



# Registration Approval Tutorial

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## Search for Students to Authorize

Before you can authorize students to register for classes, you must first list their names on the *Authorize Registration* page.

1. Search for the students, who you want to allow to register, in one of these ways:

Select	Description
<b>List</b>	<p>Select <b>one of the lists at the left side</b> of the <i>Authorize Registration</i> page to display information about all the students in that list. Depending on your permissions, you may have access to any or all of the following <b>Lists</b>:</p> <ul style="list-style-type: none"><li>• <b>My Advisees</b> - Students who have you assigned as their advisor for the most recent period within the range of periods administrators have chosen for the <b>My Advisees</b> list. Students who have withdrawn or graduated will not be included in the list.</li><li>• <b>My Students</b> - Students who are currently registered for one or more of the OPEN courses that you are currently teaching at the institution. The <b>My Students</b> list will NOT include students who are registered for courses which have ended.</li><li>• <b>All Students</b> - Students who are enrolled at the institution in the range of periods administrators have chosen for the <b>All Students</b> list. Students who have withdrawn or graduated will not be included in the list.</li><li>• <b>Former Advisees</b> - Students who you were assigned to advise for the periods administrators have chosen for the <b>Former Advisees</b> list, EXCEPT those students who would be listed on the <b>My Advisees</b> list. Students who have withdrawn or graduated will be included in the list.</li><li>• <b>Alumni</b> - Students who have graduated.</li></ul>

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Select	Description
<b>Quick Search</b>	<p>To perform a Quick Search:</p> <p>On the <b>Quick Search</b> tab, select a list.</p> <ol style="list-style-type: none"> <li>1. Specify a student's <b>ID</b> number, or at least part of the <b>First Name</b> or <b>Last Name</b>.</li> <li>2. Select <b>Search</b>.</li> </ol>

<b>Advanced Search</b>	<p>To perform an Advanced Search:</p> <ol style="list-style-type: none"> <li>1. On the <b>Advanced Search</b> tab, select a list.</li> <li>2. Specify the <b>Advanced Search</b> criteria for finding students in the list who are associated with a particular <i>Academic Period</i>, <i>Session</i>, <i>Program</i>, <i>Degree</i>, <i>Curriculum</i>, <i>College</i>, <i>Campus</i>, <i>Department</i>, <i>Class Level</i>, or <i>Status</i>.</li> <li>3. Select <b>Search</b>.</li> </ol>
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2. Review the search results. The following information appears for each student.

Field	Description
<b>Student</b>	<p>The student's name is a link to more information about the student.</p> <p><b><i>If you need to make sure</i></b> that the student is the one you want to authorize to register, follow these steps to view the student's dossier.</p> <ol style="list-style-type: none"> <li>1. Select the student's name.</li> <li>2. On the drop-down list, select <b>Dossier</b>.</li> <li>3. View the information that is available for the student, including: <ul style="list-style-type: none"> <li>• Student's <b>Name</b> (<i>Prefix, First Name, Middle Name, Last Name, Former Name, Suffix, and Nickname</i>)</li> <li>• Student's preferred <b>E-mail Address</b></li> <li>• Student's <b>Photo</b></li> <li>• Address and phone information</li> </ul> </li> </ol>

## Select

## Description

- Residency information
- Academic information (GPA and Curriculum)
- Student course schedule

4. When you are finished viewing the student's dossier, select **Close Window**.

## ID

The student's identification number. By default, this is the People ID assigned by PowerCAMPUS.

## Sessions

A list of the open sessions for the specified Year and Term.

## Stop List

If the student is currently on the **Stop List**, an **X** will appear in the Stop column. Select the **X** to view the student's Stop List. For each item on the Stop List, the system will display this information:

- The date on which the student's account was placed on the Stop List.
- The reason why the student's account was placed on the Stop List.
- Which Self-Service features the student is prevented from using, because the account is on the Stop List.
- Any comments that may have been recorded about the item.

Select **Close Window** to return to the *Authorize Registration* page.

3. Verify that the correct students are listed. If the ***desired students are not listed*** in the search results, perform a **New Search** or an **Advanced Search**.

## Select Students and Academic Periods

1. If you have not already done so, [Search for Students to Authorize](#).
2. Select the **Year** and **Term** for which you want to authorize the students to register by clicking on one of the tabs above the list of students' names.
3. Select the **Sessions** for which you want to authorize the students to register. The **Sessions** are labeled '**ACCEL**' for accelerated classes, '**MAIN**' for on-campus classes and '**OFCP**' for off-campus classes)

### To Authorize

### Do This

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#### All Students in the list

For each session for which you want to authorize registration for all the students in the list, click in the box next to the session names.

For example, if you click the box next to the session **MAIN** column heading, all the students in the list will be authorized to register for session **MAIN**.

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#### One Student in the list

For each student whose registration you want to authorize, you can either:

- Select each **session** for the student, **or**
- Select the **student's name** to display a drop-down list. Then choose **Select all periods** or **Deselect all periods**.

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4. Select **Save** to record all your changes.

- ✚ If you **authorized** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **OK to Register** on the student's *Registration* page. The student can then register for classes for that **Period**.
- ✚ If you **did not authorize** a student to register for a Year, Term, and Session, that **Period** will be listed with the status **Advisor authorization needed to register** on the student's *Registration* page.