

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.

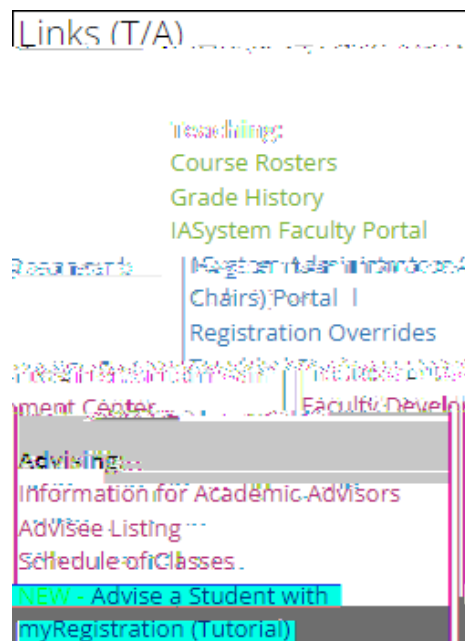
It is recommended advisors also review the **myRegistration How-To Guide for Students** to understand the many features offered by this software.

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.



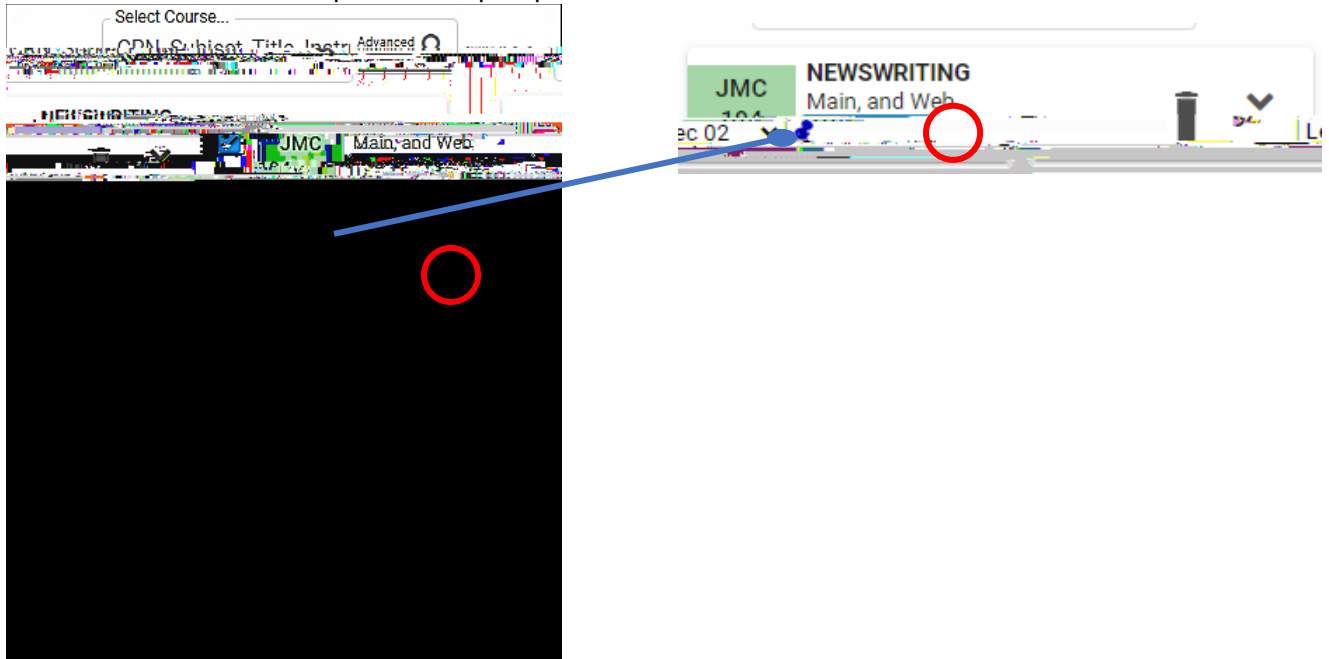
- Select the appropriate term.

- 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.

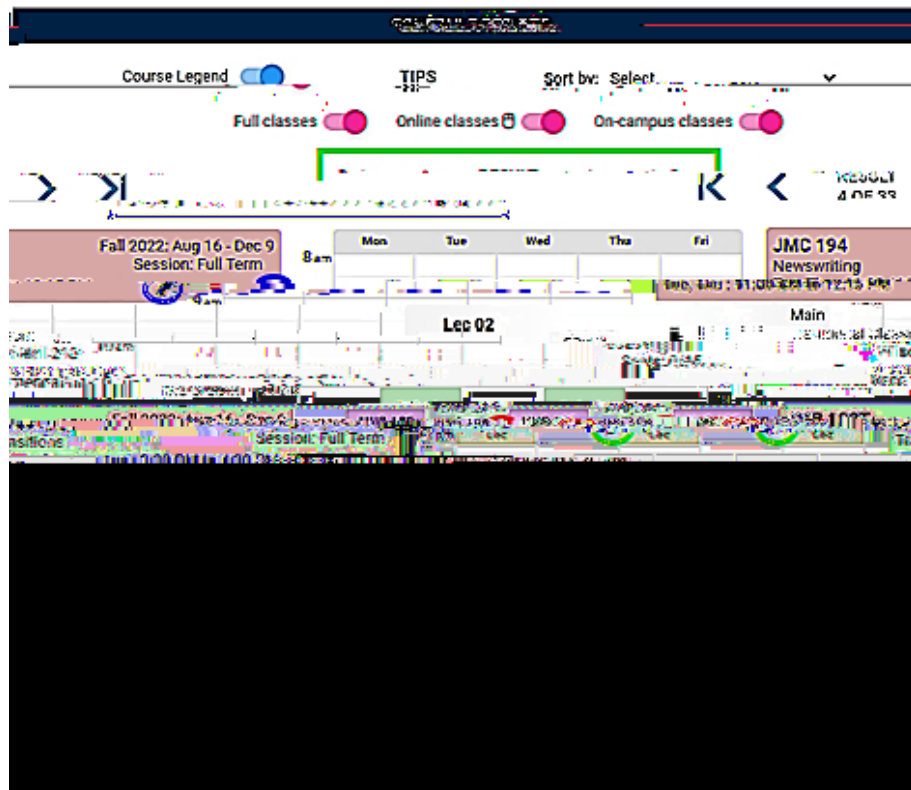
Step 2 – Search for courses

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- 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.



- 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.

- 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. 17 (o) 11.29 Td (o) 3.9

- Save the recommendation.

- The SAVE button will change to **recommended** 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.

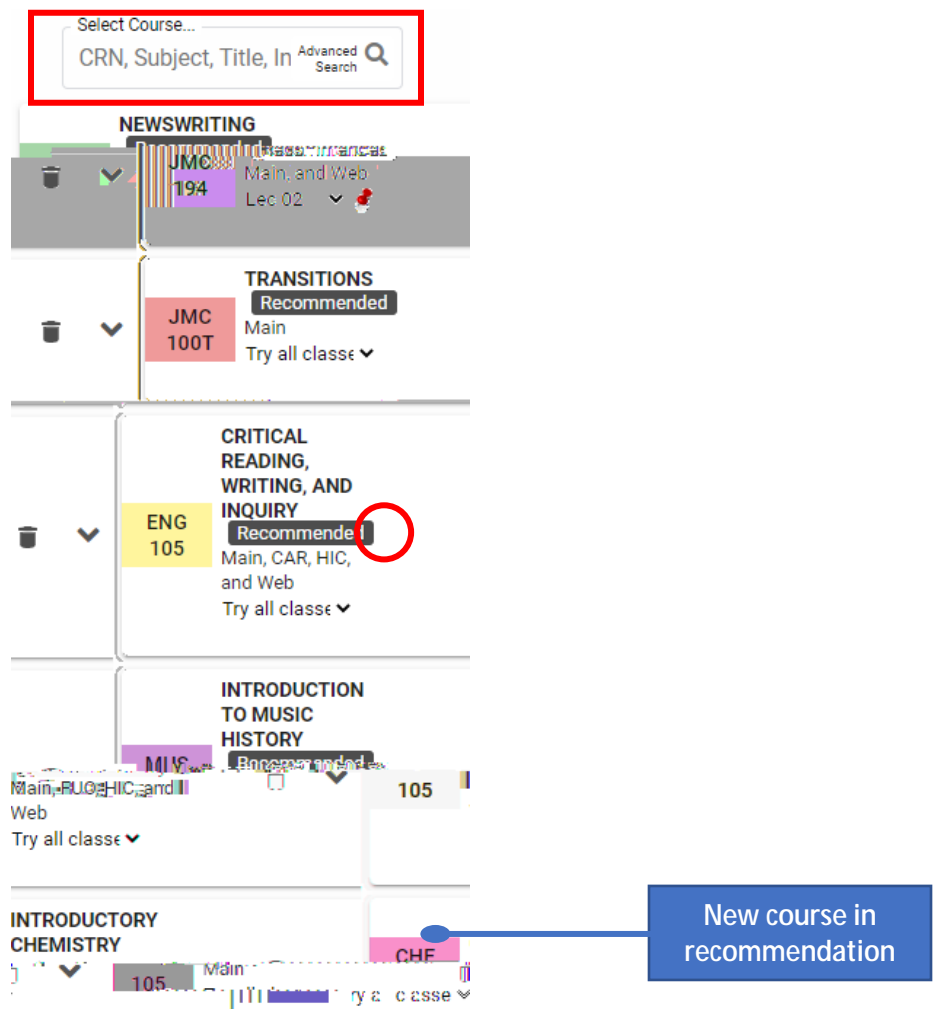
- To submit a recommendation for **another student**, click on the SWITCH button and search for a new name or M#.

Step 5 – Modify/remove a recommendation

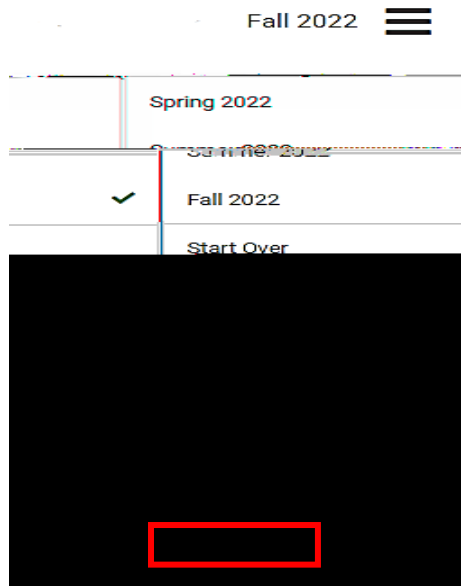
- To modify an existing recommendation, choose the term. Click on the recommendation block.



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



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



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