1: Log into JICS & select the Faculty tab at the top. Then, select Advising.
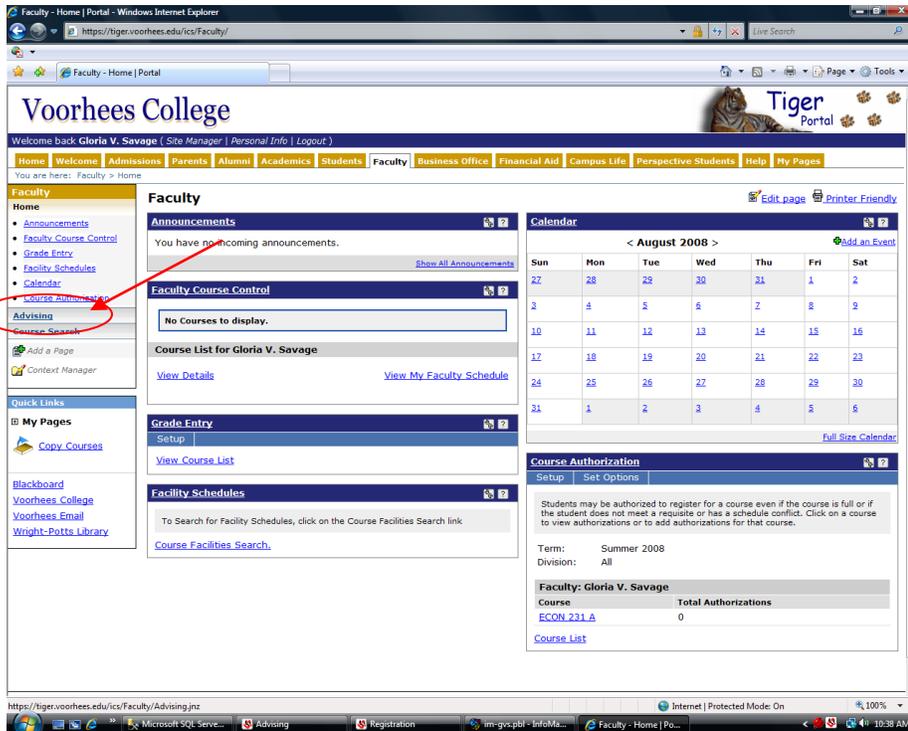
2: For Advisee Status, select "Active Advisees" or "All". Now hit the "Search" button.
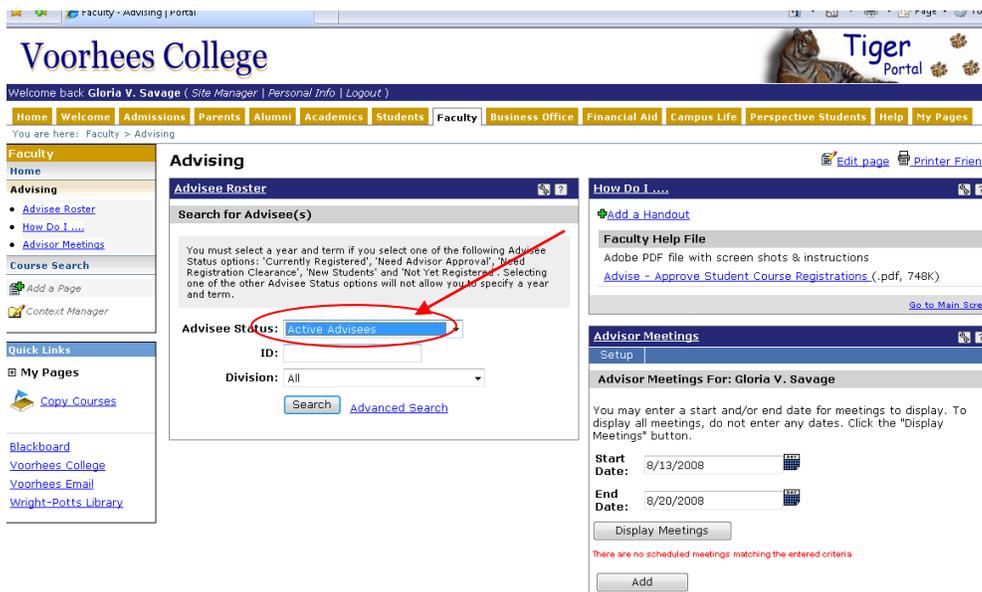
3: Advisees listed will be those that are assigned to you. Select the student that needs assistance registering for courses.

4: You are taken to the Advisee Roster page. Select "Course Needs" to review the Advising Worksheet, see the Course Needs or Recalculate Student Progress. Select "Add/Drop Courses" to review the student's schedule and assist the student in adding or dropping courses.

5: This form has two sections:

In the top section, you can search and/or add course(s) directly 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.