

## Registration Process in MyPark

1. From the Advisor Tab in MyPark, select “Advisee Roster.”

### ADVISOR TOOLS

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This area is for staff and advisors to access information about students and their accounts.

ADVISEE ROSTER

STUDENT BILLING

STUDENT BILLING STATEMENT

If you are unable to view the correct student or other Advising issues, then please open a work-order at [support.technology@park.edu](mailto:support.technology@park.edu).

2. Use the Search function to locate your advisee. Change the **Advisee Status** to “Need Registration Clearance” and select the respective **Term**. (In order to grant registration clearance, you must select the Term, and that only populates when selecting a relevant Advisee Status.)

Advisor:

Otts, Cindy ▾

Advisee Status:

Need Registration Clearance ▾

ID:

537537

Last name:

First name:

Course Program:

All ▾

Term:

(FA) Fall 16 Week 2020 ▾

Search

[Advanced Search](#)

- Click the “Grant” button to permit registration.

Advisee Roster for: Cindy Otts (1 advisees)  
 Note: Some students are missing email addresses.  
[Email Selected Student\(s\)](#) [Email All Advisees](#) [Export](#)  
[E-mail selected students via Outlook](#) [E-mail all advisees via Outlook](#)

FERPA Restrict	Name	Student ID	Classification	Needs to Register?	Registration Clearance
	Otts, Cindy	00000537537	Non-Degree Seeking Stdnt	Y	<b>Grant</b>

[Email Selected Student\(s\)](#) [Email Listed Advisees](#) [Export](#)  
[E-mail selected students via Outlook](#) [E-mail listed advisees via Outlook](#)

- Change the **Advisee Status** back to “All” and search for the student.

Advisor:

**Advisee Status:**

**ID:**

**Last name:**

**First name:**

**Course Program:**

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[Advanced Search](#)

- Pull up the student’s record by selecting his/her name.

Advisee Roster for: Cindy Otts (1 advisees)  
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FERPA Restrict	Name	Student ID	Classification	Needs to Register?
	Otts, Cindy	00000537537	Non-Degree Seeking Stdnt	

- When you are ready to register the student, select “Add/Drop Courses.”

<b>Academic Records</b>	<b>Financial Aid</b>
<a href="#">Academic History</a>	<a href="#">Financial Aid Awards</a>
<a href="#">Course History</a>	<a href="#">Missing/Received Documents</a>
<a href="#">GPA Projection</a>	<b>Housing</b>
<a href="#">Grade Report</a>	<a href="#">Residence Info</a>
<a href="#">Unofficial Transcript</a>	<b>Registration</b>
<b>Advising</b>	<b>Add/Drop Courses</b>
<a href="#">Advisee Meetings</a>	<a href="#">Student Schedule</a>
<a href="#">Course Needs</a>	<a href="#">Advanced Course Search</a>
<a href="#">Degree Audit</a>	

- Type in the course title or course code and the appropriate session to search the course schedule.

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Title:

Course Code:

Term:

Department:

Course Program:

[More Search Options](#)

8. Check the box next to the course(s) you want to add, then click the “Add Courses” button. (If the check box does not appear, it is likely that registration clearance has not been granted.)

Courses					
Add	Course code	Name	Note	Seats Open	Status
<input checked="" type="checkbox"/>	<a href="#">CA105-HO</a>	Introduction to Human Communication		19/20	Open
<input type="checkbox"/>	<a href="#">CA105-HOA</a>	Introduction to Human Communication		17/20	Open
<input type="checkbox"/>	<a href="#">CA105-HOB</a>	Introduction to Human Communication		19/20	Open

9. If the student is registering for multiple sessions, change the term and follow the steps above.
10. If the student is an athlete or should not change his/her schedule without prior approval, you can revoke the student’s registration clearance. To do this, you will need to search your advisees by **Advisee Status** and **Term**, then click the “Remove” button to revoke access. (To remove registration clearance, you must select a term from the drop down menu, and the drop down menu for the Term only appears if you select a relevant Advisee Status.) You will need to do this for each session that registration clearance was granted.

**SEARCH FOR ADVISEE(S)**

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisor:

Advisee Status:

ID:

Last name:

First name:

Course Program:

Term:

[Advanced Search](#)

**Advisee Roster for: Cindy Otts (1 advisees)**

**Note: Some students are missing email addresses.**

[Email Selected Student\(s\)](#) [Email All Advisees](#)

[Export](#)

[E-mail selected students via Outlook](#) [E-mail all advisees via Outlook](#)

<input type="checkbox"/>	FERPA Restrict	Name	Student ID	Classification	Needs to Register?	Registration Clearance
<input type="checkbox"/>		Otts, Cindy	00000537537	Non-Degree Seeking Stdnt	Y	<a href="#">Remove</a>