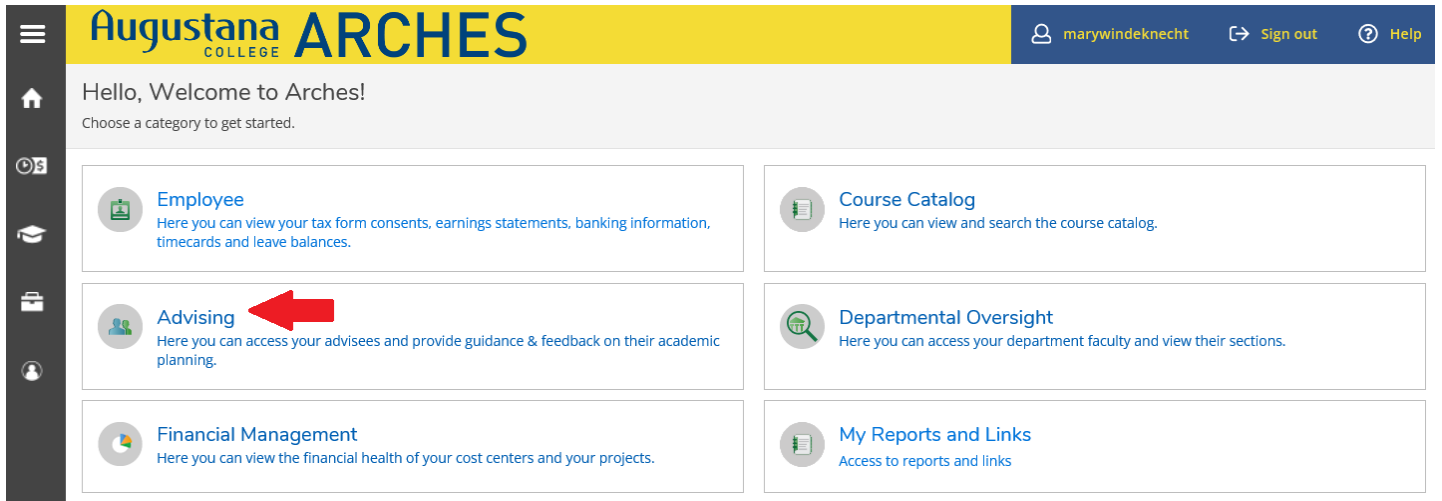


Clearing the Advisor Restriction in Arches

1. Log in to Arches and click on “Advising.”





2. Select a student by typing their name in the search box...

Which student do you want to work with...










Find a student by searching or selecting below.

Student
 Advisor

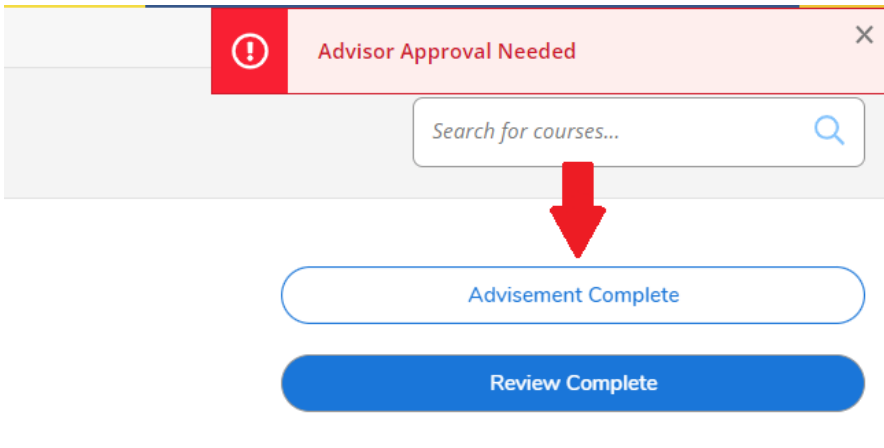
Type a name or ID... 



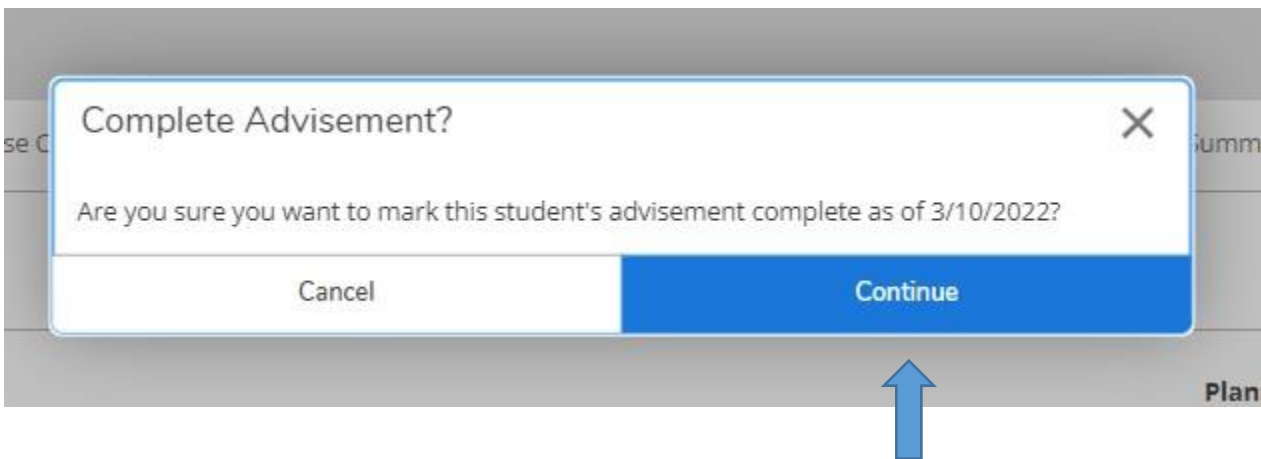
or by clicking on “View Details” for the student in the list below:

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
	██████████			██████████	Comm Sci & Disord	<u>N/A</u>	Aumuller, Karen L. (Major 1) Palos-Windeknecht, Mary (ARISE)	View Details
	██████████			██████████	Augie Ages Undecided	<u>N/A</u>	Palos-Windeknecht, Mary (First Year)	View Details
	██████████			██████████	Bus Adm-Finance	<u>N/A</u>	Marme', Mamata (Major 1) Palos-Windeknecht, Mary (ARISE) Snowball, W. D. (Minor 1)	View Details
	██████████			██████████	Augie Ages Undecided	<u>N/A</u>	Ehrlich, Janina A. (First Year) Palos-Windeknecht, Mary (ARISE)	View Details

5) To clear the advisor restriction, click on “Advising Complete”:

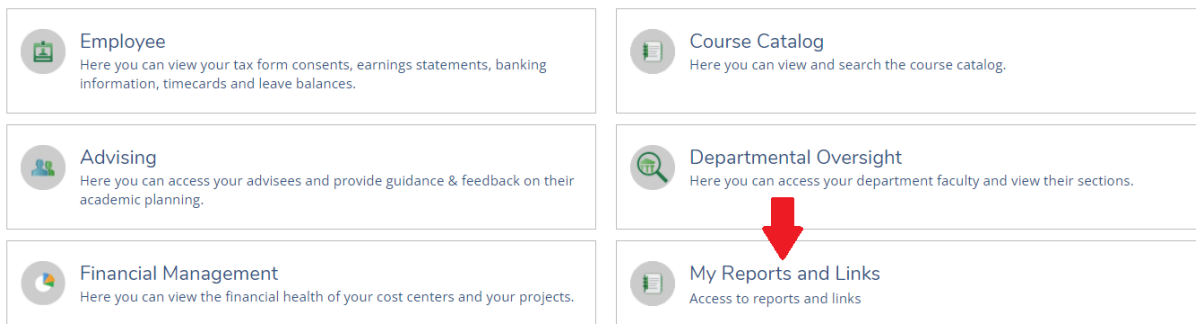


6) Click on “Continue” on the next screen:



The advisor restriction is now cleared.

7) To see which of your advisees still have an advisor restriction, return to the main menu in Arches and click on “My Reports and Links.”



8) Under “Advisor Resources” click on “Advisee Registration Times.” This report will show you your advisees and whether or not their advisor restriction has been lifted.

Instructor Information:

[Grade Change Request Form](#)

[I, IP & M Grades Report](#)

[Incomplete/In-Progress Agreement Form](#)

[IDEA online course feedback portal](#)

Advisor Resources:

[Advisee Major/Minor List](#)

[Advisee Registration Times](#)

[Advisee Restriction Removal](#)

[My Advisee FA Satisfactory Progress Worksheet](#)

[My Advisee FA Transcript](#)

[Student's Co-Curricular Transcript](#)



Starfish Retention Solutions:

[Log Into Starfish](#)

Petition for Transfer Credits:

[Transfer Credit Pre-Approval Form](#)

Reports:

[Major and Minor Report for Registered Students](#)

[Course Offering Information](#)

[Faculty Information](#)