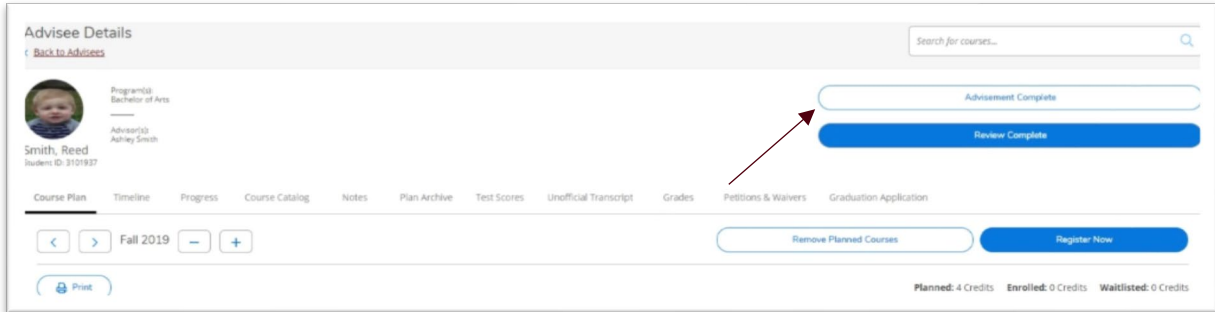


How to Clear Your Advisees for Registration

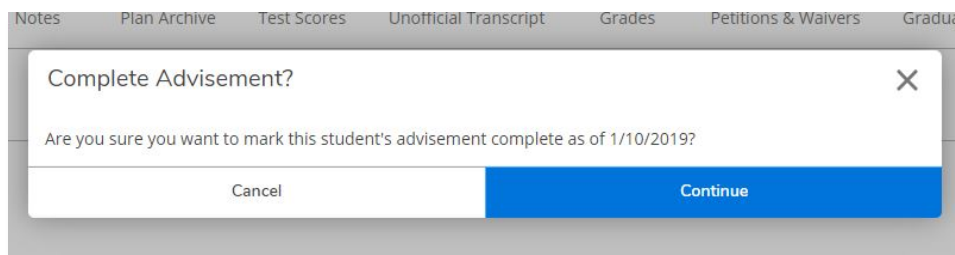
Login to Self Service using your net ID and password. Click on the Advising tab from the menu options.

Click on the student you would like to approve.

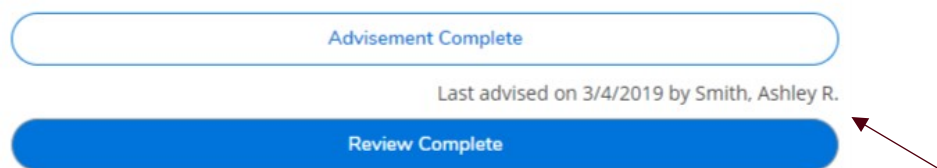
Click the “Advisement Complete” button on the right.



Next, click Continue to confirm that you would like to approve the student to register. Once you have clicked this, the student will be able to register for classes during their assigned registration time.



You can then verify that you have approved them to register by looking for the “last advised date.” This will appear right under the “Advisement Complete” button.



(continued on next page)

You can also view the “last date advised” on your main advising list. This may help you quickly see who has not yet been advised and approved to register.

| | | | | | |
|---|--------------------|---|---------|------------------|---------------------------------|
|  | Smith, Reed |  | 3101937 | Bachelor of Arts | Last advising date: 3/4/2019 |
|---|--------------------|---|---------|------------------|---------------------------------|

Please note, in order to register for an upcoming semester, this button MUST be clicked within a certain timeframe. **In order for a student to register for the Fall 2019 semester, the “last advising date,” (the last time the “Advisement Complete” button was clicked) must be after March 1, 2019.** If the button was clicked before this date, they will NOT be eligible to register for Fall 2019 courses.