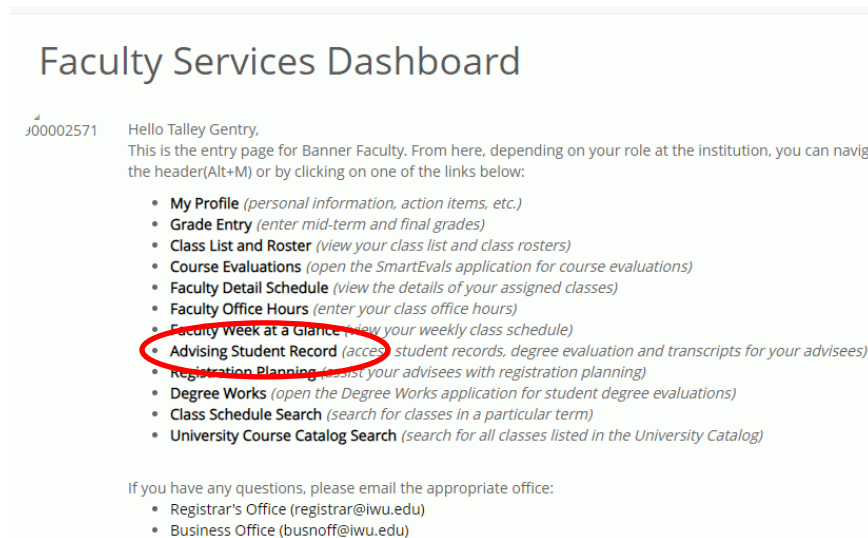


# Instructions for accessing advisee registration time ticket and release of Advising Registration Hold

From Faculty Dashboard

1. Click Advising Student Record



The screenshot shows the 'Faculty Services Dashboard' for user J00002571. It includes a greeting and a list of navigation links. The link 'Advising Student Record' is circled in red. Below the list, there is contact information for the Registrar's Office and Business Office.

**Faculty Services Dashboard**

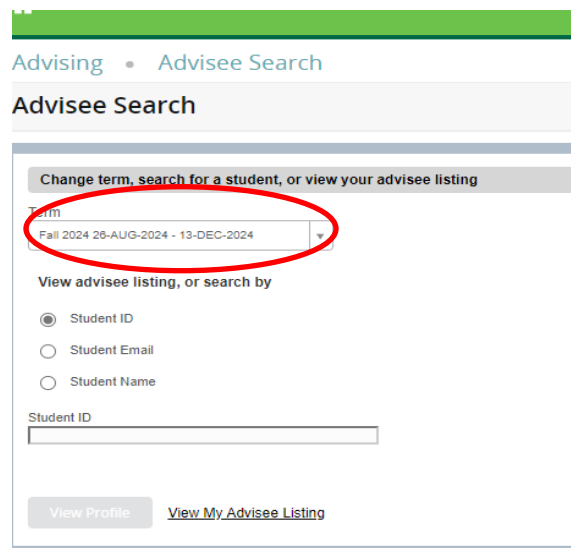
J00002571 Hello Talley Gentry,  
This is the entry page for Banner Faculty. From here, depending on your role at the institution, you can navigate the header(Alt+M) or by clicking on one of the links below:

- **My Profile** (personal information, action items, etc.)
- **Grade Entry** (enter mid-term and final grades)
- **Class List and Roster** (view your class list and class rosters)
- **Course Evaluations** (open the SmartEvals application for course evaluations)
- **Faculty Detail Schedule** (view the details of your assigned classes)
- **Faculty Office Hours** (enter your class office hours)
- **Faculty Week at a Glance** (view your weekly class schedule)
- **Advising Student Record** (access student records, degree evaluation and transcripts for your advisees)
- **Registration Planning** (assist your advisees with registration planning)
- **Degree Works** (open the Degree Works application for student degree evaluations)
- **Class Schedule Search** (search for classes in a particular term)
- **University Course Catalog Search** (search for all classes listed in the University Catalog)

If you have any questions, please email the appropriate office:

- Registrar's Office (registrar@iwu.edu)
- Business Office (busnoff@iwu.edu)

2. Select the appropriate term: **(Make sure you have selected the appropriate term for registration)**



The screenshot shows the 'Advising Student Record' page. The 'Term' dropdown menu is circled in red, showing 'Fall 2024 26-AUG-2024 - 13-DEC-2024'. Below the dropdown, there are radio buttons for 'Student ID', 'Student Email', and 'Student Name'. A 'Student ID' input field is also present. At the bottom, there are buttons for 'View Profile' and 'View My Advisee Listing'.

Advising • Advisee Search

### Advisee Search

Change term, search for a student, or view your advisee listing

Term  
Fall 2024 26-AUG-2024 - 13-DEC-2024

View advisee listing, or search by

Student ID  
 Student Email  
 Student Name

Student ID  
[Input Field]



[View Profile](#) [View My Advisee Listing](#)

3. Click on View My Advisee Listing to get a list of assigned advisees, click on the name of the appropriate student.

Advising • [Advisee Search](#) • [Advisee Listing](#)

## Advisee Listing

Fall 2024 08/26/2024 - 12/13/2024    Fall 2024 08/26/2024 - 12/13/2024

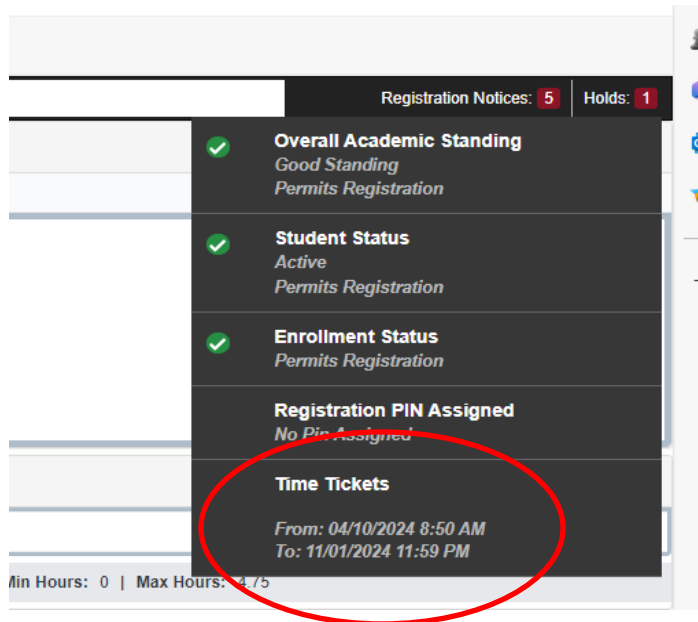
Name and ID	Program	Primary Major
 <a href="#">Boop, Betty</a> 900339630 <a href="#">View Profile</a>	BA for Liberal Arts	Business
 <a href="#">Dean, Timothy</a> 900310681 <a href="#">View Profile</a>	BA for Liberal Arts	Biology

Page 1 of 1 | 10 Per Page

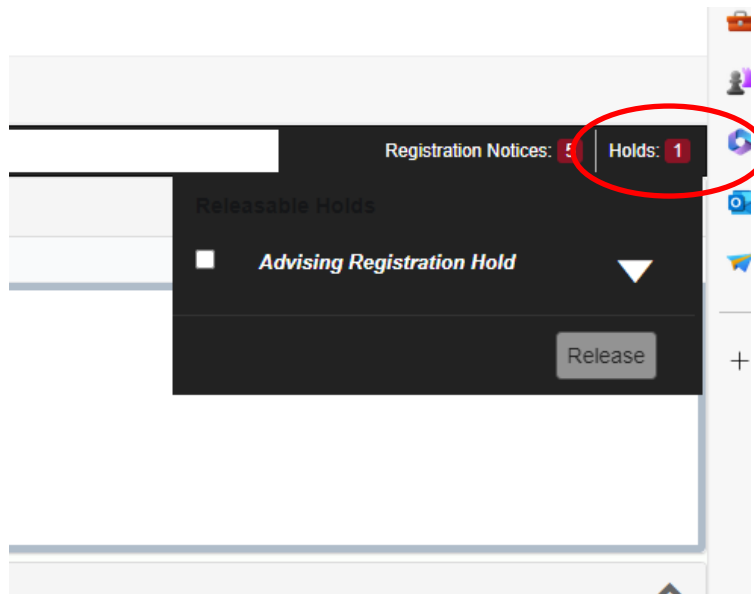
4. This will bring up the Advising Student Record. You can see the students Registration day/time by clicking on Registration Notices in the upper Right corner

Registration Notices: 5    Holds: 1

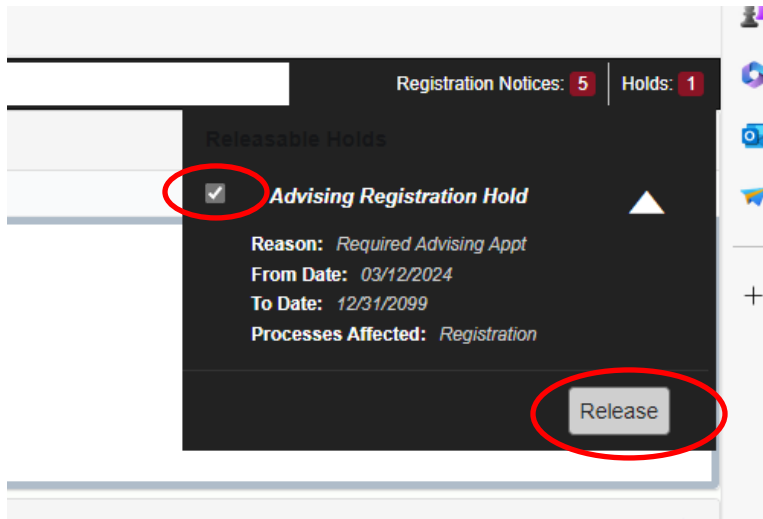
5. This shows you the beginning date that the student is eligible to begin registration.



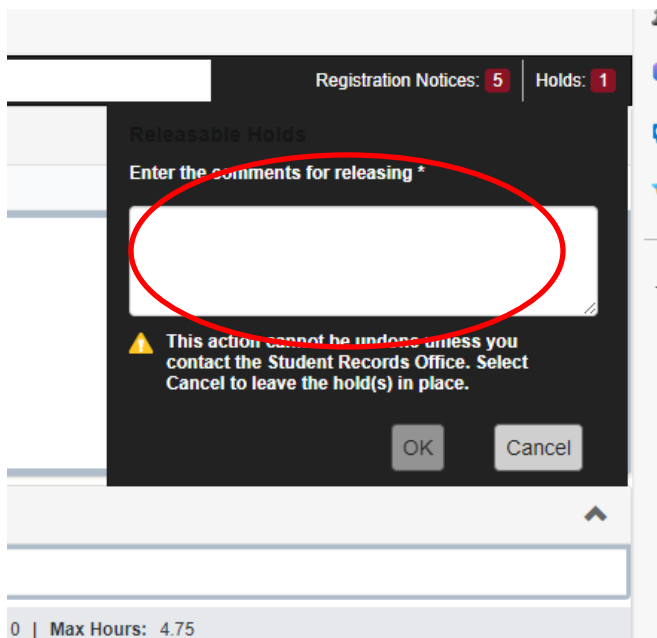
6. Click on Holds to see the Holds the student has to clear for registration. The new Advising Registration Hold can be found here and must be released by the academic advisor before the student can register.



7. To clear the new Advising Registration Hold, click on the white box next to Advising Registration Hold, then click Release



8. Once you click Release, the comment box will appear.



9. Please enter a comment (example below). A comment must be entered in order to clear the hold. Once the comment is entered, click OK. This will release the Advising Registration Hold from the student and they will be able to register for classes on their assigned day. This eliminates the need for the registration pin number.

