Students must be cleared by the advisor through AMOS before their assigned online registration period.

Only the primary advisor can grant online registration clearance. In the case where there are multiple advisors, the primary advisor should consult with the other advisors before granting online registration clearance. The primary advisor has the option to grant online registration clearance to one student or to several at a time.

The following steps should be taken to grant online registration clearance.

Open AMOS
Login using your ID and password

Click on the Advisors tab located at the top of the page

Click on the Advisors tab
In the first box titled Advisee Roster click on the down arrow in the section titled Advisee Status and click on ‘Need Registration Clearance.

Make sure you select the term in the dropdown box for which students will need to register. For example, if the students need to be cleared to register for the 2012 Fall Term, that term must be selected in the dropdown box.

Click on the ‘Search’ button
On the next window titled Advisee Roster scroll down to see your list of advisee(s) that need online registration clearance.

To grant online registration clearance click on the ‘Grant’ button next to the student name and ID.

If you are not the primary advisor this is the screen you will see. No Grant button will be available if you are not the primary advisor. Only the primary advisor has the right to grant clearance to the student.

This is what the window should look like after granting online registration clearance. This completes the advisor’s portion of online registration clearance.
After clearance has been granted and the student has registered and finalized their schedule online you will receive an email with the courses they scheduled.