



# The New LU Self-Service



## Faculty and Advisor Tip Sheet

**Summer Advising & Registration**  
**Fall 2022 Advising & Registration**  
**April 4<sup>th</sup>**

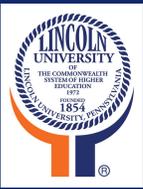
**Summer 2022 Registration Begins April 4**  
**Register using WebAdvisor**

**Fall 2022 Registration Begins April 4**  
**Register using LU Self-Service**

- There will be advising holds issued for all students. Please reach out to your advisees to schedule appointments.
- Review Program Evaluation from WebAdvisor - academic history hasn't been migrated
- Review Midterm grade report from WebAdvisor
- Review Transcript from WebAdvisor if needed for prerequisite checking
- Review the course requirement sheet along with the Program Evaluation for the major to determine course work still required
- Encourage your advisees to come with their schedule already developed.

**See Page 2 for Further Information!**

**[Please click here to register for training](#)**



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Summer 2022 Registration Begins April 4

Register using WebAdvisor

Fall 2022 Registration Begins April 4

Register using LU Self-Service

- Log in to LU Self Service. Please note: You must be logged into your Lincoln email in the same browser to gain access to LU Self Service.
- Click the "Advising" module on your dashboard.
- Click View Details next to the student you wish to advise.
- Review the course plan (be sure the correct term is listed, if not scroll to the current registration term)
- Review their planned courses.
  - Check WebAdvisor for:
    - pre-requisites, midterm grades, program evaluations
    - academic history has not been migrated. There will be no pre-requisite checking during registration.
- To add additional courses to their schedule if needed, click on the My Progress tab for the advisee and click the course link within the requirements area of the evaluation.
- Click view available sections. If no sections are available, click on add to course plan in a future term.
- Click add to schedule
- Click back and forth between Progress and the Course Plan for the student to continue to review or add additional sections.
- When done, click Review Complete.
- Click Advisement Complete to archive the plan to keep a history and for future access.
- The student can now register or you can click on the Register Now to register the courses for the student.

## Additional Notes:

- Undeclared juniors and seniors will not be able to register until a major is declared
- You can now wait-list for closed sections! The system will notify a student via email when a spot opens. The student has 48 hours to register before it goes to the next person on the list. Once the first day of class hits, the wait-list will be closed. The student will need to contact the instructor for approval to be added.

For course descriptions, visit the [academic catalog](#) or the [LU Course Catalog](#) for current offerings.

[Please click here to register for training](#)

[Please click here for resources](#)