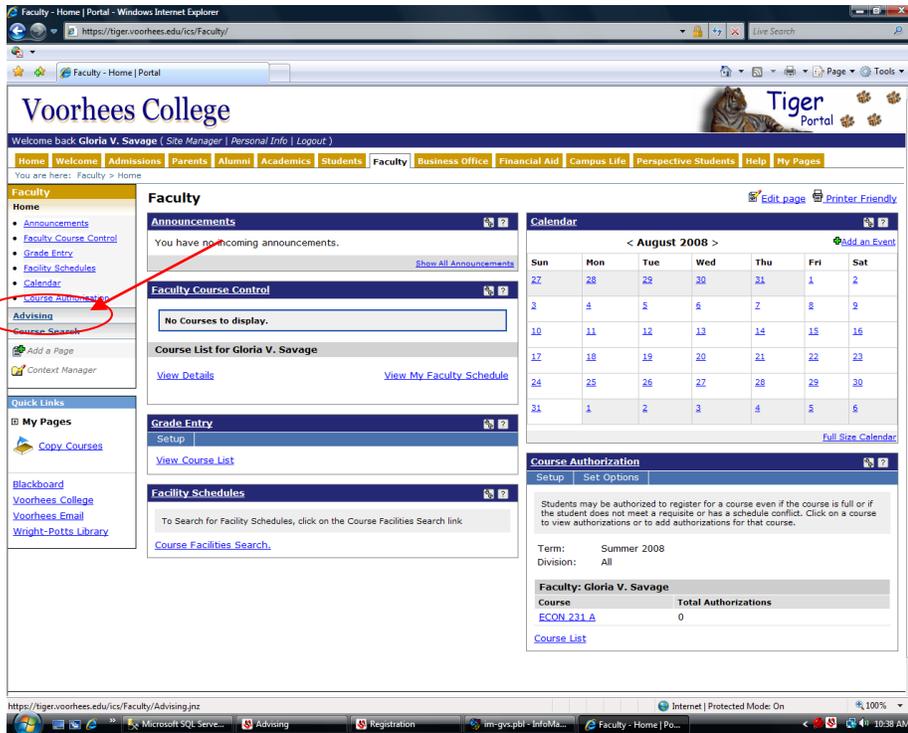
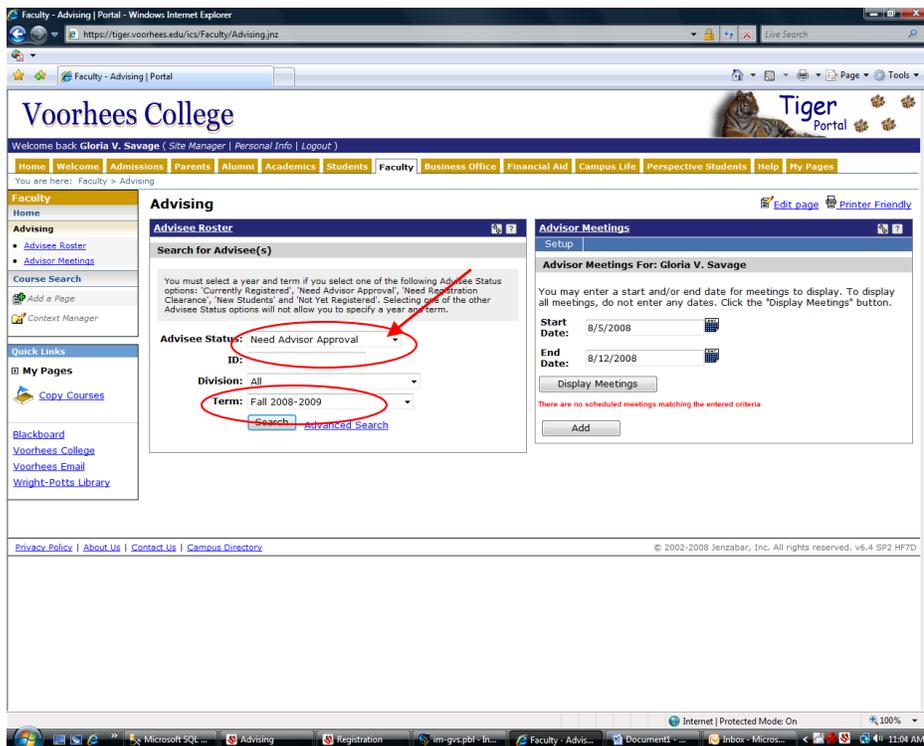


1: Log into JICS & select the Faculty tab at the top. Then, select Advising.



2: For Advisee Status, select “Need Advisor Approval” & for Term, make sure the semester & year are correct. Now hit the “Search” button.



3: Advisees listed will be those that have registered online for courses that need your approval. Select a student to review/approve courses.

The screenshot shows the Tiger Portal Advising page. The main content area is titled "Advisee Roster" and includes a search form with the following fields: "Advisee Status" (set to "Need Advisor Approval"), "ID" (empty), "Division" (set to "All"), and "Term" (set to "Fall 2008-2009"). Below the search form, there are links for "Export to Excel" and "Email Listed Advisees". A table titled "Advisee Roster for: Gloria V. Savage (5 advisees)" is displayed with the following data:

FERPA Restrict	Name	Student ID	Needs to Register?
	Barbee, Monae M.	71077	
	Graham, Ashley C.	68550	
	Hudson, Laquanza L.	65449	
	Jennings, Vanessa R.	67947	
	Student_Test	88580	

4: You are taken to the Advisee Roster page. Select "Course Needs" to review the Advising Worksheet or Recalculate Student Progress. Select "Add/Drop Courses" to review courses needing approval.

The screenshot shows the Tiger Portal Advising page for a specific student. The page is titled "Advisee Roster - Advisee Details" and includes a "Test Student" section with the following information: "Classification: Freshman", "Max Credits: 9.99", "Advisor(s): Gloria V. Savage, Castine Rhoades", and "Major: General Studies Education". Below this, there are several sections of links, including "Academic Records", "Financial Aid", "Housing", and "Registration". The "Registration" section contains the following links: "Add/Drop Courses", "Student Schedule", and "Advanced Course Search". Red circles and arrows highlight the "Course Needs" link in the "Advising" section and the "Add/Drop Courses" link in the "Registration" section.

5: On the “Add/Drop Courses” screen, first, make sure the Term is correct.

This form has three sections:

In the top section, you can search and/or add course(s) to a student’s schedule.

The middle section shows the student’s current registration schedule with courses you have already approved. Using the “Drop” box, you can remove courses from the student’s schedule.

The last section contains courses needing approval. To approve, select the “Approve” box(es) & the “Advisor Approval” button. To remove or disapprove course(s), select “Drop” and select the “Cancel Selected Approval Requests” button.

You may want to return to the “Advisee Roster” screen & send an email to the student to explain that you did not approve or added other courses to their schedule.

The screenshot displays the 'Add/Drop Courses' interface. At the top, it shows the 'Term' as 'Fall 2008-2009' and 'Division' as 'Undergraduate'. Below this, a message states: 'The Add Period is open from 8:00 AM on 6/12/2008 until 8/14/2008 and the Drop Period is open from 6/12/2008 until 12:01 AM on 8/14/2008. You are currently registered for 3 credits. You are pending registration for 3 credits.'

The 'Add by Course Code' section includes a form with six rows for entering course codes and section numbers. A red arrow points to the 'Add Course(s)' button below this form.

The 'Your Schedule (Registered)' table lists one course:

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	ENG 131 A	Idea and Exp	MWF 8:00 - 8:50 AM	Voorhees Campus Humanities Building 130	3.00

A red arrow points to the 'Drop Selected Courses' button below this table.

The 'Awaiting Advisor Approval' table lists one course:

Approve	Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	BIO 130 B	Fun of Bio	MWF 10:00 - 10:50 AM	Voorhees Campus Science Building 113	3.00

A red arrow points to the 'Advisor Approval' button below this table. A warning message states: 'Advisor's approval is required for these courses before registration can be completed.'