myRegistration How-To Guide
for Advisors

Overview

Advisors play a key role in student success. myRegistration supports the role of advisors with a set of tools that will free them to focus their advising sessions on learning, career development, and degree progression, instead of the clerical task of planning schedules. Advisors have the ability to make course recommendations within myRegistration to a single or group of students using the "Advise a Student" feature.

myRegistration is available on computer desktops, tablets, or phones. Screens may appear differently on the various platforms.

It is recommended advisors also review the **myRegistration How-To Guide for Students** to understand the many features offered by this software.

Steps

1. Select an advisee
2. Search for courses
3. Submit a recommendation
4. Choose another term or advisee
5. Modify/remove a recommendation

Step 1 – Select an advisee

- Login to myGate and open the Teaching/Advising tab. Scroll to Links box and select the **Advise a Student with myRegistration** link under Advising.

Links (T/A)

Teaching:
Course Rosters
Grade History
IASystem Faculty Portal
IASystem Administrators (Deans and Chairs) Portal
Registration Overrides
Troubled Students - Intervention Team
Faculty Development Center

Advising:
Information for Academic Advisors
Advisee Listing
Schedule of Classes
NEW - Advise a Student with myRegistration (Tutorial)

- Click the **Advise a Student** link on the myRegistration welcome page.

Welcome to myRegistration - Advising

myRegistration will help students find an optimal class schedule. All Undergraduate students must meet with their academic advisors prior to registering for classes. All holds affecting registration must also be resolved prior to registration.

myRegistration Advising allows advisors to recommend class options to advisees giving the student the capability to create an optimal schedule. As an advisor, you also have the option to advise a student.

CONTINUE

- Search for an advisee by their student Mnumber or by their first or last name. Select the correct student and click on the START ADVISING button.

Spring 2022

Summer 2022

Fall 2022

Analytics

Settings

Start Over

Student ID- enter M# or name

START ADVISING   CANCEL

Ima Racer M00   x

START ADVISING   CANCEL

- At the top of the page, it will show the advisor's name and the student being advised. Click on the CONTINUE button.

Advisor Name   advising for Ima Racer (M00   )

Welcome to myRegistration

This software will help you find an optimal schedule for the student you are advising.

CONTINUE

- Select the appropriate term.

SELECT TERM

Select a term:

Spring 2022

Summer 2022

Fall 2022

- The following messages may appear for certain students. The student will also see these messages on their myRegistration. Be sure to discuss these holds with the advisee during the advising session. Registration holds will not prevent advisors from using myRegistration and saving course recommendations for advisees.

Action Required

⚠ Attention: Hold present which will prevent registration: Bursar Schedule Hold - Check Money Tab - myGate

⚠ Attention: Hold present which will prevent registration: College Transcript Needed - F21 WKCTC

How to Resolve Registration Holds

Fall 2022

ℹ Term selection permitted only because you are an advisor.

🚫 Registration Verification Federal mandates require students to enter and verify certain contact information each semester. Completing this form will help us comply with Federal regulation, as well as provide better service to you in the event of an emergency. Please complete here prior to proceeding.

Step 2 – Search for courses

- myRegistration now displays 2 panels – **Select Courses** and **Schedule Results**. Notice the links under the intelligent search bar.

- Enter courses recommended for the advisee to enroll in for the chosen semester. Search by **subject code**, **course number**, **course title**, **instructor**, or **CRN**.

- To remove a course from the selection, click on the **trash can**. <u>On limited occasions</u>, an advisor may want to recommend a **specific section** of the course, choose the drop down "Try all classes (#)" and select the section. A red pin will drop in place next to the section number.

- After all the recommended courses have been selected, the courses will appear in the **Schedule Results** panel. Students will use this panel to navigate between the results to choose their optimal schedule based on their personal and work schedules. Notice the red pin indicating the recommendation for the student to enroll in a specific section of a course in this example.

Step 3 – Submit a recommendation

- Scroll to the bottom of the Schedule Results panel and choose the RECOMMEND button. Other options include **save as favorite**, **print**, or **share** a link to the schedule.

Total Credits: 11.0

🛒 80291 81510 83558 81927

The student you are advising must use these Class Numbers to get the schedule shown.

| RECOMMEND | SAVE AS FAVORITE |

PRINT   SHARE

- Choosing the RECOMMEND button opens another panel where a **title,** a **message**, and/or **tags** (all optional) can be added to the recommendation. It also allows advisors to add more advisees to the same recommendation <u>if the group of students need the **same** courses</u>. Search for the other advisees by name or M# and add them to the recommendation.

FAVORITES   RECOMMENDATIONS

↩ Create Recommendation

From

Advisor Name

To

Add more advisees (for the same recommended courses) using the search box or CSV file upload button

Select your advisee (s)

☑ Ima Racer (M00   )

☑ Racer Fan (M00:   )

☑ Dunker Horse (M00   )

Student ID

| SELECT ALL | REMOVE | SPLICE TO NEW |

Title

Optional

Fall 21 Recommendation

Message

I'd like you to enroll in these courses and specifically section 02 of JMC 194. We will discuss in detail during our advising session.

Tags

- **Save** the recommendation.

- The SAVE button will change to SAVED and courses in the Select Courses panel will show a **recommended** tag.

Step 4 – Choose another term or advisee

- To submit a recommendation for the **same student for another term**, open the menu and select the new term.

- To submit a recommendation for **another student**, click on the SWITCH button and search for a new name or M#.

Step 5 – Modify/remove a recommendation

- To modify an existing recommendation, choose the term. Click on the recommendation block.

YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS

You may select one of these recommended plans or skip to view your current courses on the left.

M T W T F	**Fall 2022**
	Fall 21 Recommendation
4 Courses	I'd like you to enroll in these courses and specifically section 02 of JMC 194. We will discuss in detail during our advising session.
	May 13, 2022
	Recommended by:

- Add new courses using the **intelligent search bar** or remove courses by clicking on the **trash can**..

Select Course...

CRN, Subject, Title, In Advanced Search 🔍

| JMC 194	**NEWSWRITING** Recommended Main, and Web Lec 02 ⌄ 📌	🗑 ⌄
JMC 100T	**TRANSITIONS** Recommended Main Try all classe ⌄	🗑 ⌄
ENG 105	**CRITICAL READING, WRITING, AND INQUIRY** Recommended Main, CAR, HIC, and Web Try all classe ⌄	🗑 ⌄
MUS 105	**INTRODUCTION TO MUSIC HISTORY** Recommended Main, FUO, HIC, and Web Try all classe ⌄	🗑 ⌄
CHE 105	**INTRODUCTORY CHEMISTRY** Main Try all classe ⌄	🗑 ⌄

New course in recommendation

- Be sure to click the RECOMMEND button to save changes.
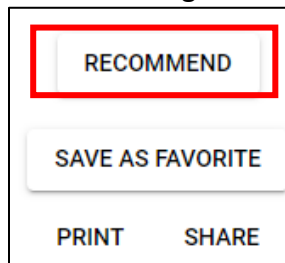
- The recommendation panel will open. Select the advisee's name and click the SAVE button.

- A message will display with options on saving the recommendation.

- When finished, be sure to sign out of myRegsitration.

Questions? Contact the Office of the Registrar at (270) 809-5630 or msu.registration@ murraystate.edu.