

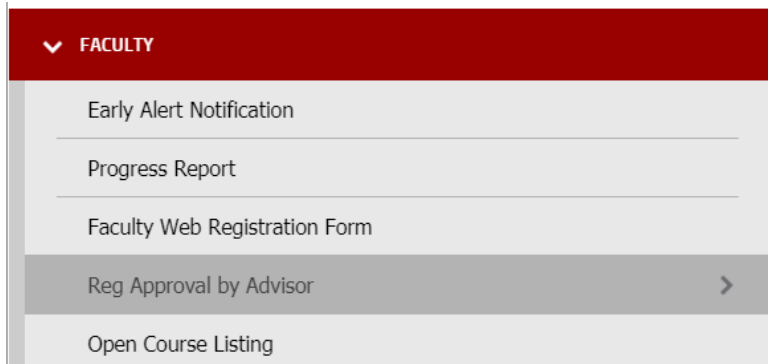
Approve Advisees for Registration in MyWitt

Advisees must be cleared for registration after reviewing their course plans individually within Self Service (instructions for reviewing advisee programs and their planned courses can be found in this video: <https://www.youtube.com/watch?v=TGKG-l-6k4g&feature=youtu.be>)

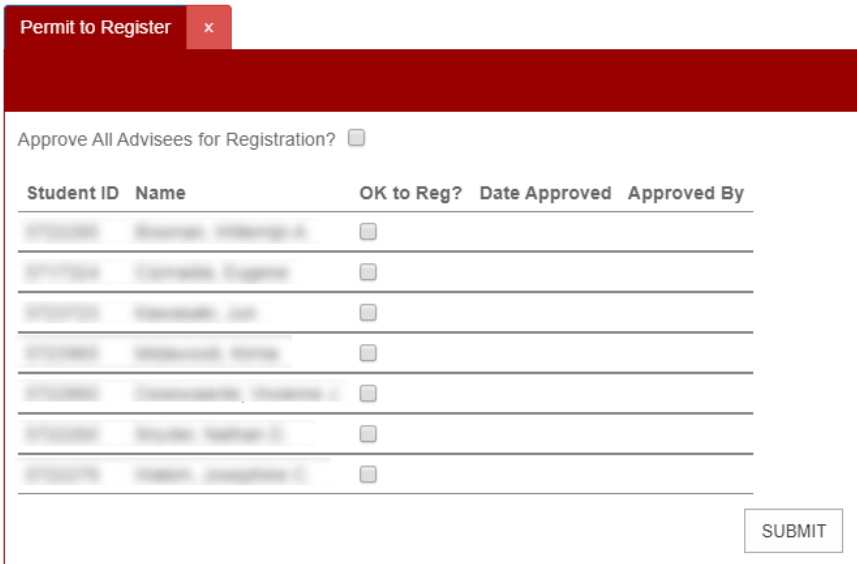
Once their approved registration day and time comes, this will give the student the ability to register for courses. Without advisor approval, students are blocked from registering.

To approve advisees for registration, login to MyWitt: <https://my.wittenberg.edu/>

Under the Faculty Menu, choose Reg Approval by Advisor:



It will bring you to a page with the list of your advisees:



Student ID	Name	OK to Reg?	Date Approved	Approved By
012345	John Doe	<input type="checkbox"/>		
012346	Jane Smith	<input type="checkbox"/>		
012347	Mike Johnson	<input type="checkbox"/>		
012348	Sarah Brown	<input type="checkbox"/>		
012349	David Wilson	<input type="checkbox"/>		
012350	Emily Davis	<input type="checkbox"/>		
012351	Chris Miller	<input type="checkbox"/>		
012352	Alexander Lee	<input type="checkbox"/>		

To approve an advisee for registration, click the check box next to their name, then click submit. When you open the page again, it will have the date the student was approved to register, and who approved them for registration in the corresponding columns.