Clearing the Advisor Restriction in Arches

1. Log in to Arches and click on "Advising."



2. Select a student by typing their name in the search box...

Which student do you want to work wit Find a student by searching or selecting below.							
StudentAdvisor	Type a name or ID	Q					

or by clicking on "View Details" for the student in the list below:

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
٩			සා		Comm Sci & Disord	N/A	Aumuller, Karen L. (Major 1) Palos-Windeknecht, Mary (ARISE)	View Details
			සි		Augie Ages Undecided	<u>N/A</u>	Palos-Windeknecht, Mary (First Year)	View Details
(සෙ		Bus Adm-Finance	<u>N/A</u>	Marme', Mamata (Major 1) Palos-Windeknecht, Mary (ARISE) Snowball, W. D. (Minor 1)	View Details
۲			සෙ		Augie Ages Undecided	N/A	Ehrlich, Janina A. (First Year) Palos-Windeknecht, Mary (ARISE)	View Details

5) To clear the advisor restriction, click on "Advising Complete":

 1	Advisor A	pproval Needed	×
		Search for courses	Q
		•	
(Advisement Complete	
		Review Complete	

6) Click on "Continue" on the next screen:

se C	Complete Advisement?	×	iumr	
	Are you sure you want to mark this student's advisement complete as of 3/10/2022?			
the second se				
	Cancel	Continue		

The advisor restriction is now cleared.

7) To see which of your advisees still have an advisor restriction, return to the main menu in Arches and click on "My Reports and Links."

Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Course Catalog Here you can view and search the course catalog.
Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	Departmental Oversight Here you can access your department faculty and view their sections.
Financial Management Here you can view the financial health of your cost centers and your projects.	My Reports and Links Access to reports and links

8) Under "Advisor Resources" click on "Advisee Registration Times." This report will show you your advisees and whether or not their advisor restriction has been lifted.

Instructor Information:

<u>Grade Change Request Form</u> <u>I, IP & M Grades Report</u> <u>Incomplete/In-Progress Agreement Form</u> <u>IDEA online course feedback portal</u>

Advisor Resources:

Advisee Major/Minor List Advisee Registration Times Advisee Restriction Removal My Advisee FA Satisfactory Progress Worksheet My Advisee FA Transcript Student's Co-Curricular Transcript

Reports:

Major and Minor Report for Registered Students

Course Offering Information Faculty Information **Starfish Retention Solutions:**

Log Into Starfish

Petition for Transfer Credits:

Transfer Credit Pre-Approval Form