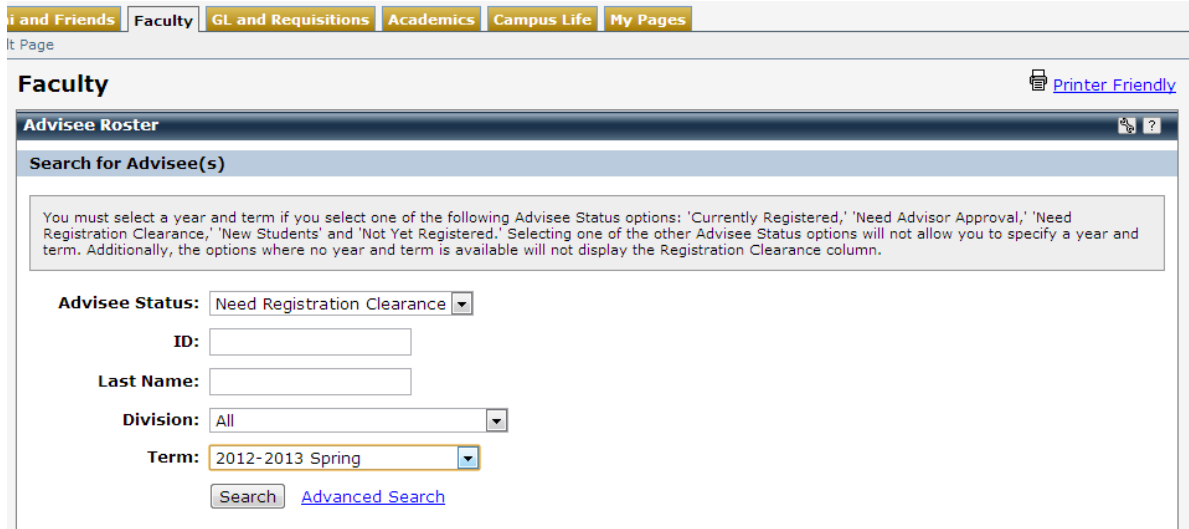


Enabling Web Registration

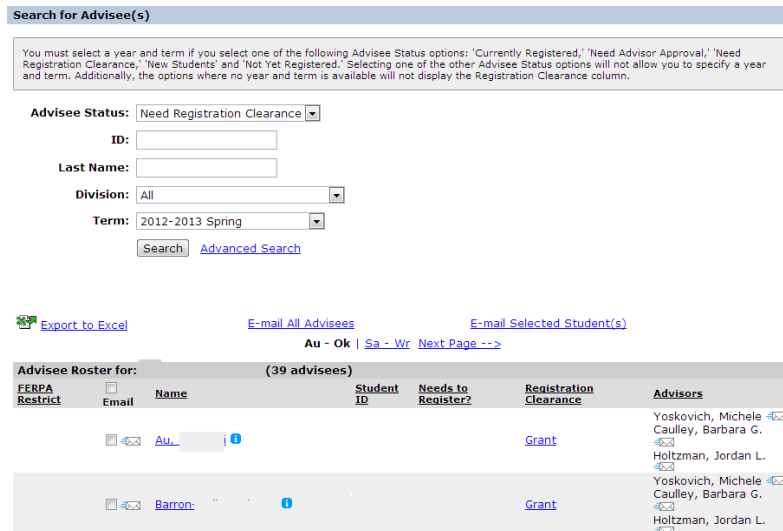
From the Faculty Tab, click “Advisee Roster” on the left hand side. In the Advisee Status, choose “Need Registration Clearance”. Choose the term for which you want to grant clearance. You need to grant each term individually. If you want to grant for Summer 1, Summer 2, and Fall, you will need to do it all separately.



The screenshot shows the Faculty Advisee Roster search interface. At the top, there are navigation tabs: "i and Friends", "Faculty", "GL and Requisitions", "Academics", "Campus Life", and "My Pages". Below the tabs is a "Faculty" header with a "Printer Friendly" link. The main content area is titled "Advisee Roster" and contains a search form. The form includes a message: "You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column." The form fields are: "Advisee Status" (dropdown menu set to "Need Registration Clearance"), "ID" (text input), "Last Name" (text input), "Division" (dropdown menu set to "All"), and "Term" (dropdown menu set to "2012-2013 Spring"). There are "Search" and "Advanced Search" buttons.

Click Search. This brings up a list of all the students to whom you are assigned as an advisor who need registration clearance for that particular semester.

If the student you are looking for does not appear in this list, do a search for All Advisees. The student may have been granted clearance already. If the student does not appear at all in your advisee list, contact your administrative coordinator.



The screenshot shows the search results for the Advisee Roster. The search criteria are: Advisee Status: Need Registration Clearance, ID: (empty), Last Name: (empty), Division: All, Term: 2012-2013 Spring. There are "Search" and "Advanced Search" buttons. Below the search form, there are links: "Export to Excel", "E-mail All Advisees", and "E-mail Selected Student(s)". The table below shows the results for 39 advisees. The table has columns: FERPA Restrict, Email, Name, Student ID, Needs to Register?, Registration Clearance, and Advisors. The first two rows are visible, both with "Grant" in the Registration Clearance column.

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>	Au...				Grant	Yoskovich, Michele Caulley, Barbara G. Holtzman, Jordan L.
<input type="checkbox"/>	Barron...				Grant	Yoskovich, Michele Caulley, Barbara G. Holtzman, Jordan L.

Click “Grant” to grant the student permission to register online.