

Code: A-024.6
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Approved: Jon Wefald
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Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

REGISTRATION ADVISOR ACCESS CODE

1. All matriculated students must obtain an Advisor Access Code from their academic advisor in order to be admitted to the Registration process.
2. By the ninth week of each semester, the Registrar will distribute to each academic department a list of each advisor's access codes, a supply of course schedules, and advising transcripts.
3. The student and his/her academic advisor meet and discuss the student's proposed schedule. Upon completion of the advising session, the advisor gives each advisee his/her access code.
4. All matriculated students who do not have an advisor access code at the time of registration will be referred to their academic advisor to obtain the advisor access code prior to being allowed to register.

See also:

A-024 Student Advisement

A-024.1 Initial Assignment of Transfer Students to Academic Advisors

A-024.2 Initial Assignment of New Freshmen (non transfer) to Academic Advisors

A-024.3 Administrative Change of Advisees and Disposition of Advisee Folders

A-024.4 Student-Initiated Change of Academic Advisor

A-024.5 Support Material and Procedures for Student Advising