

Instructions for Clearing Advisees

Please note that, in order for students to register online you must clear them for registration (see below).

To clear students:

- 1) Go to <http://global.wells.edu>.
- 2) Log in using your User ID (the part of your Wells e-mail address that precedes the @ symbol) and Password.
- 3) Click on the "Faculty and Staff" tab (near the top of the page).
- 4) Click on "Advisor" (left hand side of page, near the top).
- 5) Click on "My Advisees."
- 6) In the large box labeled "Search for Advisee(s)," go to "Advisee Status" and choose from the drop down menu **"Need Registration Clearance."** Please note that it is important to choose the correct item, **"Need Registration Clearance"** from the drop down menu!
- 7) Leave the "ID" box blank and leave the "Division" drop down defaulted to "All."
- 8) Now to go "Term" and choose from the drop down menu the year and term registration is for, **ex: Fall 2012**. Again, it is important to choose exactly the year and term registration is for and not one of the other items that contains a variation of this.
- 9) Click the gray "Search" button.
- 10) You should now scroll down (using either the slide bar on the right hand side of your screen or the down arrow) and be able to view the "Advisee Roster" of your students who need registration clearance.
- 11) To grant clearance to a student, click the gray button called **"Grant"** that appears to the far right of the student's name.
- 12) The student is now cleared for online registration!

If you would like to keep an electronic record of the courses that you and your advisee have agreed on, you can do that by using the **"Advisor Meetings"** function. To get there, click on **"My Advising Meetings"** (left hand side of screen, the other option in addition to "My Advisees," still in the "Advisor" section under "Faculty and Staff").

Now click on the "Add" button, then select a student from the drop down menu and fill in the remaining fields as appropriate, using the "Notes" section to list the courses you and the student agreed on.

Click "Save" or "Save and Add Another" (if you want to record notes for another student), and you now have a record of your meeting.

Please contact me if you have any questions or concerns.