

## **ADVISOR CLEARANCE—GENERAL INFORMATION**

- Beginning with on-line registration for Spring 2015, a student will need advisor clearance to register. *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, 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.**

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**Academics**

Academics Home

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**Quick Links**

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- [the Terrarium](#)
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**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 be available 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 spring term (e.g. graduating in December). *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"/>					<a href="#">Grant</a>	Westerberg, Charles Gene Davies, Ann C. Boros-Kazai, Mary M
<input type="checkbox"/>					<a href="#">Not Applicable</a>	Brueckenhaus, Daniel Boros-Kazai, Mary M Carl, Peggy L
				Y		Faculty, Lawrence Test
<input type="checkbox"/>		<a href="#">Mouse, Matilda Laverne</a>			<a href="#">Remove</a>	Westerberg, Charles Gene Boros-Kazai, Mary M Leopold, Teresa R Boros-Kazai, Andras
<input type="checkbox"/>					<a href="#">Grant</a>	McKenzie, Beatrice L. Boros-Kazai, Mary M Carl, Peggy L

**Option 2:** (Special note about clearing New Students for registration: FYI leaders will need to use this option to clear first-year students; these students will not appear under option 1 since they will already be registered for their FYI seminar. Transfer and exchange leaders may use either option 1 or 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"/>					<a href="#">Grant</a>	Westerberg, Charles Gene Davies, Ann C. Boros-Kazai, Mary M
				Y		Faculty, Lawrence Test Westerberg, Charles Gene Boros-Kazai, Mary M
<input type="checkbox"/>		Mouse, Matilda Laverne			<a href="#">Grant</a>	Leopold, Teresa K Boros-Kazai, Andras
<input type="checkbox"/>					<a href="#">Grant</a>	Anderson-Levy, Lisa McKenzie, Beatrice L. Boros-Kazai, Mary M
<input type="checkbox"/>					<a href="#">Grant</a>	Carl, Peggy L Tedesco, Matthew A. de Leon, Joy Leopold, Teresa R