

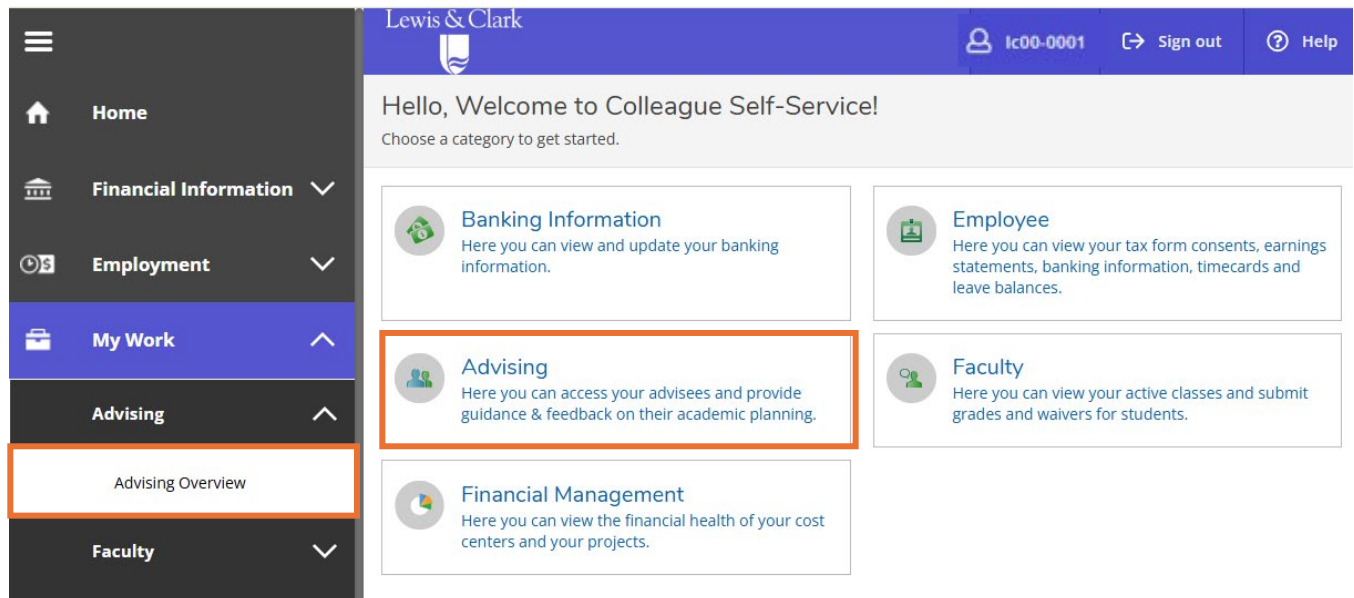
Advising Basics

Self-Service Advising has many features. This document provides information about:

- navigation
- the basics of viewing your advising roster
- viewing your advisee's proposed schedule for the upcoming semester
- providing advisor approval to register

To access Self-Service

- <https://go.lclark.edu/selfservice>
- From the homepage, select the **Advising** tile. Alternately, you can choose Advising from the menu.



Your Advising Roster will display.

Which student do you want to work with?

Find a student by searching or selecting below.

☒ Student
 ☐ Advisor

Using the student ID produces more reliable results than name.

Email All My Advisees

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	
	Doug Aditch			2726561	Bachelor of Arts in Mathematics	1/29/2026	Finch, Judy (Major 1) Bascom, Florence (Major 2)	finchj@clark.edu	View Details
	Mason Jarr			26561	Bachelor of Arts in Chemistry	11/25/2025	To review your advisee's upcoming semester plan, choose the View Details button.		
	Terri Dactyl			2726561	Bachelor of Arts in Chemistry	11/25/2025	Finch, Judy (Major 1) Bascom, Florence (Major 2) Bentley, Hayley (Major 2)	finchj@clark.edu	View Details
	Eileen Dover			26561	Bachelor of Arts in Sociology/Anthropology	N/A	Lemon, Kaitlin M. (College Advisor) Bascom, Florence (Major 2)	finchj@clark.edu	View Details
	Paige Turner			2726561	Bachelor of Arts in Psychology	N/A	Finch, Judy (Major 1) Bascom, Florence (Major 2)	finchj@clark.edu	View Details

The top part of the page provides advisee information and a link to the full profile.

Advisee Details

[Back to Advisees](#)

Doug Aditch
 Student ID: 2726561
finchj@clark.edu

[View Full Profile](#)

Program(s):
Bachelor of Arts in Mathematics

Educational Goal: Music

Advisor(s):
[Bascom, Florence](#)
[Finch, Judy](#)

[Link to full profile of your advisee.](#)

NEW: you can now see the same messages that students see regarding holds. There is a hot link for students that connects directly to the office that placed the hold.

[Advisor Permission to Register](#)

Last advised on 10/15/2025 by Finch, Judy

[Plan Review Complete](#)

Course Plan last reviewed on 7/11/2024 by Finch, Judy

Notifications 1

Title	Details	Link
Outstanding Balance	You have an outstanding balance that is preventing registration. Contact Student Accounts.	STUDENTACCOUNTS

The bottom part of the page shows a number of tabs which can help you view information about your advisee.

- The first tab is the **Course Plan**. Note that this defaults to the current semester, and you can move through the semesters that your student has attended or will attend.

IMPORTANT!!!
Change the view to Calendar view. List view is used by the Law school to approve *individual* sections, rather than providing Advisor Approval to register.

Courses on the plan for this semester.

Planned sections on the schedule. Note – the student has not yet registered for these two *planned* sections.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am							
9am							
10am		ENG-205-01		ENG-205-01		ENG-205-01	
11am							
12pm							
1pm							
2pm			BIO-110-02		BIO-110-02		
3pm							

You can see multiple semesters at one time by using the **Timeline** view

Semester	Courses	GPA	Credits
CAS Fall 2025	ART-229-F1: Art & Ecology (B+), ENG-240-01: The Brontës (A-), HIST-141-01: Colonial Latin American Hist (C), SOAN-205-01: Research Theory and Design (A)	3.250	16 Enrolled
CAS - Spring 2026	ART-106-01: Intro to Video Art (✓), DSCI-140-01: Introduction to Data Science (✓), PHIL-215-F1: Philosophy and the Environment (✓), RHMS-100-02: Intro to Rhetoric & Media (✓)		16 Enrolled
CAS Fall 2026	ART-115-02: Drawing I (✗), ENG-205-01: Lit in Eng: Medieval-18th c. (✗), ESS-270-01: Issues in Oceanography (✗), ESS-270L-01: Oceanography Lab (✗), IA-340-02: Internat'l Political Economy (✗), ECON-100 - Must be completed prior to taking this course (⚠)		17 Planned
CAS Spring 2027	ENG-243: Women Writers (⋮), ENVS-350: Environmental Th (⋮), ENVS-490: Topics Environm Studies (⋮), TH-201: Contact Improvisat (⋮), TH 105, TH 107, TH 217, or TH 209 completed prior to taking this course (⚠)		16 Planned

Providing Advisor approval to Register

When you are ready to approve registration for an advisee, return to the top of the Advising Detail screen for this advisee.

The screenshot shows the 'Advisee Details' page for Doug Aditch. The page includes a search bar at the top right, a 'Back to Advisees' link, and a profile section with student ID 2726561 and advisor Judy Finch. A callout points to the 'Advisor Permission to Register' button, stating: 'Use the **Advisor Permission to Register** button.' Another callout points to the date '10/15/2025' below the button, stating: 'When you provide approval, the date beneath the button will change to today's date.' A third callout, labeled 'IMPORTANT!!!', states: 'You must provide approval during the Registration Advising period. If you provide approval *before* it begins, the approval will not allow the student to register.'

Advisee Details

< [Back to Advisees](#)

Search for courses...

Use the **Advisor Permission to Register** button.

[Advisor Permission to Register](#)

Last advised on 10/15/2025 by Finch, Judy

[Plan Review](#) [Complete](#)

Course Plan last reviewed 10/14/2024 by Finch, Judy

Notifications 1

Title	Details
⚠ Outstanding Balance	You have an outstanding balance on your Student Account.

IMPORTANT!!!

When you provide approval, the date beneath the button will change to today's date.

You must provide approval during the Registration Advising period. If you provide approval *before* it begins, the approval will not allow the student to register.

For more information about the following topics, see the [Self-Service for Advisors](#) webpage.

- navigating the course plan and timeline
- placing courses and sections on the plan from My Progress
- placing courses and sections on the plan from the Course Catalog