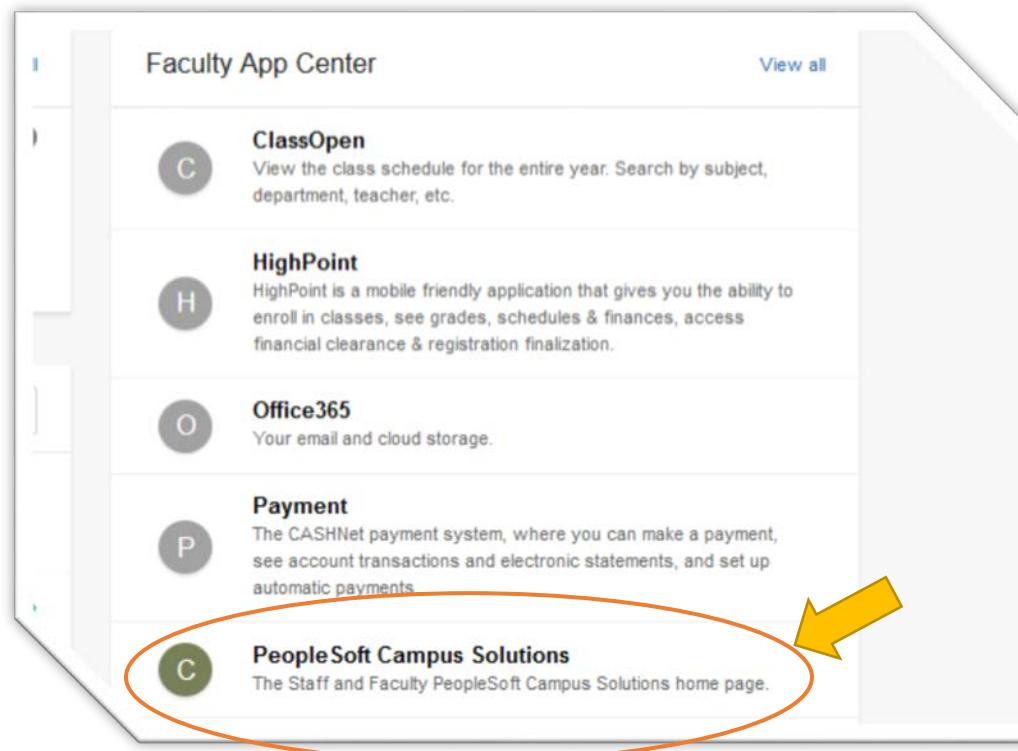


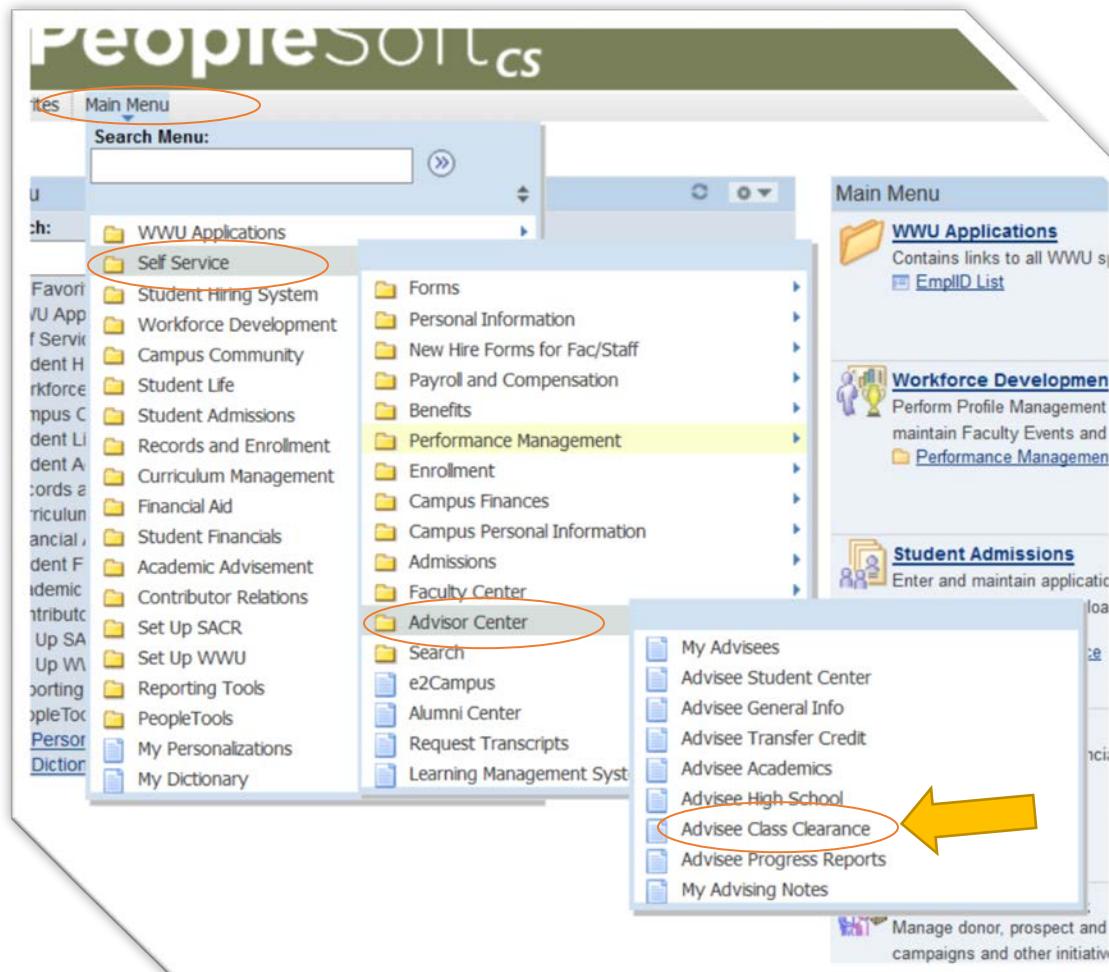
## Advisee Clearance

1. Login to MyWWU
2. Click PeopleSoft Campus Solutions



### 3. Accessing Advisee Clearance List

Main Menu>Self Service>Advisor Center> Advisee Class Clearance



## 4. Class Clearance

- a. Review term at top of Page
- b. Click green **“Class Clearance”** button

*Only provide clearance for the advisees you have met with. If you are meeting with a Junior or Senior whom can register for all quarter, provide clearance for Fall, Winter, and Spring quarters.*

The screenshot shows a table of student clearance status. The columns are: Student ID, Cleared, Student Name, Term, Career, Class Standing, Major, Advisor, and Class Clearance. The 'Term' column shows 'Winter, 2017'. The 'Class Clearance' column contains five green buttons, each labeled 'class clearance'. A red oval highlights the 'Term' dropdown, and a yellow arrow points to the 'class clearance' buttons. A note at the bottom states: 'If an advisee does not show up on this list, you may not be listed as their advisor (be sure the academic plan is correct) or they may not be activated for the quarter in question. Please contact the Records Office if you have questions.'

Student ID	Cleared	Student Name	Term	Career	Class Standing	Major	Advisor	Class Clearance
1	<input type="checkbox"/>		2171	Undergrad	Junior	Undecided		<b>class clearance</b>
2	<input type="checkbox"/>		2171	Undergrad	Sophomore	Undecided		<b>class clearance</b>
3	<input type="checkbox"/>		2171	Undergrad	Junior	Undecided		<b>class clearance</b>
4	<input type="checkbox"/>		2171	Undergrad	Junior	Undecided		<b>class clearance</b>
5	<input type="checkbox"/>		2171	Undergrad	Sophomore	Undecided		<b>class clearance</b>

If an advisee does not show up on this list, you may not be listed as their advisor (be sure the academic plan is correct) or they may not be activated for the quarter in question. Please contact the Records Office if you have questions.