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.

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.

Step 1.3 - When prompted to archive plan, click Archive.
This step is very important, as it provides documentation about which courses were advised.
Step 2 - Approve Student for Registration

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

Click on Continue to complete the process.