

**Advising System
Use-Case Specification: Advisor Registers Advisee, Registrar
Functions, and**

Version 1.0

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| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

Revision History

| Date | Version | Description | Author |
|-----------|---------|------------------------------|--------------|
| 2/13/2023 | 1.0 | Details of Advisor Procedure | Ankit Bharti |
| 2/13/2023 | 1.0 | Registrar Function | Erin Massey |
| 2/13/2023 | 1.0 | Advisee Functions | Derian Ervin |
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| | |
|---|-----------------|
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| Final Use case | |

Table of Contents

| | | |
|-------|--|---|
| 1. | Use-Case Name | 6 |
| 1.1 | Brief Description | 6 |
| 2. | Flow of Events | 6 |
| 2.1 | Basic Flow | 6 |
| 2.2 | Alternative Flows | 6 |
| 2.2.1 | Requirements met? | 6 |
| 2.2.2 | Course Available? | 6 |
| 3. | Special Requirements | 6 |
| 3.1 | Usability of Application | 6 |
| 3.2 | Authority | 6 |
| | The advisor should have the authority to access the advisee's details that are necessary for the advisor to keep track of the advisee's degree plan. | 6 |
| 4. | Preconditions | 7 |
| 4.1 | Login/ Accessibility | 7 |
| 5. | Postconditions | 7 |
| 5.1 | Lineup | 7 |
| 5.2 | Record | 7 |
| 6. | Extension Points | 7 |
| 6.1 | Degree Plan | 7 |
| 7. | Advisor Use-Case Diagram | 7 |
| 8. | Use-Case Name | 8 |
| 8.1 | Brief Description | 8 |
| 9. | Flow of Events | 8 |
| 9.1 | Basic Flow | 8 |
| 9.2 | Alternative Flows | 8 |
| 9.2.1 | Financial Aid Amount | 8 |
| 9.2.2 | Balance Unsatisfied | 8 |
| 10. | Special Requirements | 8 |
| 10.1 | Ability to Support all Forms of Financial Aid | 8 |
| 11. | Preconditions | 8 |
| 11.1 | Student Registered Account | 8 |
| 12. | Postconditions | 8 |
| 12.1 | Automated Account Updates | 8 |
| 12.2 | Student Account Records | 9 |

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

| | | |
|--------|--|----|
| 13. | Extension Points | 9 |
| 14. | Registrar Use-Case Diagram | 9 |
| 15. | Use-Case Name | 10 |
| 15.1 | Brief Description | 10 |
| 16. | Flow of Events | 10 |
| 16.1 | Basic Flow | 10 |
| 16.2 | Alternative Flows | 10 |
| 16.2.1 | Student Billing | 10 |
| 16.2.2 | What-If Analysis | 10 |
| 17. | Special Requirements | 10 |
| 17.1 | Easy functionality | 10 |
| 17.2 | Initiator | 10 |
| | The advisee should act as the initiator within the system. No action will be taken by the advisor or registrar if the student does not perform an action, such as enrolling in a course or paying for tuition. | 10 |
| 18. | Preconditions | 11 |
| 18.1 | Accessibility | 11 |
| | The advisee should have access to view all details of the advising system from billing to the degree requirements. | 11 |
| 18.2 | Registration | 11 |
| 19. | Postconditions | 11 |
| 19.1 | Documentation | 11 |
| 19.2 | Advisee Record | 11 |
| 20. | Extension Points | 11 |
| 20.1 | Course Planning | 11 |
| 21. | Advisee Use-Case Diagram | 12 |
| 8. | Use-Case Specification: Registrar Function | 6 |
| 8.1 | Brief Description | 6 |
| 9. | Flow of Events | 6 |
| 9.1 | Basic Flow | 6 |
| 9.2 | Alternative Flow | 6 |
| 9.2.1 | Financial Aid Amount | 6 |
| 9.2.2 | Balance Unsatisfied | 6 |
| 10. | Special Requirements | 6 |
| 10.1 | Ability to Support All Financial Aid | 6 |
| 11. | Preconditions | 6 |
| 11.1 | Student Registered Account | 6 |

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

| | |
|--|----|
| 12. Post Conditions | 6 |
| 12.1 Automated Account Updates | 6 |
| 12.2 Student Account Records | 6 |
| 13. Extension Points | 8 |
| 14. Registrar Use-Case Diagram | 8 |
| 15. Use-Case Specification: Advisee Function | 9 |
| 15.1 Brief Description | 9 |
| 16. Flow of Events | 9 |
| 16.1 Basic Flow | |
| 16.2 Alternative Flow | 9 |
| 16.2.1 Student Billing | 9 |
| 16.2.2 What-If Analysis | 9 |
| 17. Special Requirements | 9 |
| 17.1 Easy Functionality | 9 |
| 17.2 Initiator | 9 |
| 18. Preconditions | 10 |
| 18.1 Accessibility | 10 |
| 18.2 Registration | 10 |
| 19. Post Conditions | 10 |
| 19.1 Documentation | 10 |
| 19.2 Advisee Record | 10 |
| 20. Extension Points | 10 |
| 20.1 Course Planning | 10 |
| 21. Registrar Use-Case Diagram | 11 |

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

Use-Case Specification: <Use-Case Name>Advisor Registers Advisee

1. Use-Case Name

1.1 Brief Description

This use case describes the process of the Advisor registering the Advisee within the Advising System.

2. Flow of Events

2.1 Basic Flow

1. Advisor selects the advisee.
2. Advisor checks the degree plan and its requirements.
3. Advisor selects the course to add to the advisee's schedule.
4. Advisor views the prerequisites for the course if any are required.
5. Once the above points are done, the advisor confirms by the registrar's database if the course is available or not.
6. The advisor checks if the requirements are met for the advisee.
7. Then advisor registers the advisee for the subject.
8. The Registrars Database is seen by the advisor to confirm the advisee's schedule.

2.2 Alternative Flows

2.2.1 Requirements met?

- If the course requirements are not met, step 6 is followed by the advisor requesting approval of the requirements.
- Once approved, the advisor views the course schedule. If the requirements are not met, the advisor chooses another course from the degree plan.
- Lastly, the advisor proceeds to register the advisee and schedule their courses.

2.2.2 Course Available?

- If course is not available for a particular semester, the advisor proceeds to different steps.
 - The advisor selects another course.
 - Request to add the course to its schedule.
 - The advisor then proceeds to register the advisee in the course. If course is unavailable, the advisor chooses a new course from degree plan.
- If the course is unavailable, the advisor requests to open the course or else select a different course.
- If the course is available, the advisor registers the class for the advisee. The advisor then follows the steps 2.1 through step 7.

3. Special Requirements

3.1 Usability of Application

The advising system should be easy to use and accessible by the advisor.

3.2 Authority

The advisor should have the authority to access the advisee's details that are necessary for the advisor to keep track of the advisee's degree plan.

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

4. Preconditions

4.1 Login/ Accessibility

The advisor should have the ability to make the changes as required and access the use cases.

5. Postconditions

5.1 Lineup

If the advisor makes any changes, the edited points should be saved after every session. If the changes are not made, the portal should be same as it is without any changes.

5.2 Record

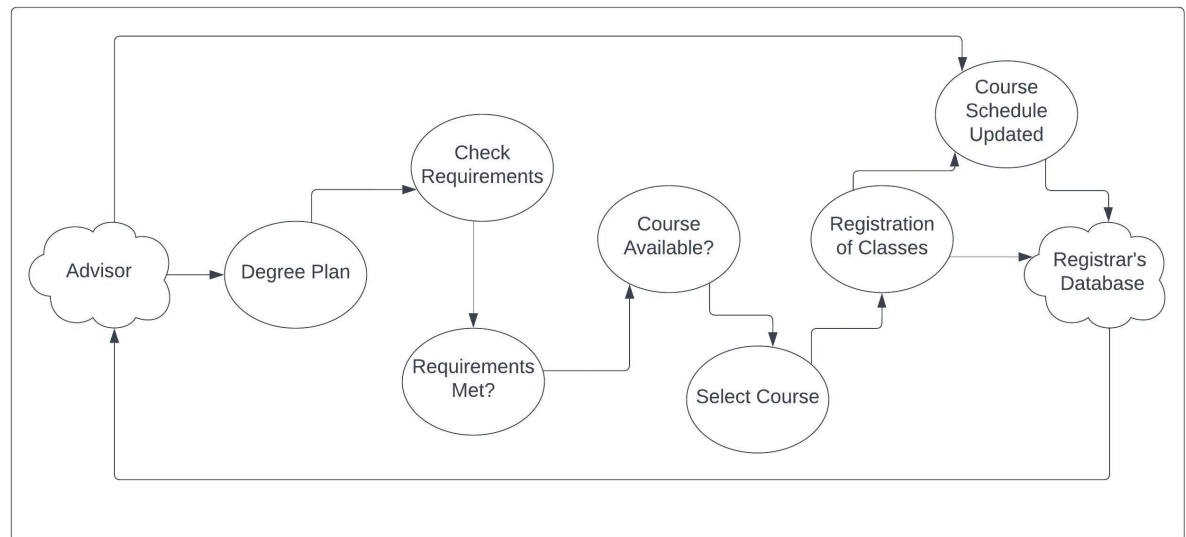
After every session between the advisor and advisee, the records should be maintained for future reference.

6. Extension Points

6.1 Degree Plan

The advisor will return to the initial registration stage completed by the advisee and review the advisee's schedule to make sure the requirements are met. If requirements are not met, the advisor will be notified of the pending tasks.

7. Advisor Use-Case Diagram



| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

Use-Case Specification: Registrar Functions

8. Use-Case Name

8.1 Brief Description

This use case describes the functions of the Registrar within the Advising System.

9. Flow of Events

9.1 Basic Flow

9. The Registrar accesses the student account.
10. The Registrar confirms student “good standing” status.
11. The Registrar views student financial accounts.
12. The Registrar uploads financial aid amount.
13. The Registrar checks and modifies student account balance.

9.2 Alternative Flows

9.2.1 Financial Aid Amount

- If the student does not receive full financial aid coverage, Step 3 is followed by a notice placed on the student’s account.
- Once the remaining balance is determined, the due amount is added to the student’s account balance.

9.2.2 Balance Unsatisfied

- If the remaining balance is past due or unsatisfied, Registrar will remove the “good standing” status from student account.
- Student will be unable to register for future courses until the remaining balance is satisfied.

10. Special Requirements

10.1 Ability to Support all Forms of Financial Aid

The advising system will be able to support financial aid, grants, and scholarships.

11. Preconditions

11.1 Student Registered Account

Each student is required to activate their student account.

12. Postconditions

12.1 Automated Account Updates

Each student account will automatically update once payment has been received, or once financial aid, scholarship, or grant award amounts are received.

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

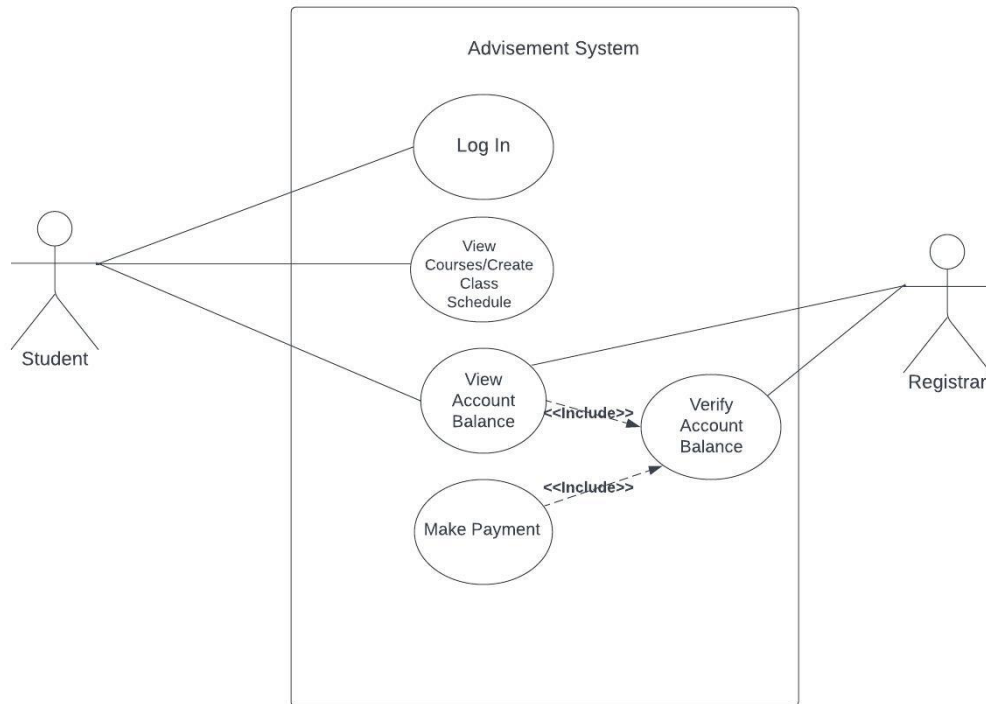
12.2 Student Account Records

Each student will be able to access all payment history and transaction history.

13. Extension Points

None.

14. Registrar Use-Case Diagram



| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

Use-Case Specification: <Use-Case Name>Advisee Functions

15. Use-Case Name

15.1 Brief Description

This use case describes the functions of the advisee registering within the Advising System.

16. Flow of Events

16.1 Basic Flow

14. Advisee logs into the student account
15. Advisee creates a degree plan to send to their advisor
16. Advisee views degree audit to verify degree progress
17. Advisee registers for any outstanding courses once the degree plan is approved
18. Advisee views financial aid and billing to confirm balance
19. Advisee views transcript to confirm all courses
20. The Registrars Database is seen by the advisor to confirm the advisee's schedule.

16.2 Alternative Flows

16.2.1 Student Billing

- If financial aid does not cover all tuition costs, the student will have to manually go to the billing portion of the site to pay for the remaining balance.
- If the student fails to pay their bill, they will be removed from all courses until the past due amount is paid

16.2.2 What-If Analysis

- After step 15, advisees can use their degree audit to perform a what-if analysis to view their proposed GPA with the assumption that specific grades will be achieved
 - Students can choose which semester they would like to view the what if analysis for, but only for future semesters
 - Students can use this option to understand what grades they need to in order to have their desired GPA

17. Special Requirements

17.1 Easy functionality

The advising system should be intuitive and fairly simple for the end-user. Advisees should be able to navigate through the platform without the need for a training.

17.2 Initiator

The advisee should act as the initiator within the system. No action will be taken by the advisor or registrar if the student does not perform an action, such as enrolling in a course or paying for tuition.

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
| Use-Case Specification: <Use-Case Name> Advisor, Registrar, and Student Functions | Date: 2/13/2023 |
| Final Use case | |

18. Preconditions

18.1 Accessibility

The advisee should have access to view all details of the advising system from billing to the degree requirements.

18.2 Registration

Each advisee is required to register for courses and then the advisee will approve it.

19. Postconditions

19.1 Documentation

The system should clearly indicate which party initiated a change within the advisees account so that there is a clear record in the case of any mishaps. For example, it can state “Last edited by ____.”

19.2 Advisee Record

All meetings held between the advisee/advisor, or the advisee/registrar should be recorded for easy access if any prior meetings need to be recapped.

20. Extension Points

20.1 Course Planning

The advisee will draft up a degree plan proposal, and the advisor must sign off on it during initial registration. The advisor will follow along the degree plan each semester and will follow-up with the advisee for any requirements that are not met.

| | |
|---|-----------------|
| Advising System | Version: 1.0 |
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| Final Use case | |

21. Advisee Use-Case Diagram

