

## Frequently Asked Questions on Student Profile

TOPIC	WHERE do you find the...	ANSWER
Academic Transcript	Student's academic transcript?	On Faculty Dashboard, CLICK on Academic Transcript under the Student Advising Block.
Address	Student's home address?	Student Profile, CLICK on Student Address and Phones.
Email	Student's preferred email address?	Student Profile Bio Info or Click on student name under Photo (Buzz Card)
	Student's college or other email address?	In Student Profile, Click Registration Override Option on Left Menu; then, CLICK Student Email Address.  Degree Works Student Header Information
Phone	Student's primary phone number?	Student Profile Bio Info or Click on student name under Photo (Buzz Card)
Student Schedule	Student's detailed course schedule?	Student Profile, CLICK Student Schedule on Left Menu.
Username	Student's college username?	In Student Profile, Click Registration Override Option on Left Menu; then, CLICK Student Email Address. Use the college email address, minus @dtcc.edu
Student Registration	How can I help a student register for courses?	<a href="#">Prepare for Registration Plan Ahead</a> <a href="#">Register for Classes</a> <a href="#">How to Drop-Add</a>
Adjunct Access Student Profile	How does an adjunct faculty member request access to Student Profiles?	Submit a request at <a href="https://support.dtcc.edu/webservices.php?dept=banner&amp;topic=61">https://support.dtcc.edu/webservices.php?dept=banner&amp;topic=61</a>
Student Profile: Advising Notes Edit	How do I edit my Note in a Student Profile?	UnCHECK the STUDENT BOX in the unwanted Note; then, copy and paste the content to a new Note; CHECK viewable to Student and CLICK Save.

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Student Profile: Advising Notes Student View (required)	Student does not see my advising notes?	CHECK STUDENT in the Viewable Box at the bottom of the Notes feature.
Student Profile: Releasable Holds Advising	What HOLDS can an Advisor Release?	The HOLDS for Initial or Program Advising may be released by the designated Advisor.
Student Profile: Releasable Holds Development Courses	What HOLDS can a Math/English Department Chair/Representative Release?	The HOLD for Math and/or English may be released by the Department Chairperson, or their designated representatives.
Student Profile: Viewable Holds	Where can additional information be found on VIEWABLE HOLDS?	CLICK on the down arrow for details regarding the HOLD, and processes affected by the HOLD.
Student Profile: Sensitive Holds	Who will provide information regarding Sensitive Holds?	Registrar Office