



February 2016

ADVISING MONTHLY

Clearing Advisees for Registration on TitanConnect

This is only a refresher to keep handy for the next advising period. If you need more information, or a demonstration, please see me.

March 1

1. Go to TitanConnect **INB** (not TitanConnect Self Serve).

March 7-12

2. Type in SPAAPIN in the **Go To** box near the top of the page.

March 14

3. Once in SPAAPIN, type in: term (i.e. 201710 for Fall 2016-2017*); student ID # beginning with a T zero – e.g. T01234567 - or student name. (If you use student name, please just type in the last name and when the search box pops up, search for the correct student. When you find the name, click on it and the student number box will automatically populate.)

March 21

4. On the tool bar across the top click Next Block to see the alternative pin number below. **DO NOT REMOVE THOSE THAT SAY DO NOT REMOVE.**

March 31

5. Click the cursor on the number and then go back up to Record on the tool bar and click Remove.

May 2

6. After the record is removed, go back up to the tool bar and click on the first icon on the toolbar—picture of a floppy disk—to save the changes. You must complete this final step or the change – the removal of the alternative pin – will not be saved.

*(201630= Summer 2016, 201710 Fall 2016-2017).

Advising During the First Week of Classes

Beginning with the first day of classes in a term, all changes to registration (add/drops) must be done by the student in TitanConnect. In some cases this may require an override which needs to be approved and entered by college/school into TitanConnect so the student can register. On-line registrations ends at midnight usually on the Sunday before the second week of classes. (weekend courses may vary)

Advising After the First Week of Classes

- After the first week of courses (the add/drop period), a paper registration form is needed.
- A student must have an instructor's signature to sign into the course. Advisors are not allowed to sign students into courses in place of the instructor.
- Once the signature(s) have been attained and the advisor has signed the form, the student's Dean's signature is required for adding a course(s).
- Dropping a course must follow all the steps above with the exception of the instructor signatures. That is, dropping a course requires the advisor and dean's signatures.
- The student must take the form to the Registrar's Office for processing.