

**FACULTY ONLINE REGISTRATION PROCEDURES**  
**PRIORITY REGISTRATION**  
**NOVEMBER 1 - NOVEMBER 30, 2006**

1. Students will be able to create and submit their schedules beginning on **November 1, 2006 at 12:01 AM**. Once a student has submitted his/her schedule, their advisor will receive an email notification that their student's schedule is ready for approval. Advisors should check their email at least once in the morning and once in the afternoon throughout the month of November.
2. To approve schedules, you must first login to IQWEB.
3. Click on the words ***Approve Schedules*** on the left.
4. Click on the ***My Advisees*** tab, and then click on ***Search*** at the bottom of the screen.
5. A list of students who have a schedule waiting for your approval will appear.
6. Click on the **Magnifying Glass** next to a student's name to bring up their schedule. You will then be able to see the courses that the student has selected for your approval.
7. If you would like to view the student's **Academic Plan** before approving their schedule, you can right click on ***Student Advising*** on left and choose *Open in New Window*. Once the new window has opened, you can choose the ***My Advisees*** tab, and then click on ***Search*** at the bottom of screen, or you can search by the student's name. Once the student's name appears, you can click on the **Magnifying Glass** under **Academic Plan**. Then click on **View Academic Plan**, then **View Academic Plan** again, then **Expand All Views**. Once you have finished viewing the student's academic plan, you can close that window.
8. On the **Approve Schedules** screen that you previously opened, you will see that each course has a radio button under the words ***approve*** and ***decline***. You will click on these buttons next to each class to either approve or decline the student's choices. You may add comments to explain your actions in the box provided.
9. Once you have either approved or declined all of the student's choices, you must click on ***Process Schedule***. This completes your approval process. You do not have to click on finalize schedule. This step will be done for all students by the bursar at the completion of online registration.
10. The students will be sent an email by IQWEB showing them which of their classes have been approved and/or declined, and if they need to, they will then choose another class and the process will begin again with an email sent to you showing that their schedule is once again pending approval.
11. Students will have the ability to drop and add classes throughout the month of November, so you may receive additional emails and have to approve additional classes for each student.
12. The online registration system will be closed at midnight on **November 30, 2006**. It is imperative that advisors check their email on **Friday, December 1, 2006** and approve and/or decline the classes on the remaining students' schedules. If an advisor declines a class after the online system is closed, the student must make arrangements to meet with the advisor **before 4:30 PM on Wednesday, December 6, 2006** to complete registration on paper. Students who do not clear up any problems by close of business on Dec. 6, must do so through regular registration which begins on January 9, 2007.