



Double Owl Pathway Tracking System

Faculty/Staff Training Manual

College of Graduate and Professional Education

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What is the Double Owl Pathway Tracking System

The Double Owl Pathway tracking system is within OwlExpress. Students will use OwlExpress to both apply for a Double Owl Pathway and to submit an inquiry for a Double Owl Pathway. Once a student submits an inquiry or a pathway application it is routed to the appropriate advisor or approver for action.

The system notifies advisors and approvers when a student has submitted a request. The advisor or approver can then login to OwlExpress, click on the student's request, view the request, and take appropriate action. This will also allow the university to track the students in Double Owl Pathways.

How will students use the system

Students will login to OwlExpress, click on the "Student Services" tab, then click on the link for Double Owl Pathway. This will take them to a portal where they can select:

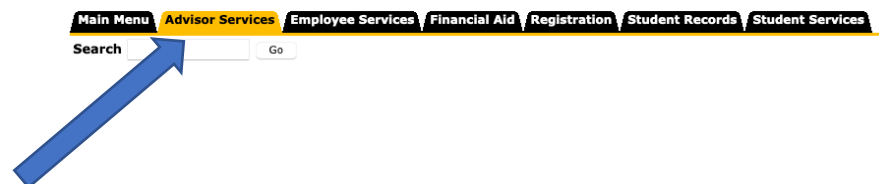
1. a Double Owl Interest, along with a specific semester.
2. a Double Owl Pathway Application, along with a specific semester.
 - a. The application will check the student's GPA and KSU hours against the specific pathway requirements for which they are applying. If they do not qualify they receive a message that they do not currently meet admission requirements.

Handling a Student Request

When a student submits a Double Owl request, they have two options, either an "inquiry" or a "pathway application". For inquiries, both the Advisor and the Advisor back-up will receive an email notification. For pathway applications, both the Approver and the Approver back-up will receive an email notification.

To view the request:

1. Login to OwlExpress
2. Click on Advisor Services



- Click on the link for “Double Owl Pathway” (may be towards the bottom of the list)

[Excel Sections by Instructor](#)
[Excel Sections by CRN](#)
[Excel Course Roster Email Addresses](#)

[EAB Campus Advising](#)
[Preliminary Transfer Evaluation](#)

[Student Consent to Disclosure \(FERPA Release\)- Admin View](#)
[Double Owl Pathway](#)

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- Click on “My Double Owl Pathway Approvals”
- You will see a box with a blue header with “Double Owl Pathway”.
- There are three (3) tabs:

The screenshot shows the 'Double Owl Pathway' interface. At the top, there is a blue header with the title 'Double Owl Pathway'. Below the header, there are three tabs: 'In Review', 'My Requests Completed', and 'Pathway Requests Completed'. An arrow labeled 'A' points to the 'In Review' tab. An arrow labeled 'B' points to the 'My Requests Completed' tab. An arrow labeled 'C' points to the 'Pathway Requests Completed' tab. Below the tabs, there is a search bar and an 'Export to CSV' button. The main content is a table with the following columns: ID, Submitted Date, Term, First Name, Last Name, KSU ID, Email, Pathway, and Type. The table contains two entries. An arrow labeled 'Click on ID for more info' points to the ID '20' in the first row. At the bottom of the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and buttons for 'Previous', '1', and 'Next'.

ID	Submitted Date	Term	First Name	Last Name	KSU ID	Email	Pathway	Type
20	06/23/2021 04:47:24 PM	Fall Semester 2021	[REDACTED]	[REDACTED]	[REDACTED]	essvendor@kennesaw.edu	English, BA to Professional Writing, MAPW	Pathway
21	06/23/2021 04:52:13 PM	Fall Semester 2021	[REDACTED]	[REDACTED]	[REDACTED]	essvendor@kennesaw.edu	English, BA to Professional Writing, MAPW	Interest

- “In Review” will be student requests that are waiting for you to take action.
- “My Requests Completed” will show all requests that you have completed.
- “All Requests” will show all requests in the Pathway for which you are assigned.

- Any student requests (inquiries or pathway applications), that have not yet been reviewed will show in the “In Review” (A) tab. Click on the ID number to open more information about the request.

8. This is a **view of a student's request**.

Click on
KSU ID to
see
student's
Advising
Guide

Double Owl Pathway

First Name	Last Name	KSU ID	Email	Pathway Code	Pathway Desc	Type	GPA	Term	Earned Hours
		[REDACTED]	essvendorf@kennesaw.edu	ENG-MPW	English, BA to Professional Writing, MAPW	Pathway	3.65	Fall Semester 2021	44

Approval Information

Level	Approver	Decision	Comments	Submitted Date
			<p>Status: * <input type="text" value="Select One"/></p> <p>Comments: <input style="width: 100%; height: 50px;" type="text"/></p> <p style="font-size: small; margin-top: 5px;">4000 Characters</p> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Previous"/> <input type="button" value="Submit"/> </p>	

- a. You can see the name of the pathway and whether this is an “Interest” request or a “Pathway” request. You will also see their current GPA and KSU earned hours.
- b. You can click on the student’s KSU ID and you will be taken to the Advising Guide in OwlExpress to see the student’s contact information and academic information.
- c. For **Interest** requests:
 - i. You should contact the student and assist them with any questions.
 - ii. After advisement you can use the “Status” dropdown to select “Advised” and add any appropriate comments.
 - iii. This will allow us to track that someone has advised the student as well as gauge interest in a particular pathway.
 - iv. Please contact students no later than 3 business days from their request.
 - v. Once the first person advises the student, their row will no longer appear for other advisors or alternate advisors.
- d. For **Pathway Application** requests:
 - i. You should review the student’s information to determine if they meet your Double Owl admission requirements (admission requirements can be found on your pathway webpage here: <https://doubleowl.kennesaw.edu/pathways/index.php>).
 - ii. After you make your decision you can use the “Status” dropdown to select “Approve” or “Deny” and add any appropriate comments.
 - iii. Once both undergrad and the graduate approvers have entered a decision, the Graduate College will send a formal decision letter to the student.
 - iv. We ask that you review and enter a decision on Double Owl applicants no later than 3 business days from their request.

What if I do not have the Advisor Tab in Owl Express

If you do not have the Advisor tab in Owl Express, please do the following:

- A. Go to: <https://uits.kennesaw.edu/banner/forms.php>
- B. Do the FERPA training and access the Certificate of Completion (instructions on lower half of page) because you will need it to complete the process.
- C. Then, start the form by clicking on the link for: Owl Express Student Information Security Request Form. The form will eventually ask you for your certificate.
- D. The request gets routed through your supervisor/chair then to Registrar to grant access.