

Steps for Authorizing Students to Register and Approving Student Schedules (Self-Service)

Registration

Authorize advisees to register:

- "Advising"
- "Authorize Registration"
- "My Advisees"
- Enter the student's name in the search box. (Student's name and ID will appear with a status of "Unauthorized" displaying.)
 - o If you would rather see a list of your advisees, leave the search box blank and choose "Advanced Search." On the next screen, select the current semester as the period without entering any other information and click "Search" at the bottom of the screen. (You can also leave "period" blank and select "Retrieve All," but this option might bring up a list that includes advisees from previous semesters.)
- Select the year/term/session in the "Period" box. (Traditional semester classes are in session 01. **For spring 2021 only, MSOT classes are in session 02, and MSC classes are in session 03.** Only seminary faculty with MAR or MDiv advisees taking an MACM class should select session 04. To authorize students for J-term classes, repeat the process for J-term.)
- Click the check box next to the student's name.
- Select the "Authorize" icon above the student's name (head/shoulders with check mark).
- Status will change from "Unauthorized" to "Authorized."

View a list of advisees with pending schedule requests or advisees who are on the Stop List:

- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Leave the search box blank
- "Advanced Search"
- In the "filter" drop-down menu, select "Pending Schedules" or "Stop List."
- Click the blue "Search" button in the lower right corner. You may need to select the current semester under "Period" to keep advisees from previous semesters from appearing.

Approve student schedules when a student has a schedule on hold for advisor approval:

- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Enter the student's name in the search box.
- Hit "Enter" on your keyboard or click the magnifying glass icon.
- Click the down arrow on the far right (next to the student's ID number).
- "Schedule Requests"
- In the "Decision" drop-down menu, select "Approve" or "Deny."
- "Save"

Course Sections

Search for course sections using a course number or department heading:

- "Search"
- "Section"
- "Filters"
- Enter a course dept/number or a department code in the "Course Code" box.
- Select the period (ex. "2021/Spring")
- Select the session (ex. "01")
- Click on the blue "Search" button. (This will display courses that meet your criteria.)
- *Optional step: Change the number of results per page from five (system default) to a higher number by scrolling to the bottom of the page and clicking the down arrow beside "Per Page."*

Search for course sections using a keyword:

- "Search"
- "Section"
- Type a word or phrase in the "Search" box and hit "Enter" on your keyboard.