# *How Do I?*

# *Online Advising for Students*

PeopleSoft Version 9

Please be sure to use your curriculum sheet when selecting courses for the upcoming semester AND the University Catalogue (found online at the link below) to check pre-requisites when completing the online advising process (http://www.selu.edu/admin/rec_reg/university_catalogue/current/courses/index.html).Your courses will not receive approval if you do not meet the pre-requisites for the courses listed. You can only submit one advising request during an open registration period, but you can make changes to your submitted form UNTIL it is reviewed by your advisor. Please print out these directions and use them to submit your online advising request.

1. Log into **LEONet for Students**.

2. Click **Self-Service.**
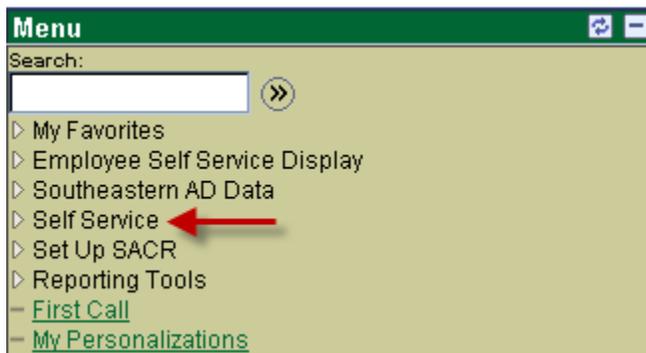


3. Click **Online Advising New**.



4. Click the **Search** button.

**Online Advising Stu New**
CLICK SEARCH for a list of TERMS

| Find an Existing Value |

**Term:** begins with ▾ [                    ]

[ Search ]   [ Clear ]   Basic Search   🔲 Save Search Criteria

5.  Select the upcoming semester for which you wish to register.

**Online Advising Stu New**
CLICK SEARCH for a list of TERMS

| Find an Existing Value |

**Term:** begins with ▾ [                    ]

[ Search ]   [ Clear ]   Basic Search   🔲 Save Search Criteria

**Search Results**

View All   First ◄ 1 of 1 ► Last

| Term | Description |
|------|-------------|
| 2113 | Spring 2011 |

6.  Please fill in **all** the information asked for on the online advising form. *(Please see figures below for screen shots of what you should see when completing your form.)*

    a.  Advisor's name
    b.  Total number of hours for which you intend to register
    c.  Select courses (select one or two courses as alternate courses)

        i.  Click on magnifying glass
       ii.  Enter prefix for course in subject box or enter the first letter of the course (Ex. ENGL or E")
      iii.  Click **Lookup**.
      iv.  Select the specific course (it will show in the box. (Ex. ENGL 102)
       v.  To add more courses, click on the "+" at the end of the row.
      vi.  To delete a course, click on the "-" at the end of the row.

    d.  Provide a brief explanation if you listed any courses that are not required in your curriculum.
    e.  Review the page – make sure you have listed your advisor's name, the total number of hours you plan to take, and check your list of courses.
    f.  Click the **Save** button.

**Online Advising New**

**EmplID**

**Term**  2113  Spring 2011

**Email ID**

**Academic Plan**  UNDECIDED  Undecided           ( Major )  **Plan of Intrest** [          ] 🔍

**Sub-Plan**                                              **Second Plan of Intrest** [          ] 🔍

**Academic Level - Term Start**  10    Freshman

**Faculty advisor's name** [                                    ] ⬅

**Total hours planned on registering for** [    ]  Dean's approval required for > 19 hrs

| Planned Courses to Schedule | | Customize \| Find \| 🔳  First ◀ 1 of 1 ▶ Last | | | | |
|---|---|---|---|---|---|---|
| **Subj / Catatlog** | **Description** | | **Min Units** | **Alternate** | | |
| 1 [          ] 🔍  ⬅ | | | | ☐ | ➕ | ➖ |

**Explanation of out-of-curriculun courses (if needed)**

[                                                                              ] 📝

**Would you like to talk to an advisor personally**
**before registering for classes?**    ○ Yes   ⦿ No

**Enter a telephone number or university email for contact** [                    ]

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**Explanation of out-of-curriculun courses (if needed)**

If necessary, add comments. ⬅                                                   📝

**Would you like to talk to an advisor personally**
**before registering for classes?**    ○ Yes   ⦿ No  ⬅  *Answer Yes or No and fill in Contact Info*

**Enter a telephone number or university email for contact** 985-549-2222

**ACT Comp**                **ACT Engl**                **ACT Math**

**Requirement Term**  2055    **Cumulative GPA**    4.000    **Acad Standing**  GOOD

**Submit Date**  12/08/2010      **Advisement Date**

**Advisor**

**Approve this student's advising session**    ⦿ Yes    ⦿ No

No Advising Hold Found

**Advisor comments**

Approve this student's advising session    ○ Yes    ○ No

No Advising Hold Found

Advisor comments

💾 Save    ⏎ Return to Search

**Note: Your online form will be reviewed by the advisor whose name you entered in your form.** If you do not put your advisor's name in the appropriate box, your online form WILL NOT be reviewed.

**Note:** After you submit your online advising form (by clicking on **save**), and your advisor has reviewed your courses, **you will get an email from your advisor** stating that you should go back into the online advising system to read your advisor's response.

**Note:** If your courses are **approved**, the **Remove Advising Hold** button will be activated. Click on that button and you will remove all academic advising holds.

**Note:** Clicking on this button will NOT remove holds placed by the Controller's Office, Office of Admissions or Records and Registration.

If your online submission is **disapproved**, your advisor will give you instructions in the comment box on how to proceed to complete the advising process. During peak advising periods, **it may take three or four days to get a response from your advisor**. If you submit your courses during the week of priority registration, do not expect to get a response in time to register during that week.