



OHIO
UNIVERSITY

Office of the University Registrar

E-mail Announcement

Date: January 24, 2012
To: Faculty & Staff
From: OHIO Registrar
Subject: TDCPs Available in Faculty & Advising Center and Searching by Advisor is Back

Good afternoon,

I hope your quarter is progressing well.

I am happy to announce that the Faculty & Advising Center now permits searching by advisor name and the “No Advisor” checkbox is functional. Thanks for your patience while this was worked out.

In addition, the Faculty & Advising Center has been enhanced to enable advisors, students, and appropriate staff to view

- status of a student with regard to their Transition Degree Completion Plan (TDCP), and
- PDF of the signed completed TDCP.

In the Advisees view new icons appear related to TDCPs.



indicates the student should complete a TDCP, but the TDCP has not been completed.



indicates the TDCP has been completed. You may click on the image to view the completed TDCP. The completed TDCP is a PDF document. The way in which the PDF is presented to you on the screen is dependent upon your browser (i.e. Firefox, Internet Explorer, Chrome, Safari, etc.) and browser settings.

Some staff will also be able to view the TDCP by selecting TDCP on the Advising tab across the top of the page and then entering the student’s PID (campus ID) or OHIO ID.

Additional information regarding TDCP processing:

1. TDCPs are provided to the Office of the University Registrar after they have been completed and approved by the college office.
2. Once the TDCP is scanned it is available immediately in the Faculty & Advising Center. The student is notified via email that the TDCP is available for him/her to review as well.

3. Students have a “To Do” item in their Student Center for each declared undergraduate, degree-seeking, major program. This “To Do” item becomes complete once the TDCP is scanned.
 - Please inform your advisees that it will take some time before he/she receives the notification that the TDCP is approved and the “To Do” item goes away. The time that this will take will vary by college.

Tips for completing TDCPs:

- ☐ Highlighting does not scan. If you want to “highlight” something on the TDCP, please circle the text.
- ☐ Pencil written lightly doesn’t scan very well. It is best to use dark colored pens.
- ☐ Do not color in the bar code in the bottom right corner.
- ☐ It is preferable to use the original TDCP cover page and submit the original to the Registrar’s Office for scanning.

Best regards,
Debra Benton
University Registrar