Clearing Advisees in Self-Service

Access [Self-Service/Academic Planning](#) in your preferred way. If you are initially routed to the main page, select the "Advising" tile to go to your [Advisees](#).

In the "Date of Last Advisement" column, you will see one of two things:

1. A date: If the date falls within the <u>current</u> semester, that means this student has already been cleared to register, either by you or they are studying abroad and have been batch cleared. If the date falls within the <u>previous</u> semester, the student has not yet been cleared to register.
2. "N/A" means one of two things:
   - This student is a Senior and does not need to be cleared
   - This student needs to be cleared for registration

Select "View Details" on the far right for the applicable student.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
		👥		Undecided	(Orientation) (ALEX Program) (Career)	u@hamilton.edu	View Details

The "last advised" date will appear in the upper right corner of the screen after you select "View Details":

Advisement Complete

Last advised on 10/1/2024 by

Review Complete

From here, you can scroll down to see the courses the student has selected for next semester on the Course Plan tab. <u>Be sure to use the blue < or > arrows under "Course Plan" to toggle to the applicable semester</u>:
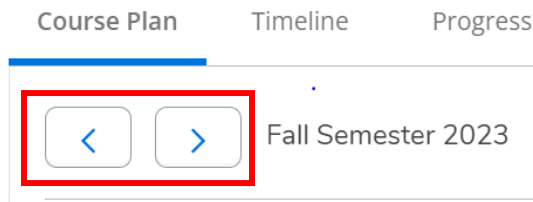
When you are ready to clear the student, click the white "Advisement Complete" button at the top right to clear the student to register.
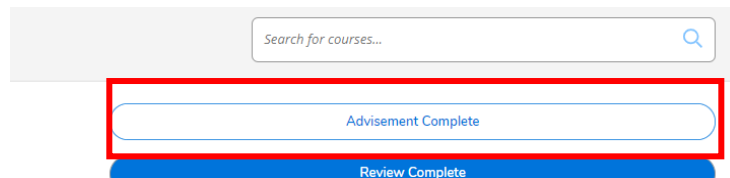
You will then see the following message. Click "Continue" if you wish to clear the student to register:
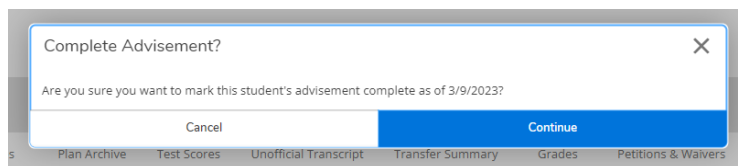
NOTE: There is also a blue "Review Complete" button on the Advisee detail screen. This button does NOT clear the student to register. This is not used very often, but students may request that an advisor review their plan in Self-Service. The "Review Complete" button automatically notifies the student that their request has been completed.