

## Providing Advising Authorization



Advising Authorization is a task performed by Advisors during the Advanced Class Registration period for the Fall and Spring terms. All Undergraduate Students at UMBC must have Advising Authorization before they can register for classes.

### Accessing Advising Authorization

To access

1. Log into 

There are a variety of locations in myUMBC where you can access this function. Choose the way you prefer.

<p><b>Topics &gt; Classes &amp; Grades &gt; Advising Authorization</b></p>  <ul style="list-style-type: none"> <li>★ <b>Teaching Schedule</b> View your teaching schedule</li> <li>★ <b>Academic Dates &amp; Deadlines</b> Schedule of classes, semester dates and deadlines, final exam schedule.</li> <li>★ <b>Advising Authorizations</b> Provide advising clearance for a student</li> </ul>	<p><b>Topics &gt; Advising &amp; Student Support &gt; Advising Authorization</b></p>  <ul style="list-style-type: none"> <li>★ <b>Advising Center</b> View a student's advising profile, manage advising notes, provide advising clearance and view student academic information and transcripts.</li> <li>★ <b>Student Academic Information</b> IMPORTANT: Beginning on June 1, 2011, the Student Academic Information link will be consolidated with the Advising Center.</li> <li>★ <b>Advising Authorizations</b> Provide advising clearance for a student</li> </ul>	<p><b>Topics &gt; Advising &amp; Student Support &gt; Advising Center &gt; Advising Authorization</b></p> <p><b>UMBC Advising Center</b></p> <p><b>Advisee Information</b></p> <p>Empl ID: <input type="text"/></p> <p>Institution: <b>UMBC1</b> University of Maryland Baltimore County</p> <p>Career: <b>UGRD</b> Undergraduate</p> <p>Term: <b>2112</b> Spring 2011</p> <p><b>Advising Links</b></p> <p><a href="#">Advising Authorization</a></p> <p><a href="#">New Advising Notes</a></p> <p><a href="#">Advising History</a></p>
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### Search for a Student

<p><b>Advising Authorization</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Emplid: <input type="text"/> begins with</p> <p>Term: <input type="text"/> begins with</p> <p><b>Campus ID: <input type="text" value="XP88816"/> begins with</b></p> <p>Last Name: <input type="text"/> begins with</p> <p>First Name: <input type="text"/> begins with</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="checkbox"/> <a href="#">Save Search Criteria</a></p> <p><b>Enter the Campus ID for the student in which you need to provide Advising Authorization.</b></p> <p><b>Then click Lookup or Search.</b></p>	<p><b>Advisee Information</b></p> <p>Empl ID: <input type="text"/></p> <p><b>Look Up</b></p> <p><b>Look Up Empl ID</b></p> <p>ID: <input type="text"/> begins with</p> <p><b>Campus ID: <input type="text" value="XP88816"/> begins with</b></p> <p>National ID: <input type="text"/> begins with</p> <p>Last Name: <input type="text"/> begins with</p> <p>First Name: <input type="text"/> begins with</p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p>
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## Providing Advising Authorization

### *Provide Authorization*

1. Confirm Student Name and the Term.
2. Check the box “**Eligible to Enroll.**”
3. Click **Save.**

The screenshot shows the 'myUMBC PeopleSoft CAMPUS SOLUTIONS' interface. The breadcrumb trail is: PS Favorites > Main Menu > UMBC Custom Items > UMBC Records and Enrollment > Advising Authorization. The page title is 'Undergraduate'. A table shows 'Academic Institution: UMBC1 UMBC' and 'Term: 2118 Fall 11'. The 'Eligible to Enroll' checkbox is checked. A large text box contains instructions and warnings. At the bottom, the 'Save' button is highlighted.

**Confirm the Term**

**Check the box**

**Eligible to Enroll Instructions:**

- Verify that the student name, career (undergraduate) and term are correct.
- Check the "eligible to enroll" checkbox above this message.
- Save your change using the yellow "save" button found at the bottom left corner. Saving this page with the "Eligible to Enroll" box checked provides the student with the advising clearance required for registration.

**Warning:** Student cannot enroll for courses in this term until this page is saved.

**Note:** The advising clearance you have granted through this page enables the student to register provided no other restrictions exist. The clearance does not override service indicators which may prevent a student from registering (financial, etc).

The enrollment appointment for degree seeking students will be viewable after advising clearance has been granted by the academic advisor.

**Click SAVE!**