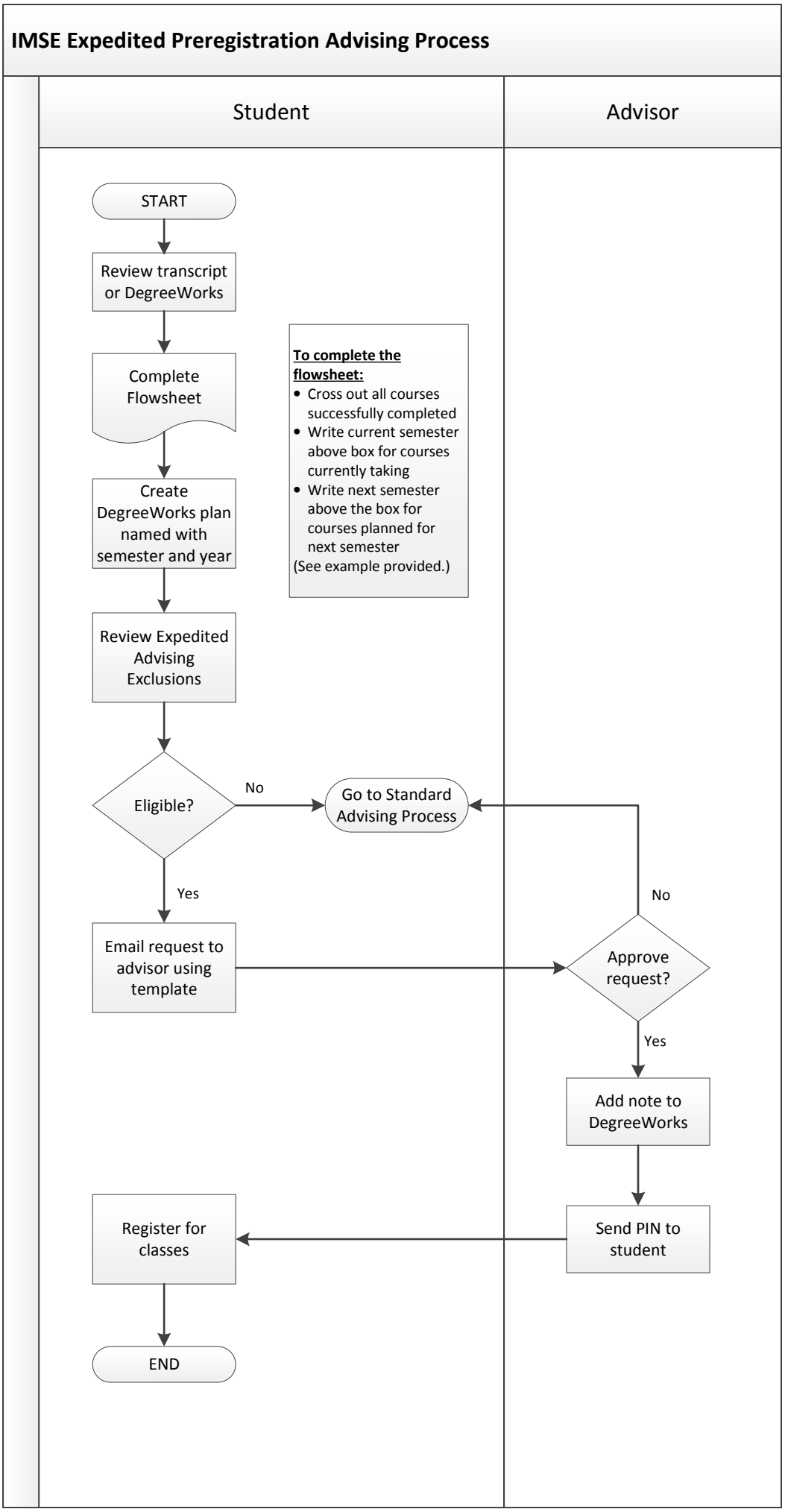
IMSE Expedited Preregistration Advising Process
Student
Advisor
START
Review transcript or DegreeWorks
Complete Flowsheet
To complete the flowsheet:
Cross out all courses successfully completed
Write current semester above box for courses currently taking
Write next semester above the box for courses planned for next semester
(See example provided.)
Create DegreeWorks plan named with semester and year
Review Expedited Advising Exclusions
Eligible?
No
Go to Standard Advising Process
Yes
Email request to advisor using template
Approve request?
No
Yes
Add note to DegreeWorks
Send PIN to student
Register for classes
END