**Academic Departments and Deans' Offices:**

We will be setting advising service indicators for continuing students for Spring 2016 *beginning* on September 28. In preparation for this, I need you to review the attached advising chart (see also service indicator information) and **notify me of any additions, changes or deletions by Friday, September 18.**

The attached advising chart was used for Fall 2015 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, September 18.**

- 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 using the data request form at http://www.colorado.edu/registrar/data/request.

If you wish to request an e-memo, all student communications (including the former Student E-Memo) are distributed by University Communications using CU-Boulder Today and its associated campus communication tools. Visit the http://www.colorado.edu/news/campus website to view the different tools and submit your message for campus audiences.
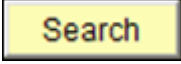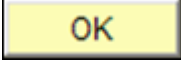
**NOTE: Please release advising service indicators promptly**

Every semester, we encounter many frustrated students who have received advising, but are still unable to register because their advising service indicator has not been removed. Class 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 x**5-1930**.

**PROCEDURES FOR REMOVING THE ADVISOR APPROVAL REQUIREMENT**

| Step | Action |
|------|--------|
| 1. | In the **Main Menu**, click the **Campus Community** link. <br> ▷ Campus Community |

| 2. | In the **Campus Community** menu, click the **Service Indicators** link.<br><br>Service Indicators |
|---|---|
| 3. | In the **Service Indicators** folder, click the **Person** link.<br><br>Person |
| 4. | In the **Person** menu, click the **Manage Service Indicators** link.<br><br>Manage Service Indicators |
| 5. | Enter the Student ID, click the **Search** button.<br><br>Search |
| 6. | Click the link for the appropriate service indicator to be released.<br>In the **Code** field, click the S40 (or S41, S42, S43) link.<br><br>S41 |
| 7. | Click the **Release** button in the upper right corner.<br><br>Release |
| 8. | You will be asked to verify the release action.<br>Click the **OK** button.<br><br>OK |
| 9. | The service indicator is released, so it no longer displays on the Manage Service Indicators page for the student. |
| 10. | **End of Procedure.** |

Thank you.

**Antonia Murphy**
Registration Processes Coordinator/CU-SIS Development Team
Office of the Registrar
University of Colorado Boulder
**T** 303 735 1930
**F** 303 492 8748
**Online** Office of the Registrar
**Social** @CUBoulder

# Be Boulder.

University of Colorado **Boulder**

---

Subscribe or unsubscribe from regbrownbag.