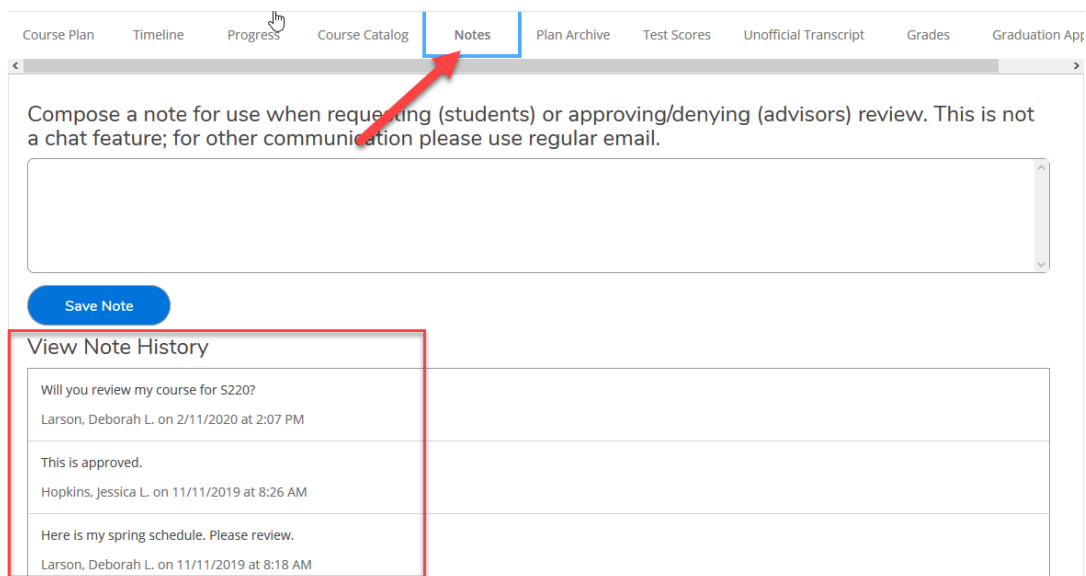# Advisor Approval Process for Registration

- Once a student requests a review, an automated email will be sent to the advisor from StudentPlanning@mckendree.edu. (Note: As Student Planning is implemented, you may not receive this email during the learning process. Make sure you communicate with your advisees to verify completion of their advisement for registration.)
- Log into MyMcK
- Log into Self-Service
- Click on the Advising icon to search for the student.
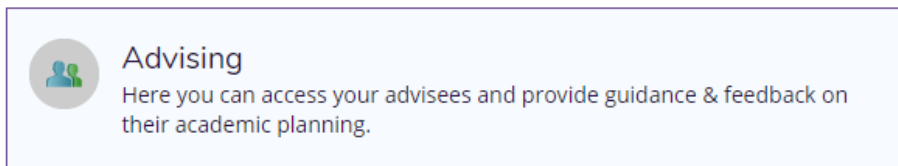
- If the student has requested a review, an icon will appear under the 'Review Requested' column next to their name, and will sort with the Review Requested students listed at the top.

- Click on 'View Details' to view the students schedule and plan.
- Click on the 'Notes' tab to view any notes from the student relating to their request under the 'View Note History' section.

- Click on the 'Course Plan' tab and scroll through each term (Fall, Fall 1, Fall 2) to review the term(s) where the student has added course sections and/or requested a review.

- If you do not approve of the schedule, Use the 'Search for courses...' text box on the top right to search for a specific course. You can type the course name (ENG-111) or course title (Academic Writing). Note: Any course with those words in the title will show in your results – Good way to search for Writing Intensive Courses with WI as your search.

- The Filter Sections option on the left hand column can be used to narrow down the results of available courses.
- Find the Course Name that is needed and click on 'View Available Sections for (Course Name)'
- Choose 'Add Section to Schedule' next to the appropriate section number.
- A detailed description of the Section will appear including Instructor, Meeting Information, Dates, Seats Available, Credits, Requisites (with notifications if they have not been completed already), and a Course Description.
- Select whether the course will be taken as Graded or Credit/No Credit on this screen and click 'Add Section'
  - Any major requirement course has to be taken for a Grade.
  - Credit hours from a course that is taken for Credit/No Credit does not count towards either Deans or Presidents List. (12 graded hours are required to qualify for either list.)

- Repeat this process to add any additional new sections. If you choose to remove a section, click on the Timeline tab and click on the 'X' for each of the scheduled sections that you would like to remove from each term.

- Once you approve of the schedule for each of the terms (Fall, Fall1, Fall2) click on the 'Notes' tab to 'Compose' and 'Save' a note containing any comments for the student on your review of their plan. If you have changed anything, be sure to include within the note all changes that have been made. (These notes will be viewable by everyone who has access to the student's

record, which allows for a history of recommended program and course requirements. Note: This is not a chat feature, but a place to leave a history of what is discussed between the advisor(s) and the student.)
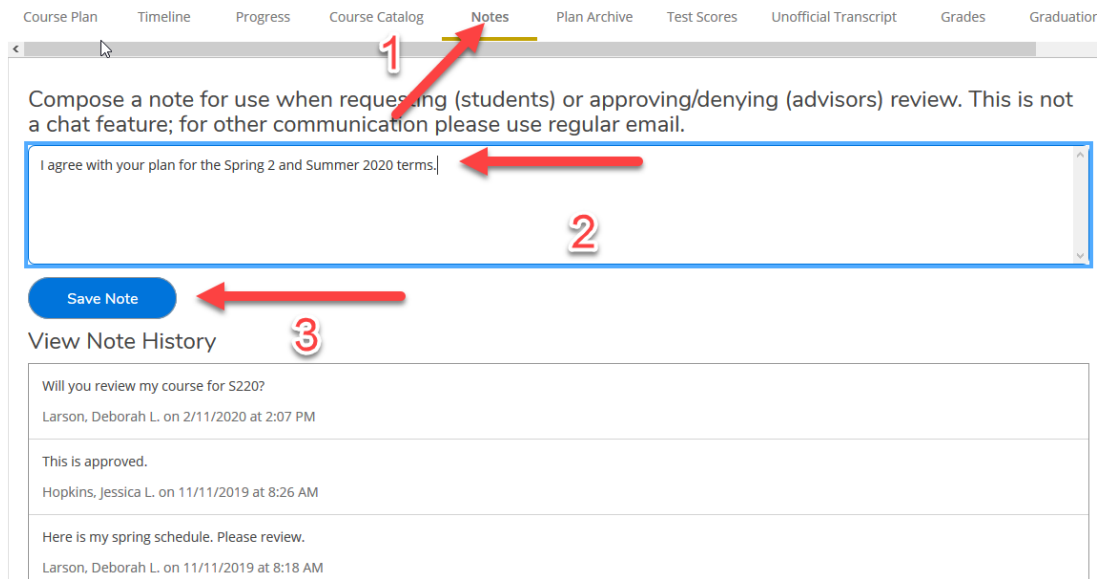

- On the top right hand corner click on the 'Review Complete' button to send an automated email to the student that you have Reviewed their plan/schedule in addition to placing an updated time stamp of your review.

- A notification will appear on the top right corner notating that the review has been completed and asking if you would like to archive this course plan. Choose the Archive button.
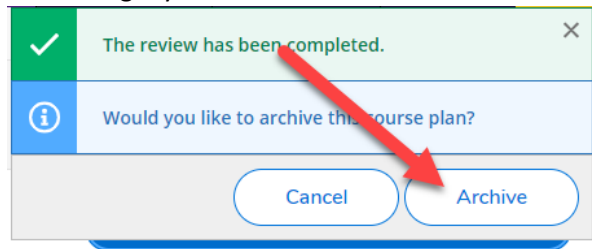
- The archived plan will be saved under the 'Plan Archive' tab and each archive will be saved for future download or review.
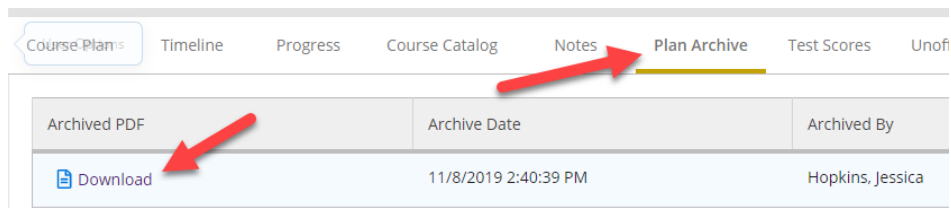
- After the plan is archived, which gives a detail of the intended schedule as a program evaluation and any notes you have made, click on 'Advisement Complete.' (**A student cannot register each term (Fall, Fall 1, Fall 2) until this button is pressed.**) The student will receive an email stating that you have marked them as advised and that they can register pending all additional registration requirements are met such as business office holds and contact information is updated.

Program(s):
Bachelor of Arts in Biology

Advisor(s):
Jessica Hopkins

Advisement Complete

Last advised on 1/7/2020 by Hopkins, Jessica L.

Review Complete

Course Plan last reviewed on 1/7/2020 by Hopkins, Jessica L.