

## Advisor Online IQ Web Registration Checklist

### Authorize Registration – use during the initial semester registration period

- Select the **Authorize Registration** link from the menu bar.
- Select the desired year/term. Click the **Go** button if the session selection box does not appear automatically.
- Select the session 00. Click the **Submit** button.
- Place a check-mark next to the student you have advised and feel is ready to register.
- Click the **Submit** button when finished.
- Repeat the steps above for every student that you advise.
- If the student is a double major, the second advisor should authorize the student for registration.

### Approve Course Schedule – use during Add/Drop

- When a student submits a course for advisor approval, a space is held for that student until a decision is made by the advisor. The student's name does not appear on the class list until advisor approval is granted.
- If the class is approved by the advisor, the student is immediately registered for the class.
- If the class is declined by the advisor, the space is released and the student can only add the course by using a manual Add Form submitted to the Registrar.
  
- Select the **Approve Schedules** link from the menu bar.
- Leave the search criteria blank and click on the **Search** button. This will show all advisees requesting a schedule approval.
- Click on the magnifying glass next to the student's name to see the schedule change needing approval.
- If you don't want to make a decision at this time, select **Search for Another User** to close the screen without making changes. You may then email the student through regular email, choose another student or select another menu item.
- Click the **Approve** or **Decline** button next to each course. Do not enter any comments.
- Click the **Process Schedule**. This will register the student for the class or release the space.
- Select **Search for Another User** to look for other student schedules that need your approval.