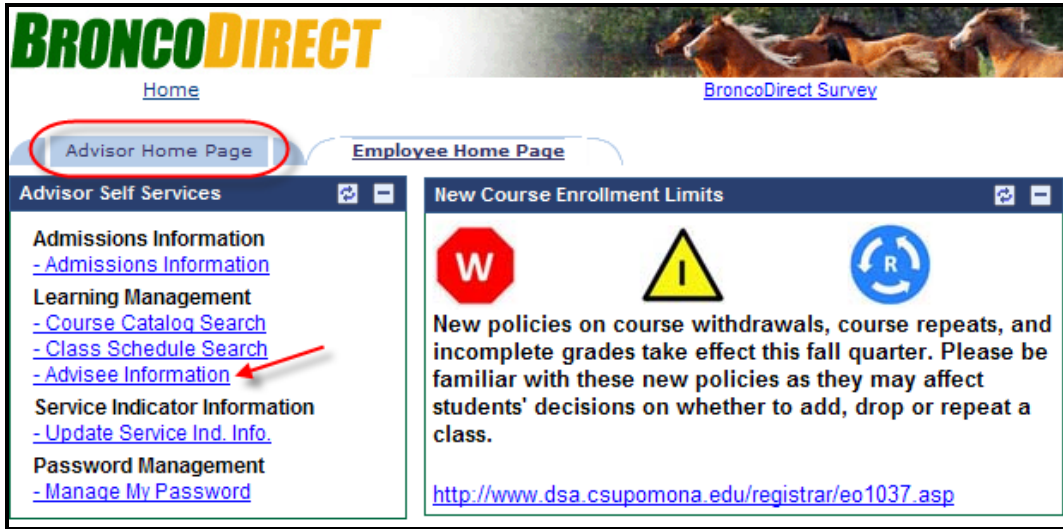
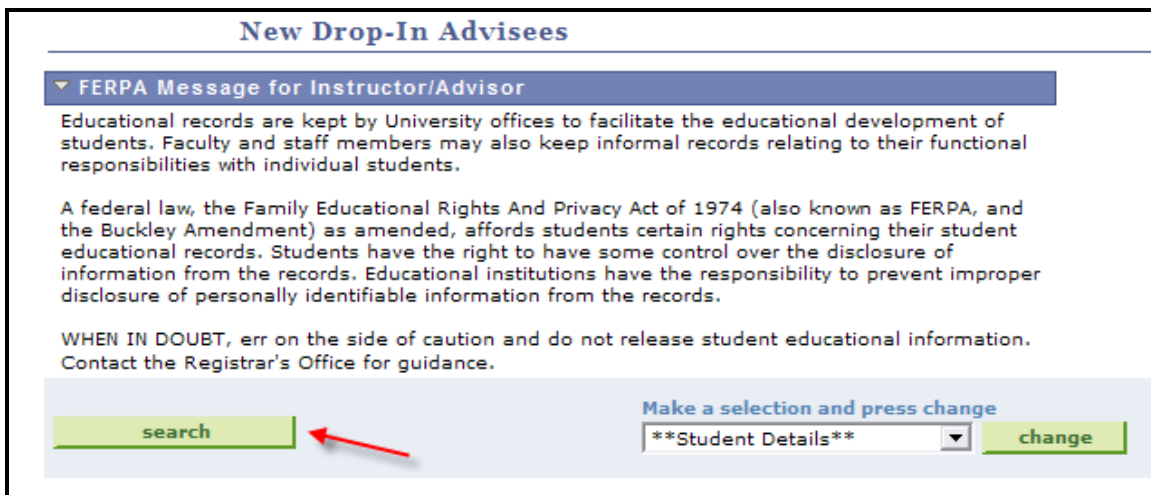


HOW TO RECORD THE APPROVED GRADUATION TERMS FOR SUPER SUPER SENIORS

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



Step 2: Click on the *search* button.



Step 3: Enter the student's BroncoNumber. If not available, enter Last/First Names. Then click on the *Look Up* button.

The screenshot shows the "Look Up EmplID" form. It has a title "Look Up EmplID" in blue. Below the title, there are three input fields, each with a "begins with" dropdown menu: "ID:", "Last Name:", and "First Name:". At the bottom of the form, there are four buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup".

Step 4: From the *Search Results* list, click on the name of the student.

Look Up EmplID

ID: begins with [001234567]
Last Name: begins with []
First Name: begins with []

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Program / Plan / Sub Plan	Last Name	First Name
001234567	Aggie Student	Male	Undergraduate Baccalaureate - Animal Science - Pre-Vet Sci/Grad School Opt		

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

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Registrar's Office for guidance.

search [] Make a selection and press change
Advisor Request change

Step 6: Click on *Create New Request*.

Aggie Student

Undergrad [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.

Advising Request

Student	Aggie Student	Advisor	Advisor's Name
Career	Undergraduate	Origination Date	01/28/2010
Request Nbr.	1		

*Request Type **ADVISOR APPR GRAD TERM**

Indicate the students Major, Minor (if applicable) and Grad term (ex. Fall 2010)

Major:

Minor(if valid):

Grad Term:

Comments
You may enter your advising notes here.

Request Status

Requester

Responder

Resolution Status Pending Until

Student Notified?

History

Step 8: Once your request has submitted, the Responder Status of your request will be as *In Basket*.

Aggie Student

Undergrad [Create New Request](#)

Edit request								
Career	Nbr	Request Type	Descr	Requestor	Request Status	Approval Status	Responder Status	Edit
Undergrad	1	GRAD TRM ADVISOR APPR GRAD TERM			Submit		In Basket	Edit

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

Aggie Student

Undergrad [Create New Request](#)

Edit request								
Career	Nbr	Request Type	Descr	Requestor	Request Status	Approval Status	Responder Status	Edit
Undergrad	1	GRAD TRM ADVISOR APPR GRAD TERM			Submit		CDoneR	Edit