

# 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

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 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:

<a href="#">Spring 2022</a>
<a href="#">Summer 2022</a>
<a href="#">Fall 2022</a>

- 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
<p> Attention: Hold present which will prevent registration: Bursar Schedule Hold - Check Money Tab - myGate</p> <p> Attention: Hold present which will prevent registration: College Transcript Needed - F21 WKCTC</p> <p><a href="#">How to Resolve Registration Holds</a></p>

Fall 2022
<p> Term selection permitted only because you are an advisor.</p> <p> 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 <a href="#">here</a> prior to proceeding.</p>

## Step 2 – Search for courses

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

**SELECT COURSES** | **SCHEDULE RESULTS**

Campuses: All (9) Select...  
 Instructional Methods: All Select...

Select your desired course locations.

Select Course... Advanced Search

[Academic Calendar](#)

[Registration Overrides and Assigned Time Ticket](#)

[Registration Hold Information](#) [Registration Error Messages](#)

[Registrar Forms](#) [Semester Refund Dates](#)

[Withdraw from ALL Classes for This Semester \(Deadlines Apply\)](#)

[STOP before you DROP courses! Please Read.](#)

[Schedule of Classes and Course Fees](#)

**Helpful Links**

Course Legend  TIPS Sort by: Select...

Full classes  Online classes  On-campus classes

RESULT 0 OF 0

The schedule is blank because there are no courses selected.

**No Courses Selected**

Select at least one course to see potential schedules here.

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

**SELECT COURSES** | **SCHEDULE RESULTS**

Campuses: All (9) Select...  
 Instructional Methods: All Select...

Begin typing a course code or name that you would like to take.  
 Example: acc 201, or bio 101

Select Course... Advanced Search

jmc19

- JMC 194**  
Newswriting
- [Re](#) **JMC 304**  
Multimedia Writing - ...GCM 152 and **JMC 194** with a grade of C or...
- [Re](#) **JMC 305**  
News Editing - ...images. Prerequisite: **JMC 194** with a grade of C or...
- [Withdr](#) **JMC 398**  
Advanced Multimedia Reporting - ...ethics. Prerequisites: **JMC 194**, 270, and 304 with a grade...
- [s](#) **JMC 412**  
Content Creation for Public Relations - ...CSC 125 GCM 153 **JMC 194** and...

Course Legend  TIPS Sort by: Select...

Full classes  Online classes  On-campus classes

RESULT 0 OF 0

The schedule is blank because there are no courses selected.

**No Courses Selected**

Select at least one course to see potential schedules here.

- To remove a course from the selection, click on the **trash can**. On limited occasions, 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.

Select Course...  
CRN, Subject, Title, Instr Advanced Search

**JMC 194** NEWSWRITING  
Main, and Web  
Try all classes (3)

**JMC 100T** NEWSWRITING  
Lec 01  
Lec 02  
Web 03

**ENG 105** CRITICAL READING, WRITING, AND INQUIRY  
Main, CAR, HIC, and Web  
Try all classes (39)

**MUS 105** INTRODUCTION TO MUSIC HISTORY  
Main, FUO, HIC, and Web  
Try all classes (4)

**JMC 194** NEWSWRITING  
Main, and Web  
Lec 02

- 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.

**SCHEDULE RESULTS**

Course Legend  TIPS Sort by: Select...

Full classes  Online classes  On-campus classes

RESULT 4 OF 33

	Mon	Tue	Wed	Thu	Fri
<b>JMC 194</b> Newswriting Tue, Thu : 11:00 AM to 12:15 PM Fall 2022: Aug 16 - Dec 9 Session: Full Term Lec 02 80291 Seats: 0/15 Recommendations: 0 : 0 Main Traditional Classroom Wilson Hall 213 Terracina-Hartman, Carol 3.0 Credits					
<b>JMC 100T</b> Transitions Tue : 3:30 PM to 4:20 PM Fall 2022: Aug 16 - Dec 9 Session: Full Term		<b>JMC 194</b> Lec	<b>MUS 105</b> Lec	<b>JMC 194</b> Lec	<b>MUS 105</b> Lec

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recommendations: 0 : 0 4.0 Credits  
Course Attributes: 9WC [Foundations: Written Comm], SL [Service Learning Course]


	Mon	Tue	Wed	Thu	Fri
<b>MUS 105</b> Introduction to Music History Mon, Wed, Fri : 11:30 AM to 12:20 PM Fall 2022: Aug 16 - Dec 9 Session: Full Term Lec 02 81927 Seats: 1/49 Main Traditional Classroom Price Doyle Fine Arts Center 547					

Aug Sep Oct Nov Dec  
 Newswriting  
 Transitions  
 Critical Reading, Writing, and Inquiry  
 Introduction to Music History

### 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 if the group of students need the same courses. Search for the other advisees by name or M# and add them to the recommendation.


FAVORITES    **RECOMMENDATIONS**

 Create Recommendation

From  
Advisor Name

To

- Ima Racer (M00 )
- Racer Fan (M00 )
- Dunker Horse (M00 )

Student ID 

SELECT ALL    REMOVE    SPLICE TO NEW

**Optional**

Title  
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

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

**Select your advisee (s)**

- **Save** the recommendation.

Tags

**SAVE**    DUPLICATE

CANCEL

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

Select Course...  
CRN, Subject, Title, Instruc Advanced Search 🔍

JMC 194	<b>NEWSWRITING</b> <b>Recommended</b> Main, and Web Lec 02	🗑️	▼
JMC	<b>TRANSITIONS</b> Main, and Web		


#### 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.

Fall 2022 

- Spring 2022
- Summer 2022
- Fall 2022 ✓

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



- Spring 2022
- Summer 2022
- Fall 2022
-  Analytics
-  Settings
- Start Over
- Advising for: Ima Racer (M00337583)
- SWITCH**    STOP ADVISING

## 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**

**4 Courses**

**Fall 21 Recommendation**

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: [Name]

- 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

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**NEWSWRITING**  
**Recommended**  
JMC 194 Main, and Web  
Lec 02

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**TRANSITIONS**  
**Recommended**  
JMC 100T Main  
Try all classe

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**CRITICAL READING, WRITING, AND INQUIRY**  
**Recommended**  
ENG 105 Main, CAR, HIC, and Web  
Try all classe

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**INTRODUCTION TO MUSIC HISTORY**  
**Recommended**  
MUS 105 Main, FUO, HIC, and Web  
Try all classe

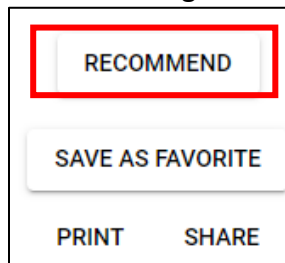
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**INTRODUCTORY CHEMISTRY**  
CHE 105 Main  
Try all classe

**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.

## Edit Recommendation #58

**From**  
Advisor Name (M000 )

**To**

ma Racer (M000 )

Student ID  

**SELECT ALL** **REMOVE** **SPLICE TO**

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**SAVE** **DUPLICATE**

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


**Recommendation Conflict**







Student M00000000 already has recommendation(s) for this term. Would you like to:

- **Overwrite** - Give these student(s) this recommendation instead of the existing one.
- **Create another** - Give these student(s) this recommendation in addition to the existing one.
- **Skip** - Remove these students who already have a recommendation from this recommendation and send this recommendation only to the remaining students.

**CANCEL** **OVERWRITE** **CREATE ANOTHER** **SKIP**

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

Fall 2022 

Spring 2022
Summer 2022
Fall 2022 
Start Over
 Academic Calendar
 Registration Hold Information
 Registration Error Messages
 Semester Refund Dates
 University Directory-People Finder
<b>SIGN OUT</b>

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