

Authorizing Registration

Prior to registering for classes, students are required to meet with their advisor each semester to discuss a schedule. After this meeting, the advisor gives the student access to online registration. It is the student's responsibility to register for the appropriate courses. See Appendix A for student instructions for online registration. To authorize a student for registration,

1. Select the **Advising** tab.
2. Click **Authorize Registration**.
3. Search for the advisee. You may click "Search" without entering criteria to get a complete list of your advisees. *Please note that you only have access to information for your assigned advisees.* **Contact the Registrar's Office if your advisee list is not correct.**

The screenshot shows the 'Authorize Registration' page. At the top, there is a navigation bar with tabs: Home, My Profile, My Classes, **Advising**, My Grades, Register, Search, and Other. Below this, there are sub-tabs: Manage Advisees and **Authorize Registration**. A red arrow points to the 'Authorize Registration' sub-tab. The main content area has a title 'Authorize Registration' and two search tabs: 'Basic Search' and 'Advanced Search'. Below these are three input fields: 'Last Name', 'First Name', and 'ID'. To the right of these fields is a 'List' dropdown menu with 'My Advisees' selected. A red box highlights the 'Search' button at the bottom of the search form.

4. Click the tab for the correct year/term.

Authorize Registration - My Advisees

The screenshot shows the 'Authorize Registration - My Advisees' page. At the top, there is a navigation bar with four tabs: 2009 Fall, **2010 Spring**, 2010 Summer, and 2010 Fall. A red arrow points to the '2010 Spring' tab.

- Verify that your search returned the correct advisee(s) for that particular year/term/session. *Please note that any student that has a Registrar's hold will be on the Stop List.* This is indicated by the X icon in the Stop List column. You may view the reason for the hold by clicking on the X.



- To change the number of students that display per page, click the drop down list next to **Results Per Page**. You have the option of display ALL students on the page.
- To authorize a student in the list, click the student's name to display a drop-down list. Then choose **Select all periods**.
- You may also select each session individually for the student by clicking in the corresponding session box.
- To authorize all students in the list for each session, select the session column heading. For example, if you select the session 01 column heading box, all the students in the list will be authorized to register for the session 01. **Make sure you are displaying ALL the students on the page.**
- Scroll down and click **Save**. **Please be sure you have authorized students for all appropriate sessions.**

