

Academic Departments and Deans' Offices:

We will be setting advising service indicators for continuing students for Summer 2016 on Friday, February 12. In preparation for this, I need you to review the attached advising chart and **notify me of any additions, changes or deletions by Thursday, February 11.**

The attached [advising chart](#) was used for Summer 2015 and is based on the requests received from each department from previous semesters. Each semester, we ask each college/school/program 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 **Thursday, February 11.**
- If the plan(s) for your college does not appear on the chart, then no advisor approval flags will be set.
- If you are sending an SID list for advising service indicator to be added via batch, these lists are due by noon, on **Thursday, February 11.** Any lists sent after this date for fall will be processed in the order they were received, allowing for at least one business day for processing time.

If you wish to request an e-memo, all student communications (including the former Student E-Memo) are distributed by Strategic Relations using CU-Boulder Today and its associated campus communication tools. Visit the [Campus Communications](#) website to view the different tools and submit your message for campus audiences.

Please release advising service indicators promptly

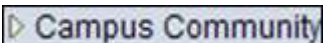
Every semester, we encounter many frustrated students who have received advising, but are still unable to register because their advising service indicator has not been removed. Class availability is on a first-come, first-served basis, so it is very important that you remove the advising service indicator immediately after a student has received advising. The procedure for removing the advisor requirement is listed below.


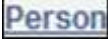
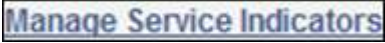
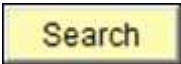


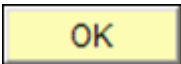
If you have any questions regarding the advisor approval procedures, or are unable to open the attachments, please feel free to email me at antonia.murphy@colorado.edu.

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.

Procedure for removing the service indicator manually

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. 
7.	Click the Release button in the upper right corner. 
8.	You will be asked to verify the release action. Click the OK button. 
9.	The service indicator is released, so it no longer displays on the Manage Service Indicators page for the student.
10.	End of Procedure.

Procedure for requesting the removal of service indicator via batch

1. Create an SID file in Microsoft Excel for students who have completed their advising requirement. File must contain SID, term and plan. One file per plan.
2. Send the file via [Large File Transfer](#) to cusisdev@colorado.edu.
3. Please allow 1 business day for processing the file.
4. Files for the term being set will be accepted for batch processing from the first Monday after census through the first day of class for the term.

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