for that course. '14' indicates the calendar year the course was taken. The rest of the code indicates the term/semester of that calendar year:

- FA Fall Semester (August-December)
- SP Spring Semester (January-May)
- SU Summer Semester

T1 – Term 1 (August-October) T2 – Term 2 (October-December) T3 – Term 3 (January-March) T4 – Term 4 (March-May) T5 – Term 5 (May-July)

If the student repeated the course a second time there will be a 'Y' in the repeat column and the credit hours will be '0.00'. You will be able to see the second attempt elsewhere on the transcript along with the grade they received.

The total earned credits and cumulative GPA are listed at the bottom of the transcript.

Transcript

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
COM-2241 XTIP Fundamentals of Speech	в	3.00			14/T4
PSY-3320 XTID Child Psychology	в	3.00			14/T4
HIS-1111 XTIA US to 1877	С	3.00			14/T3
PSY-3312 XTIA Psychology of Women	D	3.00			14/T3
ART-1133 Visual Arts	D	2.00			
ART-ELEC Art Electives	D	1.00			
BIO-1100 Principles of Biology	Α	3.00			
MTH-1112 Pre-Calculus Algebra	в	3.00			
HIS-1112 US since 1877	С	3.00			
MTH-1105 Intermediate Algebra	С	3.00			
HS-ELEC Human Services Elective	A	4.00			
CJ-ELEC Criminal Justice Elective	A	3.00			
HS-ELEC Human Services Elective	в	3.00			
PSY-2210 Developmental Psychology	в	3.00			
SOC-2280 Social Prob in Contmp Society	в	3.00			
ENG-1102 Comp and Modern English II	в	3.00			
MTH-ELEC Mathematics Elective	в	3.00			
NSG-1105 Medical Terminology	Α	1.00			
NSG-ELEC Nursing Elective	Α	2.00			
PSY-2200 General Psychology	С	3.00			
SPN-1141 Introductory Spanish I	С	3.00			
SPN-ELEC Spanish Elective	С	1.00			
CJ-1101 Intro to Criminal Justice	A	3.00			
COM-2231 Interpersonal Communications	в	3.00			
ENG-1101 Comp and Modern English I	в	3.00			
MTH-1100 Fundamentals of Algebra	в	3.00			
MUS-1131 Music Appreciation	A	2.00			
MUS-ELEC Music Elective	A	1.00			
HS-ELEC Human Services Elective	A	3.00			
MTH-1100 Fundamentals of Algebra	F	0.00		Y	
SOC-2275 Introduction to Sociology	D	3.00			
BIO-1100 Principles of Biology	в	0.00		Y	
BIO-L100 Principles of Biology Lab	в	1.00			
HS-ELEC Human Services Elective	С	3.00			
HS-2230 Survey of Human Services	С	3.00			
IS-2241 Computer Concepts and Applic	в	3.00			
TROY-ELEC Free Elective Course	A	3.00			

Total Earned Credits 93.00 Total Grade Points 264.00 2 839

Student Schedule

To view the student's schedule for the current or a past term/semester, select 'View Student Schedule' from the Action box for that student.

Action
View Student Transcript
View Student Schedule
Evaluate Program
View Student Test Summary
Express Register
Search and Register
Drop Section
View Student Profile
Student Educational Plan
View/End Restrictions

Not all past terms/semesters are available to view but some are. Select the term/semester for which you would like to view the student's schedule. Click Submit.

TROY UNIVERSITY Trojan Web Express		Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us
Advisors							Welcome
	My class s	schedule					
Term Term 12014 Summer Reporting Term 2014 Term V 2014	SUBM	IIT					
Fall Semester 2014 Summer Semester 2014 Term IV 2014		Change Password	Log Out	Main Menu	Advisors Menu	Help	Contact Us
Term III 2014 Spring International Term Spring Semester 2014							

On the schedule, you can see the course and section number, the time and location information, and the start date.

		Change Password Log Out	Ma	in Menu	Advisors Menu	Help
ADVISORS						
	Caba	dula				
	Sche	dule				
Term						
renn						
Term 12014						
Term I 2014	Status Meeting Information		Creds	CEUs Pass Au	d Start Date	
Term I 2014 Total Registered Credits 10.00		, Times to be Announced, Room to be Announce		CEUs Pass Au	d Start Date 08/11/14	
Term 12014 Total Registered Credits 10.00 Course Name and Title SCL223-XTC (24985) Earth and Space Science La SCL2234-XTC (24984) Earth & Space Science	New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced	, Times to be Announced, Room to be Announced	1.00 3.00	CEUs Pass Au	08/11/14 08/11/14	
Term 12014 Total Registered Credits 10.00 Course Name and Title SCL1234.XTC (12895) Farth and Space Science La SCL234.XTC (12894) Farth & Space Science ENG-1101-XTB (25184) Comp and Modern English J	New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced	, Times to be Announced, Room to be Announced, Times to be Announced, Room to be Announced	1.00 3.00 3.00	CEUs Pass Au	08/11/14 08/11/14 08/11/14	
Term 12014 Total Registered Credits 10.00 Course Name and Title SCL223-XTC (24985) Earth and Space Science La SCL2234-XTC (24984) Earth & Space Science	New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced New 08/11/2014-10/12/2014 Internet Days to be Announced	, Times to be Announced, Room to be Announced, Times to be Announced, Room to be Announced	1.00 3.00 3.00	CEUs Pass Au	08/11/14 08/11/14	

You can click on each course name to see more detailed information about the course, such as course description, instructor information, prerequisite courses, and required supplies.

	Weir
Advisors	
S	ection Information
Title Comp and Modern English I	
Course Section ENG-1101-XTIB Number	
Description Intensive instruction in the writing process. Focuses on organization of ideas in w development. A grade of C or better is required for credit. Must be completed with	vell-developed expository and argumentative essays (usually 6 to 8 essays), with stress on grammar, punctuation, and vocabulary in the first 30 hours of enrollment. Prerequisite: Placement Test
Credits 3.00 CEUs	
Start Date 11 August 2014 End Date 12 October 2014	
Academic Level UG.TU - Undergrad Troy University	
Meeting Information	Faculty name Phone Extension E-mail address Instructional Method
08/11/2014-10/12/2014 Internet Days to be Announced, Times to be Announced, Room to be Announ	nced Linda K. Clemmer lclemmer@troy.edu Internet
Requisite Courses Prereq - ENG 1100 or ESL 1100; Minimum grade of C; Take previously Required	
or placement score of 3,4,5,6,7, or 8	
Requisite Noncourses	
None Required Concurrent Sections	
None Required Concurrent Sections None	
Required Concurrent Sections None Recommended Concurrent Sections	
Required Concurrent Sections None	

Test Summary

To view a summary of the test scores for a student, select 'View Student Test Summary' from the Action box for that student.

Action
•
View Student Transcript
View Student Schedule
Evaluate Program
View Student Test Summary
Express Register
Search and Register
Drop Section
View Student Profile
Student Educational Plan
View/End Restrictions

If a student has ACT, SAT, or COMPASS Placement scores in the system, you will be able to view these.

DVISORS											
						То	st Sum	marv			
							St Oum	inary			
Admissions Tests Da	te Taken	Score I	Percenti	le Stati	us Status Date						
Standard Act Math	02/23/11	19									
Standard Act English	02/23/11	20									
ACT	02/23/11	20									
Placement Tests	Date Take	n Sco	re Perc	entile	Status Status	ate					
Math Placement Score=2	05/21/12		27 2								
English Placement Score=3	05/21/12	1	94 3								
Other Tests		Date T	aken S	core P	ercentile Stat	s Status Da	'e				
	een recorded	Duto									
No tests of this type have I											

This can be helpful especially with new students, to help you see if they placed into any developmental math or English courses. If there are no test scores in the system, they have not yet taken the COMPASS Placement Exam and will either need to take all of the developmental courses or take the exam to try to test out of them.

On the following page is a chart that relates placement test scores to TROY math and English courses. Any questions regarding math and English placement, please contact the Testing Center.

Math and English Placement Scores and Tests Updated March 2010

- Students who have English ACT and Math ACT scores may use them for English and Math placement (ACT ENG 20 + and MTH 23 + = student exempt from test)
- Troy University accepts COMPASS scores from other universities- students must show proof of scores.
- Students may only take the COMPASS test 2 times. After 2 attempts the approval of Department Chair is required.
- Troy Campus, A student must wait 1 week (7 days) before being allowed to retest (8/7/08).
- After 3 yrs a MTH/ENG ACT or COMPASS MTH/ENG Score is no longer valid (7/29/08)
- Addition of ENG 0096 and score revisions and updates (3/29/10)

English	COMPASS	COMPASS Score	Placement
ACT	English Test	(Datatel Code)	
	Composition	0-40	ENG 0096
		(Code 1)	(Fund of Gram)
	Composition	41-73	ENG 1100
		(Code 2)	(Prep ENG)
<mark>20 -26 (SAT 480-639)</mark>	Composition	74 or higher	ENG 1101
<mark>(Exempt, Auto Place)</mark>	(Auto Place)	<mark>(Code 3)</mark>	<mark>(Comp I)</mark>
AP Score of 3	N/A	Code 4	ENG 1102
(or prev. taken Comp I)			(Comp II)
	N/A	<mark>Code 5</mark>	ENG 1103
			(Honors Comp I)
	N/A	Code 6	ENG 1104
			(Honors Comp II)
	N/A	Code 7	ENG 2205/2206
			(World Lit I/ II)
	N/A	Code 8	ENG 2207/08
			(Hon. World Lit I/II)
Math	COMPASS	COMPASS Score	Placement
ACT	Math Test	(Datatel Code)	
	Pre- Algebra Test	0-21	MTH 0096
		(Code R)	Pre-Algebra
	Pre- Algebra Test	22-100	MTH 1100
		<mark>(Code 1)</mark>	Fund. Of Algebra
	Algebra Test	0-21	MTH 1100
		<mark>(Code 1)</mark>	Fund. Of Algebra
	Algebra Test	22-40	MTH 1105
		(Code 2)	Interm. Algebra
	Algebra Test	41-60	Recommend MTH 1105, but may
		(Code 3)	take MTH 1110 or 1112
<mark>23-24 (SAT 520-560)</mark>	Algebra Test	61-100	MTH 1110 or 1112
<mark>(Exempt, Auto Place)</mark>		<mark>(Code 4)</mark>	Finite or PreCal Alg
	College Alge. Test	0-54	MTH 1110 or 1112
		<mark>(Code 4)</mark>	Finite or PreCal Alg
25 or greater	College Alge. Test	55-100	MTH 1114 or 2201
(SAT \geq 570)		(Code 0)	PreCal Trig or Business Cal
25 or greater	Trigonometry Test	0-45	MTH 1114 or 2201
(SAT \geq 570)		(Code 0)	PreCal Trig or Business Cal
25 or greater	Trigonometry Test	46-100	MTH 1125
(SAT \geq 570)		(Code 5)	Calculus I

Student Holds

To view holds on a student's account, select 'View/End Restrictions' from the Action box for that student.

Action
•
View Student Transcript
View Student Schedule
Evaluate Program
View Student Test Summary
Express Register
Search and Register
Drop Section
View Student Profile
Student Educational Plan
View/End Restrictions

This option not only allows you to view any holds that may be on a student account, but it also allows you to remove any holds that you, as the Academic Advisor, are permitted to lift.

Trojan Web Express	Change Password	Log Out N	Main Menu	Advisors Menu	Help	Contact Us
ADVISORS View/End Stude Restriction SEED Southeast Business Office Hold 0221/14	ent Restrictions					Welcome
Modifiable Restrictions Severity Start Date TUUS1 UG 1 Term Suspension 03/12/14 Add Comments SUB	MIT					
	Change Password	Log Out N	Main Menu	Advisors Menu	Help	Contact Us

As you can see, this student has a Business Office hold that you cannot remove, but a 1-Term Suspension that began March 2014 (14/T4). Since one term has passed, this hold can be removed by simply typing in yesterday's date and clicking Submit.

*Always type in yesterday's date so the student can register today. If you put in today's date the student will not be able to register until tomorrow.

In this student's case, they will not be able to register until they contact the Business Office and resolve the other hold.