

STOP REGISTRATION

(MANDATORY ADVISING)

Each student* must see their faculty advisor AND the advisor must release the student to register via the Student Portal. If a student is unaware of their advisor's name, this information is available in the Student Portal under My Grades, Midterms or Finals Grades, and the advisor's name is listed to the right of the Degree Program and under the student's address.


- Stop Registration is Term Specific and will include Summer
- Stop Registration is available only through the Faculty Portal
- Each faculty advisor of record MUST release student to register; otherwise, student will not have access to registration. If a student has multiple advisors, either advisor may release the student's record (not both)
- Faculty advisor will be required to release student to register after (student) advisement

Instructions to Release Student from Block:

1. Log into Faculty Portal
2. Change term (top left-hand corner) to Summer 2012 and/or Fall 2012
3. Select Stop Registration link from left column
4. Select student (or students) to be released by removing the check mark next to student's name
5. Select **Save**

*Except AUP students who do not register through the Student Portal

Stop Registration has been batched in to block all students for Summer 2012 and Fall 2012 from registering until the faculty advisor releases the student's record. Unless released by the faculty advisor (of record), a student cannot register.


 المعهد البترولي
 The Petroleum Institute

FACULTY PORTAL
 Three Rivers Systems, Inc.

Monday, April 11, 2011

testfaculty testfaculty
 Current term: Fall 2011 (change)
 Edit Address | My Stats
 Change Password | Logout

Stop Registration

Select all:

Advisees

Stop Registration	Student Name	Student ID	Student Type
<input checked="" type="checkbox"/>	Student, Test Senior	00920013771	ADMITTED
<input checked="" type="checkbox"/>	Test, Test	920013773	


Total Students: 2

Save

Faculty Portal
 Home
 My Students
 My Schedule
Registration
 Course Offering
 Course Master
 Degree Information
Stop Registration
 Registration
Academic
 Class Roster
 Directory
 Email Students
 Faculty Contact
Course Management
 My Courses

Stop Registration link will display ALL advisees for two semesters (forward and/or backward). This allows faculty to see advisees for the Summer and Fall 2012 early registration period during the Spring 2012 semester.

To allow a student to register, uncheck the box next to the student, then save.


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Student's view from Student Portal when attempting to register when faculty advisor has not removed Stop Registration (block).

The screenshot displays the Student Portal interface for The Petroleum Institute. At the top left is the institute's logo and name in Arabic and English. At the top right, it says "STUDENT PORTAL Three Rivers Systems, Inc." and the date "Monday, April 11, 2011". A left-hand navigation menu includes sections for "Test Test", "Student Portal", "Administrative Services", and "Course Management". The main content area is titled "Registration Alerts" and contains a red-bordered message: "Your Advisor [Faculty Name] has prevented your registration until you see him/her for advising. Please contact your Advisor." The "Faculty Name" is enclosed in a black-bordered box. At the bottom left, there is a logo for "Powered By CAMS Three Rivers Systems, Inc."