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Reviewing an Advisee's Plan

If you receive an email notification stating that one of your advisee's has submitted a request for you to review their course plan, this document helps guide you through what to do. This plan review process is not intended to replace face-to-face advising but rather to give you an advance look at the course choices the student is thinking about taking.

1. Login to ONE Bellarmine and retrieve your advisee list (see the document entitled *How to Obtain Your Advisee List* if needed).
2. A small yellow hourglass will appear next to the name of any advisee on your list who has requested a review. Click the hourglass.
3. Clicking the hourglass takes you to that advisee's **Course Plan** page. Use the arrow to change the term.
4. Once on the desired term you will see the courses the student has selected. **Important Note: you may check each course and select Approve or Deny if you wish, but these checks are not enforced by the system when the student registers. If you would like your advisee not to take a course they have selected, it is strongly recommended that you leave them a note on their **Notes** tab or send an email stating your concern.**
5. After you have reviewed your advisee's course plan, you may click the **Notes** tab and leave them a note if you wish. These notes are not confidential; the student and any other advisors with access will see them.
6. Once you are ready, click the **Review Complete** button. This will prompt you to archive the plan if you wish. You may want to archive it so that you have a documented trail of what you reviewed and the notes you left.
7. Click the **< Back to Advisees** link in the upper left corner to your advisee list. You will notice that the hourglass by that student's name is now gone.

Questions? Contact the Registrar's Office at registrar@bellarmine.edu