How to Approve Online Registration Via Academic Planning

A. Log in to WebAdvisor

1) Go to WebAdvisor and click on the Log In tab.

2) The User ID and Password are your Grinnell College User Name and Password. Click Submit.
3) Click on the **Faculty** image.

Congratulations! You’re in!

4) Click **Academic Planning** and proceed to Step B.
B. Approve an Advisee’s Course Schedule

1) Select the Student whose schedule you wish to approve.

2) It will take a moment for the Student’s Plan to load. Then, click the right arrow to move to the correct semester.

Hint: A yellow hourglass next to the student's name indicates they have submitted their schedule for review.

Also, a notification will appear in the upper right corner indicating you have advisees that have requested course schedule approvals.
3) With the **Course Plan** tab selected, you can see what courses your Advisee has submitted for your approval.

4) Click the “Approve” or “Deny” radio button next to your Advisee’s individual course selections. **Hint:** Time conflicts and unmet prerequisites/restrictions will display next to the individual course selection. You may still approve course selections with these warnings.

5) When you have Approved or Denied all course selections, click the “Review Complete” button. **Hint:** Click the gray Approve or Deny column headings to approve or deny all courses.

Remember: It may take a few seconds to process approval updates and the final review.
6) A notification will appear in the upper right corner confirming that your review is complete. You are also given the option to Archive the Advisee’s course plan.

Your Advisee may now register for approved courses!

7) Click “Back to Advisees” to approve other student’s course schedules.

Remember! Always select the term for which your Advisees are registering.