

Advising Tips 02 Registration Approval

A current student may login to [WebAdvisor](#) and click on “Registration Holds” to see any holds on his/her account. Holds can include an Advisor hold, a Balance Due hold, or others. **ALL traditional undergraduate students** will have an **Advising hold** on their accounts which must be removed by a Faculty Advisor. **Balance Due** holds must be cleared by the student through The Controller’s Office. Any other holds will indicate the office responsible to remove them.

To remove the Advisor hold once the course schedule is available online:

- Login to WebAdvisor and choose Advisor Registration Approval under the Faculty Information icon.



- This will bring up a list of your advisees.

Advisor Registration Approval

ID	Name	Email	Approval	Note	
0411	A	N.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0419	A		JACKSONVILLE.EDU	<input type="checkbox"/>	
0422	E	than J.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0429	E	ael T.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0428	E	sten N.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0423	E	D.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0427	C		JACKSONVILLE.EDU	<input type="checkbox"/>	
0423	D	R.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0424	G	er P.	SONVILLE.EDU	<input type="checkbox"/>	
0428	G		SONVILLE.EDU	<input type="checkbox"/>	
0422	H	izabeth A.	JACKSONVILLE.EDU	<input type="checkbox"/>	
0428	M		JACKSONVILLE.EDU	<input type="checkbox"/>	
0422	M		JACKSONVILLE.EDU	<input type="checkbox"/>	
0420	O		JACKSONVILLE.EDU	<input type="checkbox"/>	
0429	R	rison D.	JACKSONVILLE.EDU	<input type="checkbox"/>	

SUBMIT

- To allow your advisee to register for the next semester, place a check mark in the Approval column (see example below). This should not be done until the course schedule becomes available online.
- Press submit to accept the data.

Advisor Registration Approval

ID	Name	Email	Approval	Note
0451	a N.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0409	R.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0422	nathan J.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0429	ichael T.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0428	risten N.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0423	y D.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0427		JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0423	la R.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0424	her P.	SONVILLE.EDU	<input checked="" type="checkbox"/>	
0428		SONVILLE.EDU	<input checked="" type="checkbox"/>	
0422	izabeth A.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0428	F.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0422		JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0420		JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	
0429	rison D.	JACKSONVILLE.EDU	<input checked="" type="checkbox"/>	

SUBMIT