Advisor Training

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From the Advising Handbook (paraphrased):

All first-time students entering Milligan University are assigned a **faculty mentor** who will function as the academic advisor for that year. All other students will be assigned an **academic advisor** from the discipline in which the student is majoring. Milligan requires regular meetings between students and their academic advisors (3 per semester during the first year and 1 per semester after the first year). During advising meetings, the advisor and the student discuss the student's schedule of classes for the following semester. Students may not register for classes without advisor authorization. After the student registers, advisors review the student's courses in Self-Service and approve or deny each course.

While the student's satisfactory progress toward the degree is the responsibility of the student, regular contact with faculty advisors can help ensure that students progress on schedule. Faculty members are expected to keep accurate and up to date records for each of their advisees.

Catalog (2023-24)
Students may use the catalog for the year they entered Milligan or any subsequent catalog from their period of enrollment. The Catalog constitutes a contract between the University and the student which last for 6 academic years. After 6 years, the student must meet degree requirements from the current catalog. All students and advisors should be familiar with the general education requirements, major requirements, and any other degree requirements (minor, licensure area, etc.). When changing catalogs, a student must meet all requirements from the new catalog (GER, major, minor, etc.). Current and past catalog are available at https://www.milligan.edu/catalog/.

Opening section (pp. 1-15)
Mission Statement, University Profile, History, Accreditation (institutional and program-level, Campus Overview, Student Life and Services

Academic Programs/Charts (p.16-25)
Degree programs, program chart (majors, minors, etc.), majors by academic schools, programs by school/area (includes associate dean and area chair names)

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Academic Policies: Key Points for Advisors

Credits for degree (p.26)

The candidate for the bachelor's degree must have completed the general education requirements, a major, and electives to total a minimum of 128 college-level hours of credit (132 for engineering programs).

Developmental Studies courses (p. 26, 55)

Students who require developmental instruction in math, reading, study skills, and/or writing must enroll in the appropriate College Success course(s) as a graduation requirement. Students with ACT/SAT scores below the thresholds outlined in the "Developmental Studies" section of the Catalog and first-time students admitted without ACT/SAT/CLT scores must take assessments to determine if developmental studies courses will be required.

Hours earned below the 100 level **will not count toward the 128-hour graduation requirement and must be added to the total needed for graduation**:

> COMP 093, Writing Strategies for College Success (1 credit)
> HUMN 091, Reading and Study Strategies for College Success (2 credits)
> MATH 090, Math Strategies for College Success (2 credits)

The passing grade for COMP 093, HUMN 091, and MATH 090 is a "C-." Students who earn grades below "C-" must re-take the courses.

Students for whom COMP 093 is required must pass COMP 093 with a "C-" before enrolling in COMP 111/211. Students for whom MATH 090 is required must pass MATH 090 with a "C-" before enrolling in a college-level math course.

Unless they withdraw from school altogether, students may not drop developmental studies courses.

Courses that must be completed at Milligan (p. 26)

Once a student enrolls in the traditional undergraduate program at Milligan, still needing any of the following courses, these courses must be taken at Milligan:

- BIBL 123 and 124, Old and New Testament Survey
- BIBL 471, Christ and Culture
- COMP 111, Rhetorical Composition
- COMP 211, Inquiring Minds: Foundational Analytical Composition
- HUMN 101, 102, 201, 202: Humanities GER courses
- Any 3-hour course chosen to fulfill a humanities requirement for a transfer student whose humanities evaluation includes the option.

Transfer credits for students who completed equivalent transfer courses *before* enrolling at Milligan will be accepted toward the student's degree.

GER course sequencing (GER) (p.26)

- All first-time students take **MLGN 100**, Intro to College and Service, during the first semester. Students should take **MLGN 200**, Intro to Calling and Career, during the sophomore year.
- Students typically complete **BIBL 123**, Old Testament Survey, and **BIBL 124**, New Testament Survey, during the first and second semesters but are not required to do so.

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- Students should complete **HUMN 101, 102, 201, and 202** during the first 4 semesters of enrollment.
- Students should complete **COMP 111** during the spring semester of the first year and **COMP 211** during the first semester of the second year. A grade of "C-" is required for COMP 111 before progressing to COMP 211.
- Students typically complete **EXSC 101M**, Fitness for Life, during the first year.

Calendar and Course Loads (p.26)

Milligan University follows a **semester** calendar. Students in traditional undergraduate degree programs are charged single semester rate for 12-18 hours. Hours over 18 require permission from the Registrar and will be charged overload tuition. Music ensemble hours are not charged overload tuition.

The University also offers a **summer session** consisting of two 4-week terms or one 8-week term. In addition to these regularly scheduled terms, students may earn one, two, or three semester hours of credit during **January Term** and/or **May Term**. January Term is a one-week session just before the beginning of the spring semester; May Term is a three-week session between the spring semester and the summer session.

Students may not enroll for more than 3 semester hours in the January/May terms; students who desire to enroll for additional credits must appeal to the Academic Dean.

Classification (class levels) (p. 26)

Freshman: 0 – 25 hours
Sophomore: 26 – 57 hours
Junior: 58 – 91 hours
Senior: 92+ hours

Course Repeats (p. 27)

A student may repeat any course taken at Milligan University by registering for the course. Only the most recent grade is included in the GPA. The original grade is not removed from the transcript, but the grades for each subsequent completion of the course are noted in brackets. Students will not receive additional credit hours for repeated courses in which they originally earned a passing grade. Students may not replace a grade previously earned in a course with CLEP credit (e.g. if a student fails a course or does not earn an acceptable grade, the student cannot take the CLEP exam and receive credit for that course.) The only way to improve a grade or receive credit for a failed course is to retake the course. For additional information about the course repeat policy, contact the Registrar's Office.

Enrollment Status (p. 27)

Undergraduate enrollment status is defined as follows:
Full-time: 12 or more hours per semester
Three-quarter time: 9-11 hours per semester
Half-time: 6-8 hours per semester
Less than half-time: Fewer than 6 hours per semester

Graduate enrollment status is defined as follows:
Full-time: 9 or more hours per semester
Three-quarter time: 7-8 hours per semester
Half-time: 4.5-6.5 hours per semester
Less than half-time: Fewer than 4.5 hours per semester

Probation/Dismissal of Undergraduate Students (p. 30)

An undergraduate student who fails to achieve a 2.0 grade point average during any semester of enrollment in Milligan University or who fails to have a 2.0 cumulative grade point average is placed on academic probation or dismissed. The student's social behavior and attitude exhibited toward academic pursuit are factors in determining probation or dismissal. If the student on probation fails to achieve a 2.0 the following semester, the University is not obligated to grant the privilege of further study at Milligan.

Students on academic probation must submit a letter to the Associate Registrar/Director of Testing requesting permission to participate in athletic or other extra-curricular activities. Acting on behalf of the Dean, the Associate Registrar will talk with each student and determine if the student will be allowed to participate.

Withdrawal from the University (p.35)

Before withdrawing from the University, a student is expected to meet all obligations involving instructors, fellow students, deans, residence hall directors, the Vice President for Business and Finance, and the Registrar. **The withdrawal process begins in the Office of Student Success** and ends in the Registrar's Office; other offices (Academic Dean, Registrar, Financial Aid, Student Financial Services) are notified of the student's withdrawal.

Students who leave the University without fulfilling these obligations receive "F"s in all classes in which they are enrolled and forfeit any returnable fees which may have been paid to the University.

Students withdrawing from the University during the first two weeks (or 14 calendar days) of the semester (or the equivalent proportion of an academic term when the term length is other than 15 weeks) begin the withdrawal process with the Director of Student Success and Disability Services. The students **will have no academic record for that semester**. However, the instructor or the Academic Dean has the right to assign grades of "WF" ("withdrawal, failing, and equivalent to an 'F'") at any point in the semester in instances of academic dishonesty or other academic infractions.

Students withdrawing from the University from the 15th calendar day through the 10th week of classes (or the equivalent proportion of an academic term when the term length is other than 15 weeks) begin the withdrawal process with the Director of Student Success and Disability Services. **Classes are evaluated with the grade of "W."** However, the instructor or the Academic Dean has the right to assign grades of "WF" ("withdrawal, failing, and equivalent to an 'F'") at any point in the semester in instances of academic dishonesty or other academic infractions.

Students withdrawing from the University after the 10th week of classes (or the equivalent proportion of an academic term when the term length is other than 15 weeks) begin the process with the Director of Student Success and Disability Services. **Classes are evaluated with the grade of "WP" ("withdrawal and passing") or "WF" at the discretion of the instructor.** However, the instructor or the Academic Dean has the right to assign grades of "WF" ("withdrawal, failing, and equivalent to an 'F'") at any point in the semester in instances of academic dishonesty or other academic infractions.

> **See also:**
> Medical Withdrawal (p.36) – Begins with Director of Student Success and Disability Services; requires documentation from a healthcare provider; student typically receives grades of "W," regardless of timeframe during the semester.

Administrative Withdrawal (p. 36) – Reserved for students who are not attending classes and cannot be reached. The Dean of Students and Academic Dean approve all administrative withdrawals.

Withdrawing from a Class (p.36)

Classes **dropped during the first two weeks** (or 14 calendar days) of the semester (or the equivalent proportion of an academic term when the term length is other than 15 weeks) **will not appear on the student's transcript**. Dropping a class requires the permission of instructor and the academic advisor.

A student may drop a class from the **15th calendar day through the 10th week of classes** (or the equivalent proportion of an academic term when the term length is other than 15 weeks) only after receiving written consent (i.e., signatures on the dated schedule change form) from the class instructor and the academic advisor. Classes dropped are **evaluated with the grade "W."** However, the instructor or the Academic Dean has the right to assign a grade of "WF" ("withdrawal, failing, and equivalent to an 'F'") at any point in the semester in instances of academic dishonesty or other academic infractions.

Students dropping a class **after the 10th week of classes** (or the equivalent proportion of an academic term when the term length is other than 15 weeks) will be **assigned by the instructor a grade of "WP" ("withdrawal and passing") or "WF"** ("withdrawal, failing, and equivalent to an "F'). Dropping a class with a "WP" or "WF" requires the permission of the instructor and the academic advisor. Such permission must be received in the Registrar's Office before the end of the last day of the term (not including final exam week).

Academic Integrity Policy (p.28-29) – policies for addressing academic integrity expectations and academic conduct violations.

Academic Grievance Policy (p.36) - policies for addressing student grievances

Disability Services (p. 29-30) – overview of policies overseen by the Director of Student Success and Disability Services.

Spiritual Formation (p. 30)

In support of its mission of educating men and women to become servant-leaders, Milligan University requires all traditional undergraduate students to participate in its Spiritual Formation Program (chapel/convo). Students are required to accumulate 150 Spiritual Formation Program (SFP) "credits" in order to graduate. SFP credits are earned by participating in Chapel and Convocation services as well as other Campus Ministry programs. A calendar of qualifying SFP events is published at the beginning of each semester and maintained on the University's website. SFP requirements for students who transfer to Milligan are prorated based on the number of credits transferred.

The Campus Minister oversees the Spiritual Formation Program and tracks students' progress toward completion.

Testing Services: Milligan-administered exams (pp.31-34)

- **The ETS Proficiency Profile** exam evaluate students in critical thinking, reading, writing, and mathematics. These exams are administered to entering freshman and/or returning juniors in the fall semester.

- **Capstone assessments** are required of all baccalaureate degree-seeking students. The purpose of the assessments is to evaluate students' achievement of learning outcomes in their major fields of study. Capstone assessments may include a standardized exam, faculty-created exam, portfolio, project, recital, research paper, or practicum. The assessment may be incorporated into a senior level/capstone course or administered by the Director of Testing in a student's final semester. (See *Capstone Assessment Policy*, p. 32)

Testing Services: Non-Milligan-administered exams (pp. 31-34)
- Advanced Placement (AP) – see chart, p. 33
- College Level Examination Program (CLEP) – see chart, p. 34
- International Baccalaureate (IB) – see chart, p. 34
- Other (p. 34) - Cambridge International, Foreign Language Achievement Testing

Transfer Credit Policy (p.35)

For transfer courses, **only the credit hours are posted to the student's transcript**. No grades are recorded for the transferred credit. Quality points for transfer credits are not included in the Milligan University grade point average.

Milligan **does not grant transfer credit for courses from other institutions for which a grade below a C- was earned**. Registrar's Office staff evaluate transfer credits on a course-by course basis in consultation with area faculty based on the student's transcript and catalog course descriptions and/or syllabi from the transfer institution.

All transfer students are exempt from taking **MLGN 100**, Introduction to College and Service. Transfer students who enter Milligan at the junior or senior level (58 or more credits) are exempt from taking **MLGN 200**, Introduction to Calling and Career.

The transfer of credits after matriculation requires advance advising and approval. Matriculated students should complete a **Transfer Course Approval form** available in the Registrar's Office or online, obtaining the signature of a registrar and, in some cases, the student's advisor.

A student transferring from another college or university **must successfully complete no fewer than 45 semester hours** through instruction at Milligan University.

A **minimum of one-third of the hours within a major** must be earned at Milligan to receive a degree from Milligan. If a student wishes to complete a minor at Milligan, a **minimum of one-third of the hours within that minor** must also be earned at Milligan.

Tracking Degree Requirements

A student's undergraduate degree consists of the following components:
- General Education Requirements (core)
- Major(s)
- Minor(s), if applicable
- Teacher Licensure courses, if applicable
- General elective hours

The Registrar's Office uses an Excel "worksheet' for advising purposes. Students and advisors receive an initial worksheet before the student's first semester begins showing any AP/dual enrollment/transfer credit. They also receive a "junior check" worksheet during the first semester of the junior year (or during the 4th semester before graduation, whichever comes first). The registrars will also update worksheets at other times per faculty or student request.

General Education Requirements 51-65 hours (p. 59-61)

BIBL 123 Old Testament Survey (3)
BIBL 124 New Testament Survey (3)
BIBL 471 Christ and Culture (3)

COMP 111 Rhetorical Composition (3) – required grade: C- or higher
COMP 211 Inquiring Minds: Foundational Analytical Composition (3)

COMM 102 Speech Communication (3) or COMM 180, Storytelling (3)

Ethnic Studies (3) – see list below

EXSC 101M Fitness for Life (1) or acceptable alternative (NURS/EXSC majors)

Foreign Language through the intermediate level (usually 12 credits; B.A. degree only)

HUMN 101 Ancient and Medieval Cultures (4)
HUMN 102 Renaissance & Early Modern Cultures (4)
HUMN 201 18th- and 19th-Century Cultures (4)
HUMN 202 Cultures of the 20th & Early 21st Centuries (4)

MLGN 100 Introduction to College and Service (0.5)
MLGN 200 Introduction to Calling and Career (0.5)

Mathematics (3)

Lab Science (4)
Lab or Non-lab Science (2-4)

Social Learning (3)

Spiritual Formation Program

Social Learning Courses
ECON 201	Macroeconomic Principles
ECON 202	Microeconomic Principles
GEOG 202	Cultural and Ethnic Geography
POLS 120	American National Government
POLS 210	Introduction to International Relations
POLS/SOCL 240	Sustainability and
PSYC 150	General Psychology
PSYC 252	Developmental Psychology
SOCL 201	Introduction to Sociology
SOCL 210	Introduction to Cultural Anthropology

Ethnic Studies Courses
CH 6020	Studies in Eastern
CHIN 200	China Cultural Experience

ENGL 362	Race and American Culture
ENGL 375	World Literature and Film
FILM 170	Religion and the Movies
FILM 271	World Cinema
FILM 373	History of Animated
GEOG 202	Cultural and Ethnic
HIST 208	History of the Jews Since 70 A.D.
LS 304	Law, Politics, and Global Development
MUSC 250	World Music
NURS 110M	Global Health Issues
PHIL 230	Islam: Faith and Practice
PHIL 250	African Religions in the Americas
PHIL 260	African Religions and Philosophy
PHIL 350	Religions of the World
POLS 215	China and the World
POLS 230	Politics and Culture of Latin America
PSYC 356	Cross-Cultural Psychology
SOCL 210	Introduction to Cultural Anthropology
SOCL 360	Aspects of Intercultural Studies
SOWK 230	Racial and Cultural Diversity
SPAN 312	Survey of Spanish-American Literature
SPAN 365	Cuban Literature and Culture
SPAN 402	Civilization and Culture of Latin America
SPAN 411	Twentieth-Century Spanish-American Novel

"Double-dipping" Rules

A course within the GER may not be used to satisfy more than one GER; even if a course is included in the list of potential options for two GER, it can only fulfill one of the two requirements. (Example: SOCL 210, Cultural Anthropology, could satisfy Social Learning **OR** Ethnic Studies, but not both.)

Any number of courses/credits may count toward both the GER and a major (or minor, licensure area, etc.) (Example: PSYC 252, BIOL 250, BIOL 251, and MATH 213 fulfill both GER and major requirements for nursing majors.)

A maximum of 3 courses (regardless of the number of credits) may apply to both a major and second major, a major and a minor, etc. (Example: A student double majoring in Business Administration and Accounting, which have 6 overlapping courses, could count ACCT 211, ACCT 212, and ECON 201 toward both majors, but the student could not count ECON 202, ECON 301, and IS 175 toward the second major. The student would need to substitute other ACCT/BADM/ECON courses for the 4th, 5th, and 6th overlapping courses.)

Minors (p.61)

Second majors and minors are optional but are encouraged in instances when a student wants exposure to a second academic discipline and/or wants to focus some general elective hours in a particular area.

Teacher Licensure (pp. 93-97)

Teacher licensure endorsements are available in Elementary K-5, K-8 Interventionist (Special Ed), 6-12 Interventionist (Special Ed), K-12 Music, K-12 Visual Art, K-12 Theatre, P-12 Spanish, and a variety of Secondary 6-12 subject areas (biology, business, chemistry, English, history, math, political science, psychology (9-12). Students seeking any licensure endorsement may add an endorsement in P-12 English as a Second Language.

Students seeking secondary teacher licensure have an advisor in their major (subject area) and a second advisor for teacher licensure.

General Electives

General electives are the hours needed for the student to reach 128 credits (132 for engineering majors) after totaling the hours required for GER courses, major(s), minor(s), and licensure area(s). That total subtracted from 128 = the number of general elective hours needed. For students who have completed developmental studies courses, add the number of developmental hours to 128 when calculating the number needed for the degree.

> Example:
> If GER + Major + minor hours = 102 and the student has not completed developmental studies courses, then the student needs 26 general elective hours for the degree. (128 – 102 = 26)
>
> Example: If GER + major + minor hours = 102 and the student completed 5 hours of developmental studies courses, then the student needs 31 general elective hours for the degree. (133 – 102 = 31)

Course Substitutions

In instances when students will not be able to complete a required course within that student's timeframe for graduation, area chairs (and, in some cases, faculty advisors) may substitute another course for the course in question. The area chair or advisor should send an email to one of the registrars requesting the substitution.

ETSU Co-op (p. 56)

Under certain circumstances and with prior approval, Milligan University students who wish to enroll in courses not available at Milligan may do so at East Tennessee State University. Generally, courses available under the co-op program must be required for a major or an approved course of study and must not be available in Milligan's course schedule in a reasonable period of time. Prior approval is required.

Courses taken under the co-op program are considered part of the Milligan program and will receive Milligan grades; the tuition for these courses is part of the Milligan tuition.

Course Program of Study

Course Program of Study (CPOS) is a federal and TN state requirement that allows only courses that count toward a student's "program of study" ("required hours") to be considered when determining federal and TN state financial aid eligibility. CPOS does not affect Milligan institutional scholarships or Milligan grants; however, institutional aid may be reduced under certain circumstances. Most, but not all, Milligan students have some form of federal or state financial aid. CPOS rules do not apply to international students

"Required" hours include GER, major, minor, and/or teacher licensure courses, and any general elective hours that are required for the student's degree. (In other words, any elective hours needed to reach 128 or 132 or the number needed for graduation).

Students and advisors should keep the CPOS regulation in mind, especially for incoming first-time students who enter Milligan with large numbers of dual enrollment or AP credits but plan to complete 4 years at Milligan. Such students may need to add a double major and/or minor(s) to their degree program and will need to divide their required hours carefully among semesters.

Because each student's financial aid award is unique to that student, advisors should direct advisees to Student Financial Services staff for assistance in determining if/how taking fewer than full-time (12) required hours per semester would affect their financial aid award.

Detailed information about CPoS, including "Frequently Asked Questions" and example scenarios, is available at https://www.milligan.edu/sfs/cpos/.

Registration and Schedule Changes

Registration
Before registering for classes each semester, students meet with their academic advisors to discuss their remaining degree requirements and plan their class schedule for the upcoming semester. After that meeting, the advisor **authorizes** the student to register in Self-Service. When the student has selected classes and submitted them for registration, the faculty member **approves** or denies each course in Self-Service.

See the "Self Service Instructions for Faculty" document for detailed instructions for authorizing students to register and approving their schedules.

Schedule Changes
Students may drop and add classes in Self-Service from the day when online registration opens until the day before classes begin. Faculty approve and deny schedule changes in the manner described under "Registration and Schedule Changes" above.

Beginning on the first day of class, students making schedule changes should send their faculty advisor a list of changes by email. If the advisor approves, he or she should forward the message to the Registrar's Office indicating asking that the student's schedule be changed as requested.

Family Education Rights and Privacy Act (FERPA)
FERPA is a federal law which affords students certain rights with respect to their education records Students may authorize access for their parents to their education records (grades, academic performance, student account/financial aid, student conduct and campus life) and allow oral and written communication with university personnel by completing the online FERPA form at https://www.milligan.edu/academics/registrar/ferpa/.

Within the Milligan community (campus personnel) student information is released on a "need to know" basis.

The University may provide "directory information" in accordance with the provisions of the Act. See https://www.milligan.edu/academics/registrar/ferpa/ for a list of fields that are considered directory information. The fact that we CAN provide this information does not mean that we MUST provide it or even that we should.

Faculty advisors may see students' FERPA release information in SharePoint by selecting the following headings:
- Academic Affairs
- Faculty Resources
- Authorization to Release Information – Student List

Self-Service Instructions

Faculty Schedule and Class Lists
View your class schedule, including meeting times and locations for each of your courses:
- "Classes"
- "My Schedule"
- "Print" (located on the right in the "My Schedule" box)
- Wait for PDF to download.

View or print your class lists (includes student photos):
- "Classes"
- "My Schedule"
- "View Class List" (located under the heading for each course)
- "Print"
- *Wait for PDF to download.
  - *Please note: The class list PDF does not include details such as faculty name, meeting time, and location. To see meeting times and locations for your courses, follow the steps for viewing your class schedule (see above) OR click on the heading for an individual course.*

Download a class list in Word, Excel, etc. (does not include student photos):
- "Classes"
- "My Schedule"
- "View Class Lists" (located under the heading for each course)
- "Download"
- Select file format (Word, Excel, HTML, etc.)
- Wait for file to download

Course Sections
Search for course sections using a course number or department heading:
- "Search"
- "Section"
- "Filters"
- Enter a course dept/number or a department code in the "Course Code" box.
- Select the period (ex. "2020/Spring")
- Select the session (ex. "01")
- Click on the blue "Search" button. (This will display courses that meet your criteria.)
- *Optional step: Change the number of results per page from five (system default) to a higher number by scrolling to the bottom of the page and clicking the down arrow beside "Per Page."*

Search for course sections using a keyword:
- "Search"
- "Section"
- Type a word or phrase in the "Search" box and hit "Enter" on your keyboard.

Advisee Records
View an individual advisee's schedule, grades, unofficial transcript and test scores:
- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Enter the student's last name in the search box.
- Hit "Enter" on your keyboard or click the magnifying glass icon.
- Click the down arrow on the far right (next to the student's ID number).

- Select "Schedule," "Schedule Requests," or "Grades" to bring up a screen that will allow you to see the student's schedule, schedule requests, grades, unofficial transcripts, and test scores (if any).
    - *To view a student's schedule in list format, select the "list" icon in the upper right corner of the "My Schedule" box.*
    - *Known problem: For a course with more than one meeting time (e.g. humanities, lab science course, etc.), the student's schedule will display a "Course has multiple meeting times" note rather than displaying the meeting times and locations. To see the meeting times and locations, click on the course heading. I.T. has submitted a ticket to Ellucian about this problem.*

View a list of your advisees:
- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Leave the search box blank.
- "Advanced Search"
- Select the current semester in the "Period" drop-down menu.
- Select "Search" at the bottom of the screen.
    - You also have the option of leaving all fields blank and choosing "Retrieve All" at the bottom of the screen, but the list that comes up will include advisees from previous semesters.)
- Follow the steps above to view individual advisees' information.

View a list of advisees with pending schedule requests or advisees who are on the Stop List:
- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Leave the search box blank
- "Advanced Search"
- In the "filter" drop-down menu, select "Pending Schedules" or "Stop List."
- Click the blue "Search" button in the lower right corner.

Registration

Authorize advisees to register:
- "Advising"
- "Authorize Registration"
- "My Advisees"
- Enter the student's name in the search box. (Student's name and ID will appear with a status of "Unauthorized" displaying.)
- Select the year/term/session in the "Period" box. (Traditional classes are in session 01.)
- Click the check box next to the student's name.
- Select the "Authorize" icon above the student's name (head/shoulders with check mark).
- Status will change from "Unauthorized" to "Authorized."

Approve student schedules when a student has a schedule on hold for advisor approval:
- "Advising"
- "Manage Advisees"
- "My Advisees" (select from drop-down menu)
- Enter the student's name in the search box.

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- Hit "Enter" on your keyboard or click the magnifying glass icon.
- Click the down arrow on the far right (next to the student's ID number).
- "Schedule Requests"
- In the "Decision" drop-down menu, select "Approve" or "Deny."
- "Save"

Grade Entry

- "Classes"
- "Course Management"
- Select "Period" and course;
- "Overall Grades"
- Enter grades in the "Submitted final grade" (or mid-term) column.
- "Save"
- "Submit" (when you are ready to make the grades permanent.
  - *- You can save and submit a few grades at a time, but you will not be able to change grades that have been submitted without contacting the Registrar's Office.*