During the coming Early Registration period IT and the Registrar’s Office have developed an electronic time-ticketing process for early registration that is fast, simple and will eliminate lines for students. No more lines waiting to pick up a time ticket at the Registrar’s Office.

After you have met with your advisee and you have agreed on a schedule YOUR next step is as follows:

Step 1: Sign into Mu Online.
Step 2: Go to Faculty Advisor Services
Step 3: Go to Advisor Menu
Step 4: Go to Advisee Registration Groups
Step 5: Select a term (Fall 2006), and click on View Advisee List

Step 6: Select Primary Advisees (if you are advising for another advisor in the department, select Observer /Department Advisees). Press continue.
Step 7: Check the box next to the student you have just advised (multiple advisees can be selected at one time.) DO NOT SELECT ANY ADVISEE UNTIL YOU HAVE MET WITH THEM. Select Apply Changes.
Step 8: Confirm student was placed in Registration Group. This completes the process.

Additional Information:

The confirmation page indicates that your advisee has been added to the correct registration group. It also indicates the other ‘open’ registration periods they will be allowed to enter to adjust their schedule.

Registration opens at 8:00 a.m. on the begin day and closes at 11:59 p.m. on the end day.

An Email is sent to your advisee confirming their time ticket.

You can send a personal Email to any advisee from the Advisee List Screen by pressing the Email Icon next to student’s information.
Corrections....

NOTE: If you accidentally check the wrong student you can make a correction by selecting 'Advisee List' at the bottom of the screen. Repeat steps 4 through 7 and place a check next to the student you wish to remove. An Email will be sent to them automatically informing them of the correction.