



## Registrar Network

UNIVERSITY OF COLORADO BOULDER

### **Academic Departments and Deans' Offices:**

If you do group advising for your fall students, you can send us the names in a file and we will release them all at once (see below for more information on this process).

We will be setting advising service indicators for continuing students for Fall 2017 on Monday, February 6. In preparation for this, I need you to review the [advising chart](#) and **notify me of any additions, changes or deletions by Friday, January 27**.

The advising chart was used for Spring 2017, and is based on each department's past requests to set (via a batch program) advising service indicators that prevent students in their program from registering before they've met with their academic advisor.

### **Please review the 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](#), fill it out and [return it to me](#) by **Friday, January 27**.
- 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 indicators to be added via batch, these lists are due by noon on **Thursday, February 2**. Any lists sent after this date will be processed in the order they were received, allowing 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**

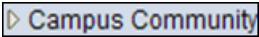



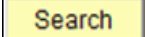


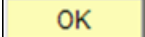
Every semester, we encounter many frustrated students who have received advising, but are still unable to register because their advising service indicator has not been removed. Class availability is on a first-come, first-served basis, so it is very important that you remove the advising service indicator 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](mailto: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 by letter or 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 <b>Main Menu</b> , click the <b>Campus Community</b> link. 
2.	In the <b>Campus Community</b> menu, click the <b>Service Indicators</b> link. 
3.	In the <b>Service Indicators</b> folder, click the <b>Person</b> link. 
4.	In the <b>Person</b> menu, click the <b>Manage Service Indicators</b> link. 
5.	Enter the Student ID, click the <b>Search</b> button. 
6.	Click the link for the appropriate service indicator to be released. In the <b>Code</b> field, click the S40 (or S41, S42, S43) link. 
7.	Click the <b>Release</b> button in the upper right corner. 
8.	You will be asked to verify the release action. Click the <b>OK</b> button. 
9.	The service indicator is released, so it no longer displays on the Manage Service Indicators page for the student.
10.	<b>End of Procedure.</b>

### 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](mailto: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.

Antonia Murphy

Registration Processes Coordinator/CU-SIS Development Team

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