# Guidelines for Authorizing Registration on Self Service

**To authorize a student's registration:**

- Select the 'Advising' tab on the top of the screen on the Home page.
- Select the 'Authorize Registration' link at the top of the screen.
- Type in the student's name and select 'Search.' To get a list of all your Advisees, just select 'Search.'
- Select the tab for the term you need to authorize above the list.
- Check the '01' box next to the student's name to authorize his/her registration. Then click on 'Save.'

**REMEMBER:** Please make sure you select the semester for which the student will register for courses.

For combined concentrators, only one of the student's advisers has to authorize the student's registration. If you notice that one of your Advisee's authorization box is already checked, this means that the other adviser authorized his/her registration. Please do not uncheck the authorization.

If an 'X' appears next to a student's name under the 'Stop List' column, a Hold is on the student's account which will prevent the student from registering for classes. If you click on the 'X' an explanation of the Hold will appear:

- 'Registration (TERM) Student Account Hold' means the student has an unpaid balance and must contact the Student Accounts Office.
- 'Academic Probation Hold' means that the student is on academic probation and did not meet as required with a member of the Academic Learning Center's staff. The student must contact the Academic Learning Center.
- 'Res Life Housing Reg' (RLHR) means that the student has not yet submitted an application for Housing for the upcoming term. A link to this form should be available for the student at https://identity.albright.edu. The student may contact Residential Life for additional details.

You can still authorize a student who has a Hold. We recommend that you inform the student of the Hold but still go ahead and authorize his/her registration. This will allow the student to register for classes after resolving the Hold without having to come back to you to be authorized.

**NOTE:** '01' is the Session Number. Day Program courses in the Fall, Interim, and Spring are in Session 01. Summer has two sessions, '01' and '02'. The School of Professional Studies uses higher Session numbers. If more than one Session number is listed, please check only the '01' box for the term for which you are authorizing registration.