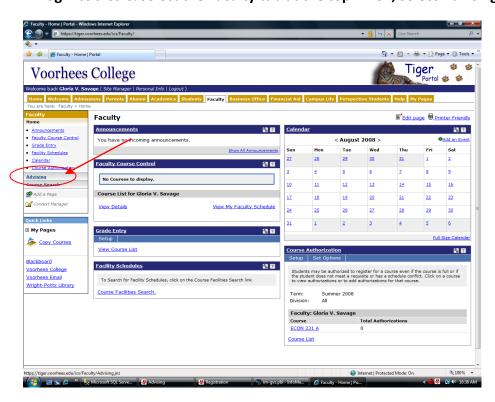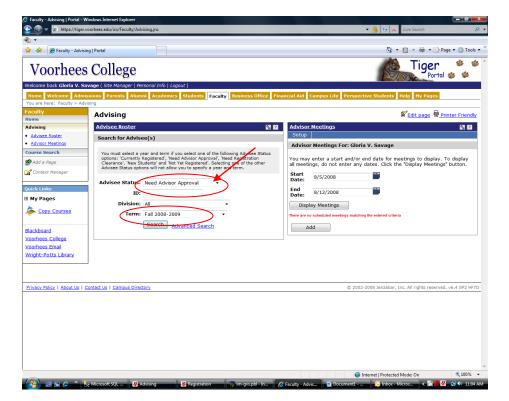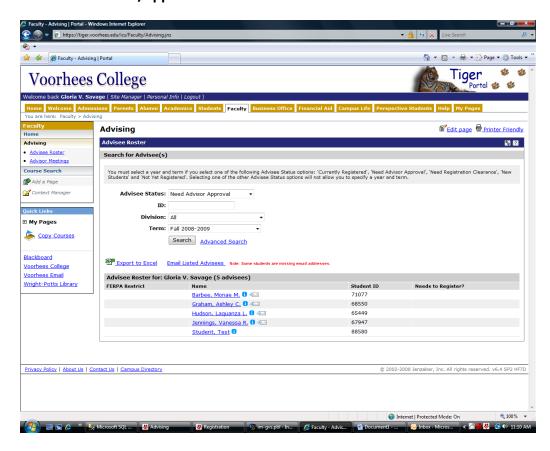**1: Log into JICS & select the Faculty tab at the top. Then, select Advising.**
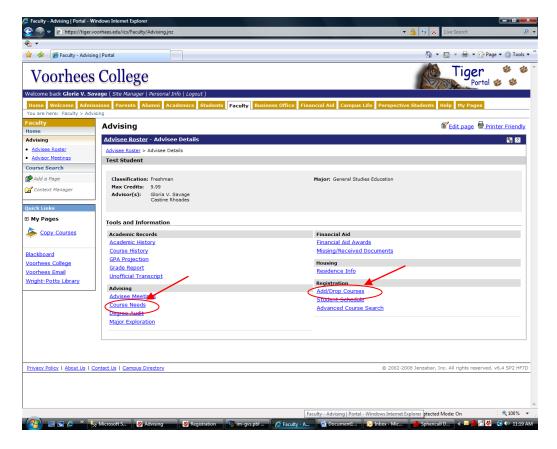

2: For Advisee Status, select "Need Advisor Approval" & for Term, make sure the semester & year are correct. Now hit the "Search" button.

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

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.

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.