

Advisor Meeting Confirmation

After meeting with your advisees you will remove your advisees' Registration Restriction to allow them to register when online registration opens for their class. This process is similar to the confirmation process used in the past.

Remove Registration Restriction

- Log in to the Grizzly Gateway
- Click on 'WebAdvisor for Advisors'
- Click on 'Advisor Information'
- Click on Remove Registration Restriction

- From your list of Advisees, select the advisee you want to approve for registration and click on 'Submit'

The screenshot shows the Ursinus College WebAdvisor interface. At the top, there is a navigation bar with the Ursinus College logo and the text 'Ursinus College'. Below this, there is a 'Menu' button and a link to 'Ursinus Test Portal - Staff'. The main content area is titled 'WebAdvisor' and contains a sidebar on the left with the following options: 'Advisor Information', 'Advisees', 'Academic Planning', and 'Remove Registration Restriction'. The 'Remove Registration Restriction' option is highlighted. The main content area displays a table of advisees with the following columns: Student ID, Name, Program, Reunion Class, Advising Date, and Comments. The table contains three rows of data:

Student ID	Name	Program	Reunion Class	Advising Date	Comments
<input checked="" type="radio"/>	Albert, Ashleigh M.				
<input type="radio"/>	Bond, Jacqueline K.			10/09/2015	Jackqu's program does not show
<input type="radio"/>	Diaz, Wilbert			10/12/2015	Wilbert is good to go!

Below the table, there is a section for 'Security Access Messages' with the text 'None'. A 'SUBMIT' button is located at the bottom right of the page.

- The 'End Date' of the Registration Restriction defaults to 'today', you may change it if necessary.
- You may enter a Comment regarding the approval for this student to register.
- Click on 'Submit'

****Note – at this time the date and comment for a student may only be entered once.**

The screenshot shows the Ursinus College WebAdvisor interface. At the top, there is a navigation bar with the Ursinus College logo and the text 'Ursinus College'. Below this, there is a 'Menu' button and a link to 'Ursinus Test Portal -> Staff WebAdvisor'. The main content area is divided into two panels. The left panel, titled 'WEBADVISOR FOR ADVISORS', contains a sidebar with 'Advisor Information' and sub-links for 'Advisees', 'Academic Planning', and 'Remove Registration Restriction'. The right panel, titled 'End Registration Restriction', contains a form for a student named Ashleigh M. Albert. The form includes a 'Go back' button, a 'Required' section with fields for 'Student ID: 0044587', 'Name: Albert, Ashleigh M.', 'Program:', and 'Class:'. The 'End Date*' field is set to '10/12/2015'. Below these fields is an 'Optional Comments' text area containing the text 'Ashleigh is approved to register for 21 credits'. A 'SUBMIT' button is located at the bottom right of the form.

11/2/18