HOW TO RECORD THE APPROVED GRADUATION TERMS FOR SUPER SENIORS

Step 1: Go to the Advisor Home Page and click on the *Advisee Information* link.

![BroncoDirect Home Page]

Step 2: Click on the *search* button.

![New Drop-In Advisees]

Step 3: Enter the student’s BroncoNumber. If not available, enter Last/First Names. Then click on the *Look Up* button.
Step 4: From the *Search Results* list, click on the name of the student.

Step 5: Select *Advisor Request* from the drop down list and click *change*.

Step 6: Click on *Create New Request*. 
Step 7:

- Select *Advisor Appr Grad Term* from the Request Type list.
- Enter the student’s major and the approved graduation term in the designated fields.
- Select Submit from the Request Status drop down list.
- Click the *Apply* button.
Step 8: Once your request has submitted, the Responder Status of your request will be as *In Basket*.

Step 9: Once your request has been processed by the Registrar’s Office, the Responder Status will change to *CDoneR*.