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:

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.
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.

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

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.

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 display the Registration Clearance column.

Advising

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 display the Registration Clearance column.

Advisee Status: Not Yet Registered

ID:
Last Name:
Division:
Term: SPRING TERM 2015

Search  Advanced Search
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.

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.