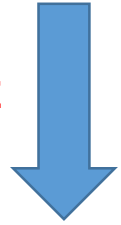


ADVISOR CLEARANCE—GENERAL INFORMATION

- **See below how advisor clearance works in the Portal, from both the student and advisor perspective.**
- **Only a major advisor (or if undeclared, an FYI, Spark, Transfer, or Exchange advisor) should clear a student for registration.**
- **If a student has more than one such advisor, only one needs to clear the student.**
- **After consulting with their advisees, advisors should clear them for registration.**

SEE Page 2 BELOW FOR THE STUDENT PERSPECTIVE

SEE Pages 3-5 BELOW FOR THE ADVISOR PERSPECTIVE



HOW TO CHECK ADVISOR CLEARANCE STATUS IN THE PORTAL (student perspective)

Click on “Academics” tab and then on “Courses/Registration” from the menu on the left:

Welcome back Ms. Matilda Laverne Mouse ([Personal Info](#) | [Logout](#)) Search...

Students, click here to view your current holds.

Home | **Announcements** | **Academics** | [Advising](#) | [Financial Services](#) | [Student Life](#) | [Portal Forms](#) | [Employees](#) | [Reports](#) | [SchoolDude](#) | [ISR Admin](#) | [CRM Student](#) | [My Pages](#)

You are here: Academics > Academics Home

Academics

Academics Home

- [Academic Information](#)
- [Academic Links](#)
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- [Student Schedule](#)
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Quick Links

- [Beloit Home Page](#)
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- [Moodle](#)
- [Moodle Groups](#)
- [SchoolDude Service Request](#)
- [the Terrarium](#)
- [Turtle Creek Bookstore](#)

Academics

Academic Information ?

UNDERGRADUATE

Faculty Advisors: Dr. Lawrence Test Faculty
Ms. Teresa R Leopold
Mr. Charles Gene Westerberg
Ms. Mary M Boros-Kazai

Student Schedule ?

[Student Schedule](#) > Student Schedule

Course Schedule for Ms. Matilda Laverne Mouse

[View Details](#)

| FALL TERM 2014 - All Divisions | | |
|--------------------------------|-------|-------|
| Course | Title | Meets |
| No Courses to display. | | |

My Holds

My Current Holds

[View Results](#)

Academic Links

Bookstore

[TC Bookstore Textbooks](#)

Liberal Arts in Practice Links

[Liberal Arts in Practice Toolbox](#)

Registration Links

[Academic Calendar](#)

[Beloit College catalog and supplement](#)

[Course Overload Policy](#)

[Course Search and Registration How-To](#)

[End of term assignments and exams](#)

[FYI Registration \(fall semester/first-year students only\)](#)

[Graduation guidelines \(old and new\) checklists and Registration Guidelines](#)

[Liberal Arts in Practice requirement and completion form](#)

[Transfer Credit Policy](#)

[Go to Main Screen](#)

The message blocked in red below will disappear once an advisor has cleared you for registration, and you will be able to register when the add/drop period opens.

Courses/Registration ⚙️ 🖨️

Course Schedules ?


Add/Drop

Alert: The Add/Drop Period is closed. You must receive Registration Clearance from your Advisor before you can register. See your advisor.


Current Term: SPRING TERM 2015

Add Period Closed / Drop Period Closed

Holds: FAFSA not filed.
Accounting-Financial Hold



[Add/Drop Courses](#)



[Course Search](#)

ADVISOR CLEARANCE IN THE PORTAL

(advisor perspective)

HOW TO GRANT ADVISOR CLEARANCE (2 options)

Option 1: PREFERRED/RECOMMENDED, except during New Student registration (see option 2 below)

- Log in to the Portal and click on the “Advising” tab.
- From the dropdown next to “Advisee Status”, select “Not Yet Registered” and also the term for which students will register.

Advising

Advisee Roster

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not display the Registration Clearance column.

Advisee Status: Not Yet Registered

ID:

Last Name:

Division: All

Term: SPRING TERM 2015

[Advanced Search](#)

All of your current advisees who are currently enrolled or on a vacation are on the list.

If the “registration clearance” column shows

- “grant” – the student has not yet been cleared for registration
- “remove” – the student has been cleared for registration by another advisor; if you click, “remove”, the clearance is revoked, and the registration clearance status changes to “grant”.
- “not applicable” -- the student is not eligible to register for the next term (e.g. graduating). *If this is not correct, contact the Registrar's Office.*

After meeting with your advisee, click “grant” to clear the advisee for registration. The registration clearance column value will change to “remove”.

| Advisee Roster for: Mary M Boros-Kazai (4 advisees) | | | | | | |
|---|-------|------------------------|------------|--------------------|------------------------|---|
| FERPA Restrict | Email | Name | Student ID | Needs to Register? | Registration Clearance | Advisors |
| <input type="checkbox"/> | | | | | Grant | Westerberg, Charles Gene Davies, Ann C. Boros-Kazai, Mary M |
| <input type="checkbox"/> | | | | | Not Applicable | Brueckenhaus, Daniel Boros-Kazai, Mary M Carl, Peggy L |
| | | | | Y | | Faculty, Lawrence Test |
| <input type="checkbox"/> | | Mouse, Matilda Laverne | | | Remove | Westerberg, Charles Gene Boros-Kazai, Mary M Leopold, Teresa R Boros-Kazai, Andras |
| <input type="checkbox"/> | | | | | Grant | McKenzie, Beatrice L. Boros-Kazai, Mary M Carl, Peggy L |

Option 2:

- Log in to the Portal and click on the “Advising” tab.
- From the dropdown next to “Advisee Status”, select “Need Registration Clearance” **and also** the term for which students will register.

Advising**Advisee Roster**

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status: 'Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options available will not display the Registration Clearance column.

Advisee Status: Need Registration Clearance

ID:

Last Name:

Division: All

Term: SPRING TERM 2015

[Advanced Search](#)

All of your currently enrolled or vacation term advisees & past advisees who are still enrolled are on the list.

If the “registration clearance” column shows

- “grant” – the student has not yet been cleared for registration

After meeting with her advisees, this advisor would click “grant” to clear only her 3 current advisees for registration. They will then disappear from this “need registration clearance” list.

| Advisee Roster for: Mary M Boros-Kazai (5 advisees) | | | | | | |
|---|-------|------------------------|------------|--------------------|------------------------|--|
| FERPA Restrict | Email | Name | Student ID | Needs to Register? | Registration Clearance | Advisors |
| <input type="checkbox"/> | | | | | Grant | Westerberg, Charles Gene Davies, Ann C. Boros-Kazai, Mary M |
| <input type="checkbox"/> | | Mouse, Matilda Laverne | | Y | Grant | Faculty, Lawrence Test Westerberg, Charles Gene Boros-Kazai, Mary M Leopold, Teresa R. Boros-Kazai, Andras |
| <input type="checkbox"/> | | | | | Grant | Anderson-Levy, Lisa McKenzie, Beatrice L. Boros-Kazai, Mary M Cari, Peggy L. |
| <input type="checkbox"/> | | | | | Grant | Tedesco, Matthew A. de Leon, Joy Leopold, Teresa R. |