



The Advisor Advocate

Registration Checklist for Advisors

Advising season can be stressful for students and advisors alike, especially if students cannot register due to a hold or other issue. Use this checklist to help you navigate some common registration issues.

1 Financial Aid Requirements Not Satisfied



If students have a “Financial Aid Requirements not satisfied” indicator on their IUP Advise Student Profile, direct students to the Office of Financial Aid. Students are also able to see unfulfilled requirements in the **Finances** Section of MyIUP.

2 Cannot register because of a balance due



Students are able to register as long as their balance is below \$2,500. The Office of Financial Aid can assist with financing options such as IUP Retention Grants, parent loans, or private loans.

3 Dean’s Recovery Hold



Students should contact their A-Dean. A list of each college’s Academic Standards Officers is available at IUP.edu/success/student-resources/academic-standards-officers.

4 Admissions Hold



There are three types of admissions holds. Students can view which hold applies to them, and how to resolve it, in the **Academics** tab of MyIUP.

Undergraduate Admissions high school OR college transcript hold: Email final transcript to application-docs@iup.edu or mail/deliver to Admissions, 120 Sutton Hall

Graduate final degree conferred college transcript hold: Email all documents to grad-documents@iup.edu or mail/deliver to Graduate Admissions, 101 Stright Hall

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