



Academic Departments and Deans' Offices:

We will be setting advisor service indicators for continuing students for Fall 2015 *beginning* on February 20. In preparation for this, I need you to review the attached advising chart and **notify me of any additions, changes or deletions by Friday, February 13.**

The [attached advising chart](#) was used for Fall 2014 and is based on the requests received from each department from previous semesters. Each semester, we ask each college/school and major department to review the chart, and notify us if they wish to add or remove advising indicators from being set (via a batch program) to prevent students in their program from registering before they have met with their academic advisor.

Please review the attached advising chart.

- If the information on the chart is correct, there is nothing you need to do. We will place advising flags as shown on the chart.
- If you would like to add or remove advising for a group(s) of students, print a copy of the [Change Request Form](#) (also attached), fill it out and return it to me by **Friday, February 13.**
- If the plan(s) for your college does not appear on the chart, no advisor approval flags will be set.

IMPORTANT FOR A&S DEPARTMENTS WHO PLACE ADVISING SERVICE INDICATORS

The College of Arts and Sciences has requested that all A&S academic departments who place advising service indicators on students in their major notify their students with a letter or by email that they must receive advising before they may register, including whom to contact for advising. This applies to A&S majors listed on the attached advising chart, as well as to any departments who manually place an advising flag on an individual student's record.

If you wish to request mailing labels from the Office of the Registrar, you can do so via the data request form at <http://registrar.colorado.edu/staff/staff.html>.

If you wish to request an e-memo, all student communications (including the former Student E-Memo) are provided to the campus community by University Communications via CU-Boulder Today and its associated campus communications tools. Visit the <http://www.colorado.edu/news/campus> website to view the different types of campus communications tools, and submit your message for campus audiences.




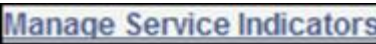


NOTE: Please Release Advising Service Indicators Promptly

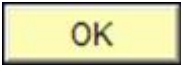
Every semester, we encounter many frustrated students who have received advising, yet are still unable to register because their advising service indicator has not been removed. Course availability is on a first-come, first-served basis, so it is very important that you remove the advising service indicator

immediately after a student has received advising. The procedure for removing the advisor requirement is listed below.

If you have any questions regarding the advisor approval procedures, or are unable to open the attachments, call me at x5-1930.

PROCEDURES FOR REMOVING THE ADVISOR APPROVAL REQUIREMENT

Step	Action
1.	In the Main Menu , click the Campus Community link. 
2.	In the Campus Community menu, click the Service Indicators link. 
3.	In the Service Indicators folder, click the Person link. 
4.	In the Person menu, click the Manage Service Indicators link. 
5.	Enter the Student ID, click the Search button. 
6.	Click the link for the appropriate Service Indicator to be released. In the Code field, click the S40 (or S41, S42, S43) link. S41
7.	Click the Release button in the upper right corner. 

8.	<p>You will be asked to verify the release action.</p> <p>Click the OK button.</p> 
9.	<p>The service indicator is released, so it no longer displays on the Manage Service Indicators page for the student.</p>
10.	<p>End of Procedure.</p>

Thank you.

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