

Two-Step Advisement Process in Student Planning

Step 1 - Review and Archive the Course Plan

In the **Course Plan** tab, scroll over to the term being reviewed using the > button.

Suzie Smart
Student ID: 1234567
Educational Goal: Master's
✉ ssmart1@naz.edu
Advisor(s): Linda Searing

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript

< > Spring 2017 - +

Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List | Calendar

Select	Approve	Deny	Course	Credits	Time	Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			No Section Selected	No Section Selected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			No Section Selected	No Section Selected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MTH-312: Linear Algebra	3	No Section Selected	No Section Selected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MTH-413: Real Analysis	3	No Section Selected	No Section Selected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MTH-309G: History of Mathematics	3	No Section Selected	No Section Selected

Step 1.1 - Check Select box next to course being reviewed and then select approve or deny. Do this for each course for term being reviewed.

Step 1.2 - Click here after review is completed.

Review Complete

Step 1.3 - When prompted to archive plan, click Archive.

This step is very important, as it provides documentation about which courses were advised.

✓ The review has been completed. [X]

i Would you like to archive this course plan? [X]

Cancel [Archive]

Step 2 - Approve Student for Registration

NAZARETH COLLEGE

Daily Work ▾ Advising ▾ Advising Overview

Search for courses...

Suzie Smart
Student ID: 1234567
Educational Goal: Master's
✉ ssmart1@naz.edu

Advisement Complete
Review Complete

Course Plan last reviewed on 11/9/2017 by Searing, Linda M.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

By registering for courses at Nazareth College, I acknowledge and agree to the following [TERMS](#).

After you have reviewed and archived the plan, click here to approve the student for registration.

Complete Advisement?

Are you sure you want to mark this student's advisement complete as of 2/15/2018?

Cancel Continue

Click on Continue to complete the process.