

Authorize On-line Registration

1. Click on the tab heading for the term the student is registering for, before beginning to do any authorizations
2. If your advisee has any holds/stop list actions on their account that might prevent them from registering there will be an X in the far right hand column. You can authorize students that have a hold, but they'll need to have the hold removed before they can register.
3. Authorize the students for sessions 01, 02, 03, which represent full term courses, 1st 7 week courses, and 2nd 7 week courses respectively. Students won't be able to select courses in sessions for which they are not authorized.
4. Save your changes using the Save button in the lower left hand corner.

Authorize Registration - My Advisees

1. Select the 2011 Spring tab

2011 Winter 2011 Spring 2011 Summer 2011 Fall

Select Filter: View All GO Results Per Page: 10

Results Showing 1-1 of 1

Student	ID	01	02	03	Ignore the other sessions	Stop List
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X

4. Save your changes Save

3. Check Sessions 01, 02, 03

2. Remind students about any holds on their account

If you have any questions about the authorization process or about online registration please contact the Help Desk at helpdesk@goucher.edu or by calling x6322. If you would like to view the tutorial that student's use to learn about online registration, you can use the following link:

https://meyerhoff.goucher.edu/techtraining/studentreg_SP2009/Online%20registration%20Tutorial%202009.swf