Self-Service Instructions for Advisers to Authorize and Approve

To authorize and approve student schedules, select “Student Advising.”

Select Authorize Registration.
You may search for one student or just hit Search to bring up a list of all your advisees.
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Select the term *(2015 Mayterm, 2015 Summer 01, 2015 Summer 02, 2015 Summer 03, 2015 Fall 01, etc.)* for which you want to authorize your advisees to register.

Select the student by clicking the check box to the left of the student’s name. Then select the term *(2015 Mayterm, 2015 Summer 01, 2015 Summer 02, 2015 Summer 03, 2015 Fall 01, etc.)* for which you want to authorize the student to register.
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Check the box for Session 01 for all students. Hit “Save” at the bottom of the screen. The student is now authorized to register.

After you receive the email message telling you a student schedule is awaiting your approval, review the student’s schedule of classes and approve or decline each class. Go to “Student Advising.” Choose “Manage Advisees.” Search for your advisee, and click on “Approve.”
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On this screen, select the “Approve” radio button. Click the “Apply” button.

You will see this screen after clicking the “Apply” button.
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The student will then receive an email, indicating that the schedule has been reviewed and acted upon by the adviser.