

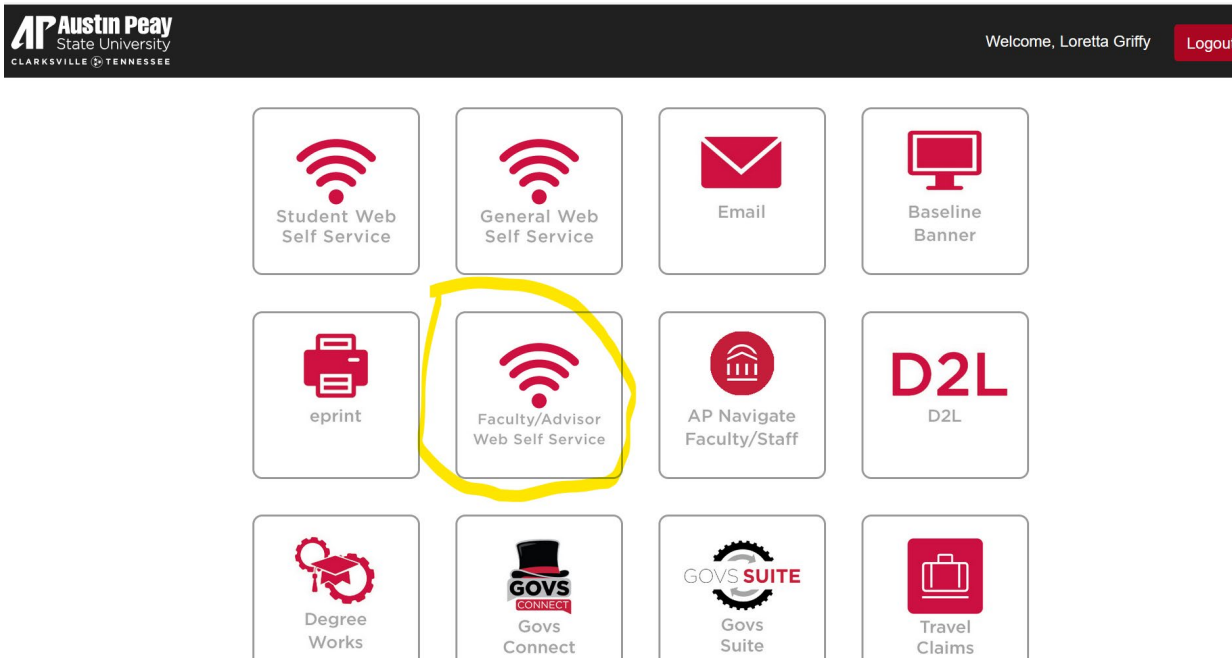


Office of the Registrar

## Clearing a student to Register for Classes during Academic Advisement

1. Click on the Faculty/Advisor Web Self-Serve tile in OneStop > Click on Clear Student to Register (its in the middle column, third line down) > Log-In with your APSU Credentials > Complete the form > Click Submit

Screen shots of this path are below:



Faculty Links	Advising Links	Other Links
<a href="#">Faculty Grade Entry</a>	<a href="#">Search for Student</a>	<a href="#">Course Dog</a>
<a href="#">Class List</a>	<a href="#">AP Navigate</a>	<a href="#">Curriculog</a>
<a href="#">Faculty Week at a Glance</a>	<a href="#">Clear Student for Registration</a>	<a href="#">Watermark</a>
<a href="#">Detail Schedule</a>	<a href="#">Degree Works</a>	<a href="#">Argos</a>
<a href="#">Grade Change Request</a>	<a href="#">Add Student to Degree Works</a>	<a href="#">SurveyDig</a>
<a href="#">Course Catalog</a>	<a href="#">Course Choice Counts</a>	
<a href="#">Class Schedule</a>	<a href="#">Registration History</a>	
	<a href="#">Student Week At A Glance</a>	
	<a href="#">Transfer Course Equivalencies</a>	
	<a href="#">Transfer Evaluations</a>	
	<a href="#">Schedule Planner Faculty View</a>	
	<a href="#">Schedule Planner Advisor Mode</a>	

If you have any questions, please email the

dynamicforms.ngwebsolutions.com/Submit/Page?form=5910340c-cca0-4a1d-9a3c-3cf0e22b0125&section=980



### Clear Student for Registration

This form is used to clear a student to register for classes for a specific term.

- 1 - Select your advisee from the dropdown menu or enter a student's A-number.
- 2 - Select a term from the drop-down menu. As needed, select a second term from the drop-down menu
- 3 - Select the Yes button to clear the student to register
- 4 - Click Submit Form button

**Select Advisee :**

**or**

**Enter A# :**

**Select Term :**

**Select 2nd Term (Optional) :**

**Cleared to Register for Term(s):**  Yes  No

OPTIONAL: If in the process of advising your student, they indicate they are not registering for term because they are not returning, please click one of these buttons so we are aware of their intention.

**Select Advisee :**

or

**Enter A# :**

**Select Term :**

**Select 2nd Term (Optional) :**

**Cleared to Register for Term(s):**  Yes  No

OPTIONAL: If in the process of advising your student, they indicate they are not registering for term because they are not returning, please click one of these buttons so we are aware of their intention.

**Not Registering for Term :**

- Not returning to APSU
- Transferring to another Institution
- Dropping below half time
- Not registering due to military assignment/deployment
- Not registering but plan to reconnect later

Submit Form

When you submit the form, the student is cleared to register. Later, if you want to verify, you can do so two ways:

1 - OneStop > Faculty/Advisor Web Self Serve > click on Advised Status (update may take between 1 minute and 2 hours after you submit).

Standing: Good Standing, as of Spring Semester 2025

Student Information	Advised Status <span style="background-color: red; color: white; padding: 2px;">1</span>	CURRICULUM, HOURS & GPA		
		Primary	Secondary	Hours & GPA
Advised for Spring Semester 2026 Nicholson, Jonell Camp		<b>Degree:</b> Bachelor of Business Admin. <b>Level:</b> Undergraduate <b>Program:</b> BBA_Management <b>College:</b> College of Business <b>Major:</b> Management <b>Department:</b> Management and Marketing <b>Concentration:</b> None Declared <b>Minor:</b> Not Provided <b>Concentration:</b> Not Provided <b>Admit Type:</b> Freshmen Traditional <b>Admit Term:</b> Fall Semester 2024 <b>Catalog Term:</b> Fall Semester 2025		

2 - OneStop > AP Navigate Faculty/Staff > Scroll down on Overview Page until you see the Categories Section (this updates nightly, so it will likely be the next day before it shows up here).

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## Overview

### ^ Student Summary

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	4.0000 ▾
Total Credits Earned	Credit Completion % at this Institution	Support Priority		
53.00	100%	Low <a href="#">View detail</a>		

### ^ Overview

#### Management

Bachelor of Business Admin. with a concentration in None Declared College of Business

#### Major History ▾

##### Management

Bachelor of Business Admin. Enrolled Fall Semester 2024

#### Non Degree Seeking

Nondegree Undergraduate Enrolled Summer Session 2023

#### Student ID



**Classification**  
Sophomore

**Most Recent Enrollment**  
Fall Semester 2025

**Last Login to LMS**  
09/25/2025

^ Categories

Advising



CATEGORY NAME



Advising - Fall Semester 2025 - Yes

Advising - Fall Semester 2026 - No

Advising - Spring Semester 2026 - Yes

Advising - Summer Session 2026 - No

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