Double Owl Pathway Tracking System

Faculty/Staff Training Manual

College of Graduate and Professional Education

Revised February 9, 2021
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.

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
3. 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

   RELEASE: 8.9.1

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4. Click on “My Double Owl Pathway Approvals”

5. You will see a box with a blue header with “Double Owl Pathway”.

6. There are three (3) tabs:

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

7. 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.

![Image of student request]

- 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:
  1. You should contact the student and assist them with any questions they might have.
  2. After advisement you can use the “Status” dropdown to select “Advised” and add any appropriate comments.
  3. This will allow us to track that someone has advised the student as well as gauge interest in a particular pathway.
  4. We ask that you contact students no later than 3 business days from their request.
- d. For **Pathway Application** requests:
  1. 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](https://doubleowl.kennesaw.edu/pathways/index.php)).
  2. After you make your decision you can use the “Status” dropdown to select “Approve” or “Deny” and add any appropriate comments.
  3. Once both undergrad and the graduate approvers have entered a decision, the Graduate College will send a formal decision letter to the student.
  4. We ask that you review and enter a decision on Double Owl applicants no later than 3 business days from their request.