***NEW***

Greenlighting students for registration has changed. There is no longer a link directly in the Buff Advisor menu to “Greenlight My Advisees”.

Faculty and Advisors will log into the MyBuff Portal and click on ‘Buff Advisor’

Once in Buff Advisor Click on the FACULTY Menu
On the Faculty Menu, choose Student Planning.

From your Advising Overview, choose your advisee you want to work with. Click on their name to open that student’s information.
You will notice various tabs where you can see information on the student. You can see the

- Course Plan, if the student has looked at what they need to take.
- Timeline of what they have taken along with what they have planned for future semesters.
- Progress tab will show you what requirements the student has completed, has planned and has yet to complete for their particular major program.
- Notes made by other advisors, the student and/or yourself,
- Test Scores such as TSI, ACT, etc,
- an Unofficial Transcript which will include WT course numbers for transferred work
- student’s Grades by semester.

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 9/19/2018 by Miller, Tana J.”. 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 using the “Change of Major/Advisor Form”, then your Department Secretary (who typically have the appropriate access) can still assist you in that process by logging into Colleague (Datatel) and going to the XADV screen.
Using XADV in Colleague

In this example, Test W Student, 0000003, has never been greenlighted using the new process. On the box where it says “Update Date Green Lighted”, enter a Y and then “Save”.

You will get a popup box. Click Update.

If you go back into the student on XADV, you can see the updated information. This information updates also when a student is greenlighted from Student Planning.