

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: a date or “N/A.” If the date falls within the current 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 you see “N/A,” that means one of two things:

1. This student is a graduating Senior (if this is the Spring term) and does not need to be cleared.
2. This student needs to be cleared for registration.



If you need assistance in determining who is a graduating vs rising Senior, please contact the Registrar’s Office. We are hoping to get class years added to this screen soon but don’t have any definitive date on when that will happen.

Select “View Details” on the far right for the applicable student.

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

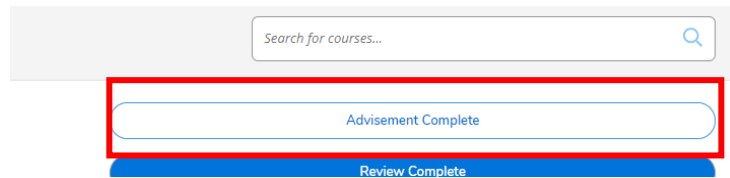
From here, you can scroll down to see the courses the student has selected for next semester on the Course Plan tab. Be sure to use the blue < or > arrows under “Course Plan” to toggle to the applicable semester:

Course Plan Timeline Progress

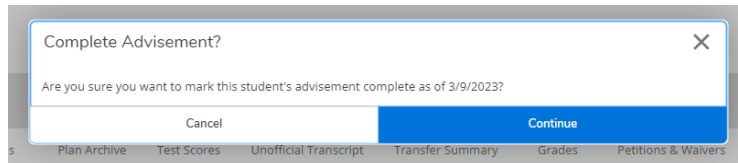
  Fall Semester 2023

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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:



On the page that lists all of your advisees, under the “Date of Last Advisement” column, you will see which students have been cleared or need to be cleared. Here are the options you will see under “Date of Last Advisement” and what they mean:

- N/A = this student is either a Senior or needs to be cleared
- If there is a date in the future: This is a study abroad student who was already “batch cleared”
- A date in the past, but still in this current semester = you have cleared this 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.