

MaloneXpress – Advisor Clearance Training for Registration

This training document will provide you with the steps and information needed to clear your advisees for Web Registration. **Please Note:** *If you do not clear each of your academic advisees, they will not be able to register* for the selected semester through MaloneXpress - Web Registration.

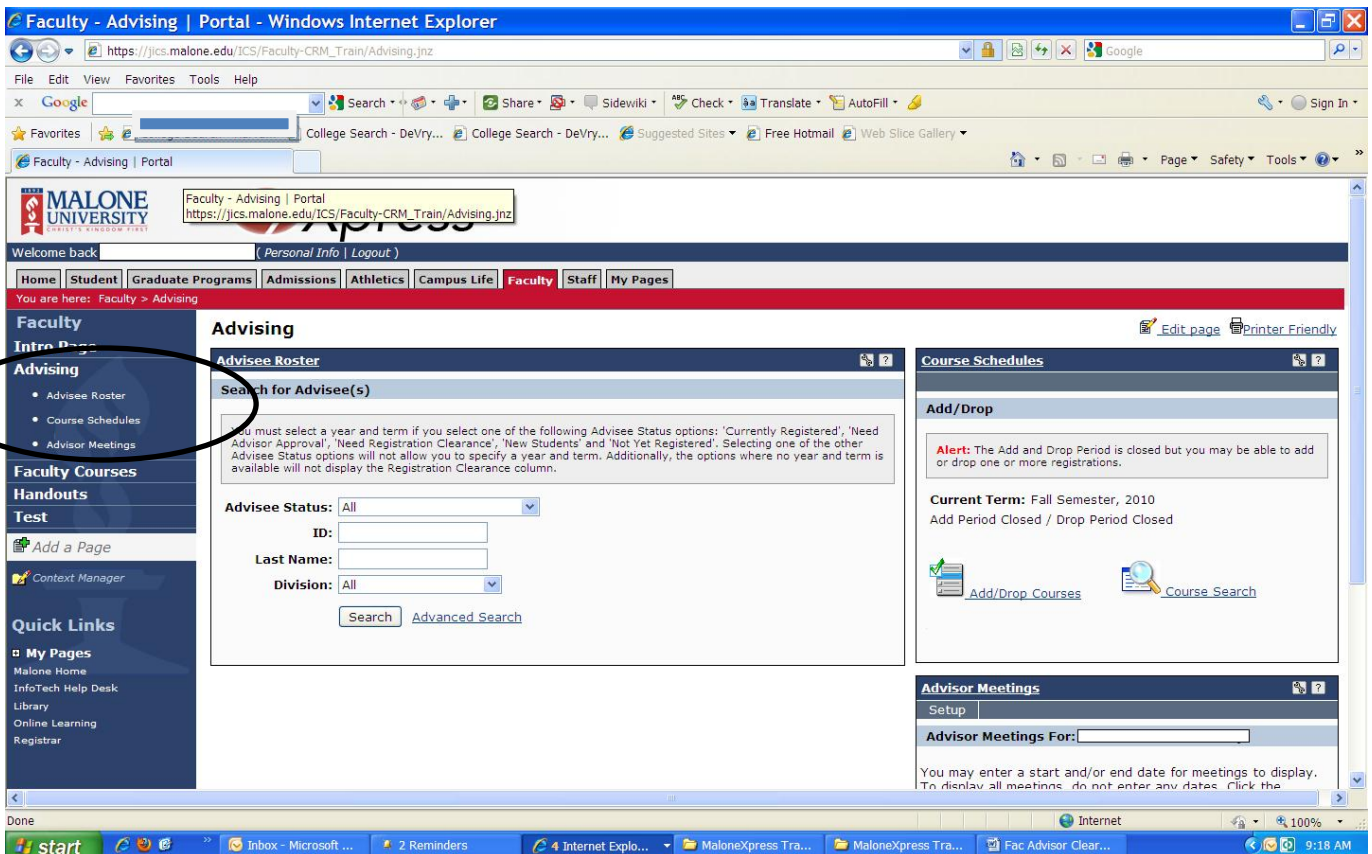
Step-by-Step Instructions:

Log-in to MaloneXpress by clicking on any of the MaloneXpress. Your log-in credentials are the same as you use to log into Malone to retrieve email and access your network account.

Once logged into MX, you will be directed to the Home page as displayed below:

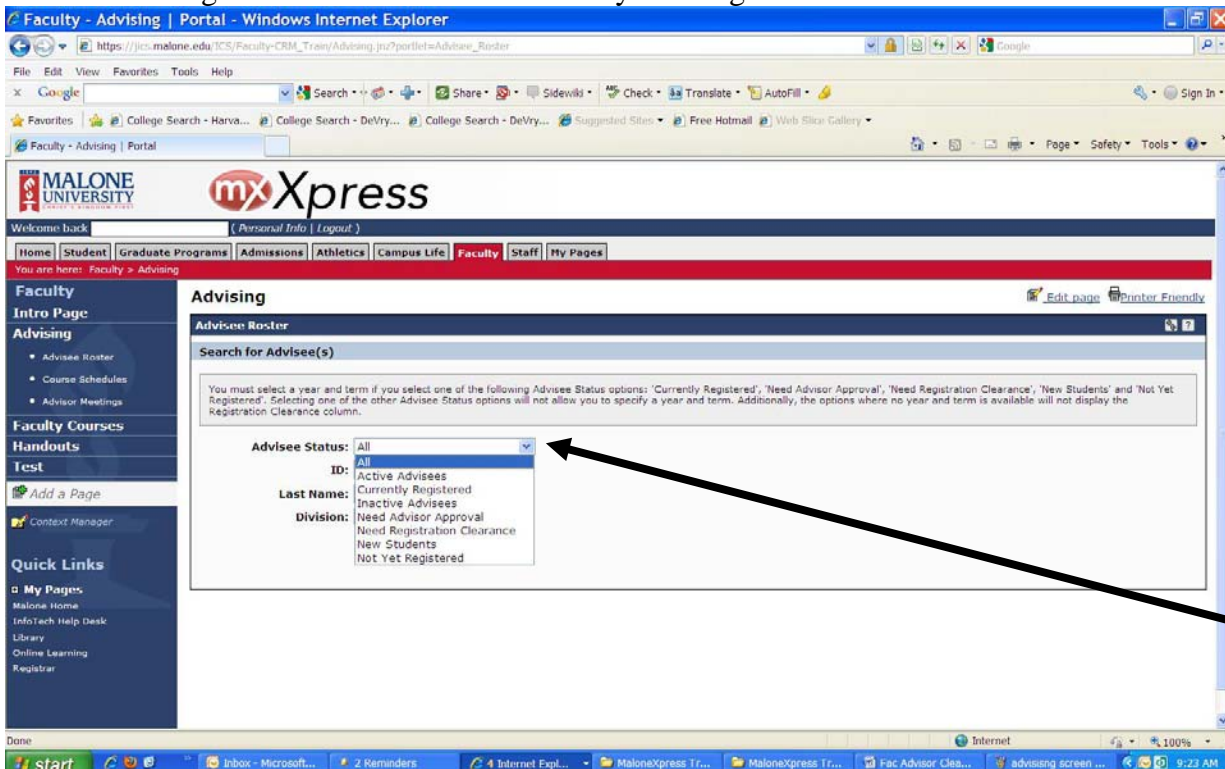
The screenshot displays the MaloneXpress Home page. At the top, there is a navigation bar with the Malone University logo and the 'mx Xpress' branding. Below the logo, a navigation menu contains tabs for 'Home', 'Student', 'Admissions', 'Campus Life', 'Faculty', 'Staff', and 'My Pages'. The 'Faculty' tab is highlighted with a red background and an arrow pointing to it. The main content area is divided into several sections: a 'Portal' section with a 'Public Page' containing a photo of the Malone University sign; a 'Campus Announcements' section stating 'You have no incoming announcements'; a 'Malone Calendar' section showing events for Wednesday, March 11 and Thursday, March 12; and a 'Campus Resources' section with links to Bookstore, Student Development, Campus Ministries, and PHIZ. A 'Quick Links' sidebar is visible on the left, and a 'Printer Friendly' link is in the top right corner.

Across the top of the MX window, you will see Red Tabs that assist in navigating the site. The tabs correspond to various roles assigned here at Malone. As a faculty member, you will see a tab marked Faculty. At this point, click on the Faculty Tab to navigate to that page. This will take you to the screen displayed next:



Once a tab has been selected, you can navigate within the page using the menus listed down the left column of the screen. You will need to select from the Left Column **Advising**. On this page you will find three portals: Advisee Roster, Advisee Meetings and Course Schedules.

You will find your Academic Advisee's through the **Advisee Roster**. Click on the drop-down window located to the right of the field **Advisee Status**: you will get a list similar to that shown below:



In the drop down window, select the menu item – **Need Registration Clearance**. Your selection will change your screen to include a window for selecting a **Term**: see next screen image.

MALONE UNIVERSITY mx Xpress

Welcome ba... (Personal Info | Logout)

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Faculty > Advising

Faculty

- Advising
 - Advisee Roster
 - Course Schedules
 - Advisor Meetings
- Faculty Courses

Quick Links

My Pages

- Business Office
- Continuing Studies
- Financial Aid
- Graduate Programs
- Library
- Malone University
- Online Learning
- Registrar
- Remote Access

Faculty

Advisee Roster

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered', 'Need Advisor Approval', 'Need Registration Clearance', 'New Students' and 'Not Yet Registered'. Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status: Need Registration Clearance

ID:

Division: All

Term: **Fall Semester, 2009**

- Fall Semester, 2009
- Summer III, 2009
- Summer II, 2009
- Summer I, 2009
- Summer Semester, 2009
- Spring Semester, 2009

Course Schedules

Add/Drop

Current Term: Spring Semester, 2009
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

Your Schedule (Registered)

Course	Title	Status
HIST 455	U S Since 1945	Current

Advisor Meetings

The term window will always initially display the default (current) term. Open the Term drop-down menu and select the term for which you are currently advising students for registration, and then select the **Search** button.

This will find all of your current advisees (active/enrolled in the current semester) that still need to be cleared for registration in the next semester. The next screen shot will show how your advisees will display after selecting the search feature.

Malone University mx Xpress

Welcome back [redacted] (Personal Info | Logout)

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Faculty > Advising

Faculty Advising

- Advisee Roster
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Faculty Advisee Roster

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered', 'Need Advisor Approval', 'Need Registration Clearance', 'New Students' and 'Not Yet Registered'. Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status: Need Registration Clearance

ID: [redacted]

Division: All

Term: Fall Semester, 2009

Search Advanced Search

Export to Excel Email Listed Advisees

Advisee Roster for: [redacted] (2 advisees)

FERPA Restrict	Name	Student ID	Needs to Register?	Registration Clearance
	Bar [redacted]	10 [redacted]		Grant
	Jof [redacted]	20 [redacted]		Grant

Notice that the advisee name is listed and that you have several options that allow you to work with this selected group of students. You may export this roster to Excel using the [Export to Excel](#) link, or you may email this entire group of students by selecting the [Email Listed Advisees](#) link.

You will see two columns to the right of each name: **Needs to Register?** and **Registration Clearance**. These are unique to this selected group based on the term you selected in the search feature. Once you have met your listed advisee and had your Academic Advising Appointment, you will need to select the Grant button found under the Registration Clearance heading.

Please Note: Failure to select the Grant button on an advisee will prevent that student from using the Web Registration feature in MaloneXpress. No one except the student's assigned academic advisor can Grant this student permission to register through Web Registration. Students not granted clearance will need to physically drop-off signed registration forms in the Office of the Registrar in order to register for classes. *This will delay their opportunity to select courses while other students take advantage of the instant access granted through the Web Registration function.*

Once the Grant button has been selected, the students name will disappear as you are filtering your roster by those that still need registration clearance. You can see all advisee names again by going back to Advisee Status and selecting Active Advisees and searching again.

Under the Registration Clearance, the button that now appears is **Remove**, indicating that the student has been cleared to register. This also allows you to revoke that clearance - should you wish to meet with the student again, before, or during the registration process.