

Self Service – Student Information for Advisors

- 1) Log on to Self Service
- 2) Select the advising tab and then select authorize registration.
- 3) Type the student's name and adjust the list to "all students" if not your advisee.

Manage Advisees

Basic Search | **Advanced Search**

Last Name: [] Last Name Prefix: [] Middle Name: [] First Name: [] ID: [] List: All Students

Search

- 4) Click the student's name to enable a drop down list of options.

Authorize Registration - All Students

2016 Summer | **2016 SUMMER 3** | 2016 Fall | 2016 FALL 2 | 2016 FALL 3

Select Filter: View All > Results Per Page: 10

Results Showing 1-1 of 1

Student ID [] ies Bses Stop List

Select all Periods
Deselect all Periods
View Dossier

Save

***Student information has been removed for privacy**

- 5) To verify a student's degree program code, select "View Dossier". Scroll to the academic area at the bottom of the screen. You will see the student's current academic standing, program, and declared degree.

Academic

	Year/Term/Session	GPA	Attempted Credits	Earned Credits	Total Credits	Transfer Credits	GPA Credits	Quality Points
Current GPA	2016/Spring/Full Session							
Cumulative GPA	2016/Spring							
Year/Term/Session	Program	Degree	Curriculum	Primary				
2016/Fall/Full Session	Undergraduate	BA Comm Studies	Comm Studies	Y				

Please Note – if the student does NOT have **ONLINE or OL listed with their degree program, you should not authorize them to register in terms that are followed by a number, i.e.) 2016 Fall 2 or 2017 Spring 3. These students should be authorized in regular terms only, i.e.) 2016 Fall.