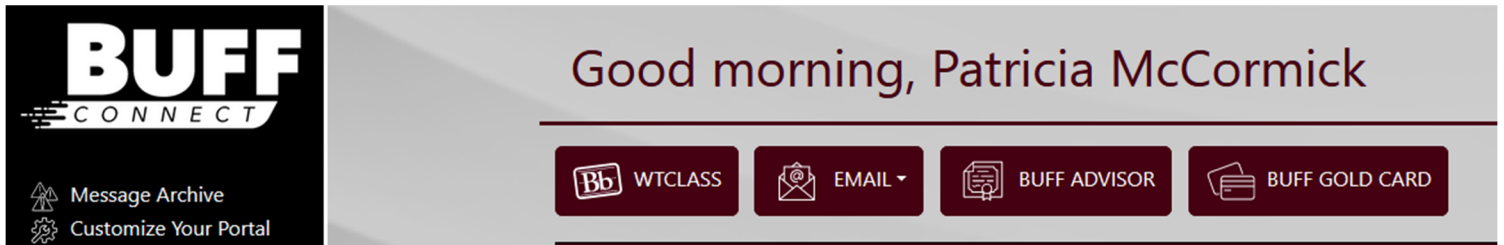***UPDATED 09/01/2023***
Follow instructions to greenlight students after advising appointments for upcoming registration period.
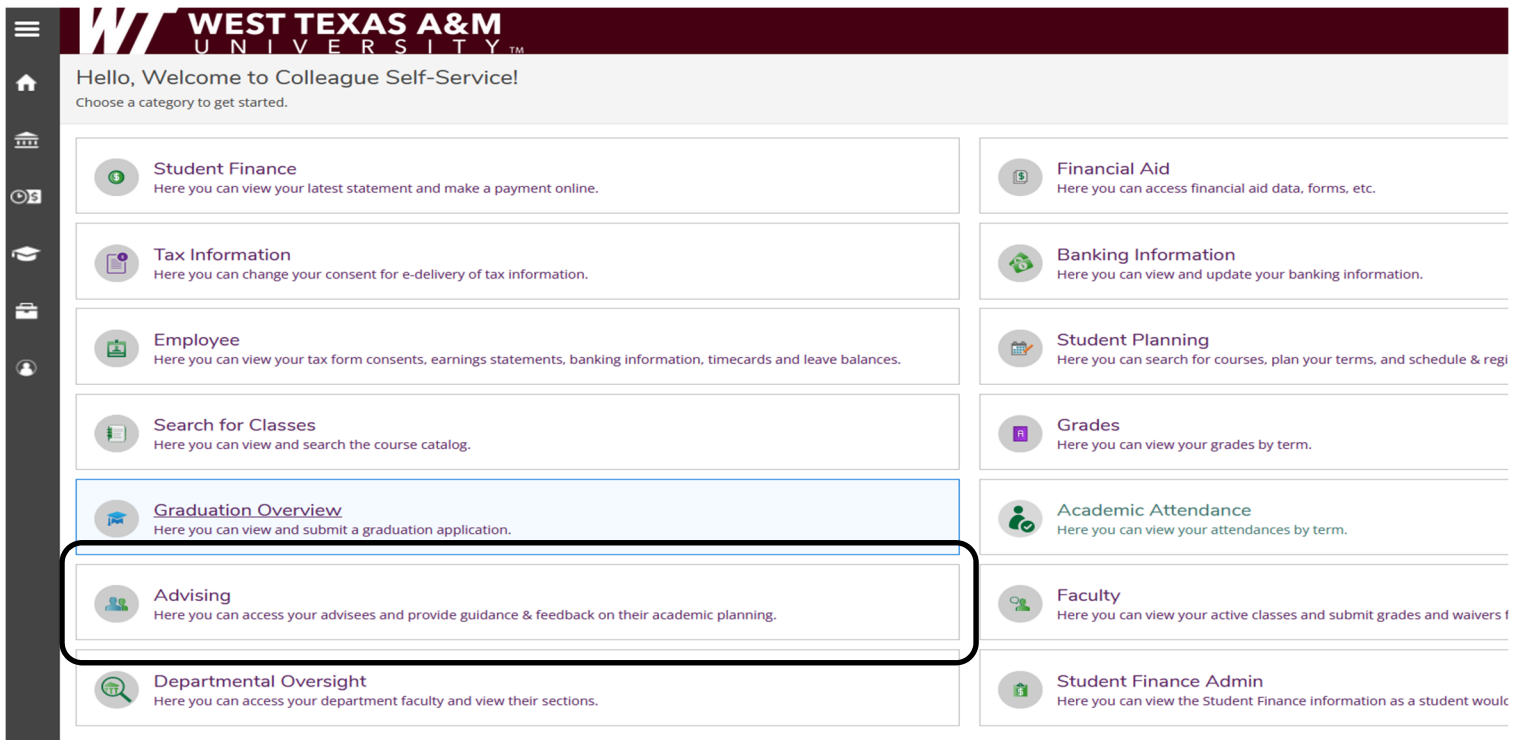
Click Buff Connect on the top of the university home page

Faculty advisors will log into the Buff Connect Portal and click on 'Buff Advisor'

Once in Colleague Self-Service, click Advising from your menu options

From your Advising Overview, choose the advisee you want to work with. You can enter their id number or name to search for them or find them on your list of active advisees.

Click on View Details to open that student's information.

ⓘ All undergraduate students must request an official degree plan from their Academic Dean's Office by the time they have completed 30 semester credit hours. Students considering a future catalog need to know that curriculum may change from what is seen here. To check whether you have an official degree plan on file, look at "Program Notes" below.

Graduate students need to have a Plan of Study approved and filed with the Graduate School prior to completing their second semester.

Which student do you want to work with?
Find a student by searching or selecting below.

● Student
○ Advisor

buffalo, bucky   🔍   ✉ Email All My Advisees   ⇪ Export ⌄

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	
🦬	Bucky B. Buffalo			0883274	Undeclared	N/A		bbbuffalo1@buffs.wtamu.edu	View Details

You will notice various tabs to see information on the student. You can see the

- **Course Plan** - if the student has made pre-planned courses.
- **Timeline** - courses completed by term and planned for future semesters.
- **Progress** - LIVE record of degree requirements the student has completed, has planned and has yet to complete for their particular major program.
- **Course Catalog** - allows you to search courses by subject or selected criteria.
- **Notes** - made by other advisors, the student, and/or yourself. You are ENCOURAGED to document course/academic suggestions made as record of advising. These notes are time stamped. For RECORDS only, neither you or the student are notified if notes are added.
- **Plan Archive** - saves what has been planned in a PDF format when you click the Archive button on Review Complete.
- **Test Scores** such as TSI, ACT, etc,
- **Unofficial Transcript** will list all WT course work completed
- **Transfer Summary** will have each institution listed and the courses taken at each institution and the WT equivalencies
- **Grades** will show grade by each semester
- **Petitions & Waivers** will show any approved petitions and/or waivers that have been submitted. To submit a petition for one of your courses, click on the Faculty tab on the Self-Service menu. Instructions on how to submit this can be found in the Faculty Menu Instructions for Waivers instructions.
- **Graduation Application** will show if the student has submitted an application for graduation.

You'll notice this student has a red popup alert indicating "You have not been green lighted. See your Advisor". Just below that there is a new button labeled "Greenlight". You will click on that button to greenlight the student confirming your advising conversation and making them eligible to register.

When you click the Greenlight button you will get a popup box asking you to confirm that you want to mark the student as having completed advisement along with today's date. The advisement date must be after the 20th class day of the current semester (Fall/Spring) for the student to satisfy the registration rule.

You can now see that the student was "Last Greenlighted on 8/31/2023 by McCormick, Patricia". This will allow you to see when the student was last greenlighted and by whom. Every time the "Greenlight" button is clicked, it will update the date and advisor information. This isn't a problem and can be a good way to confirm the student is greenlighted for registration by the appropriate date.

If you don't see the student you are working with because they are new and haven't yet been officially assigned to you as their advisor in Colleague, you MUST complete a "Degree Information Form" (Link under Daily Work/Faculty) to get the advisee on your list and have the Registrar's Office greenlight the student. Choose "Yes" if you need the Registrar's Office to greenlight the student while you wait for your department to process the Degree Information Form.

To get a full list of your advisees, click on the Advising tab on the Main menu.

Scroll to the bottom of the page to have all advisees load and then click Export to get a CSV file.