

Step 4 – Getting Your Faculty Advisor's Approval



The following links may display confidential information.

User Account

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[What's my User ID?](#)
[What's my password](#)
[Change Password](#)
[Add/Change Cell Phone #](#)

Financial Information

[View Account and Make Payments](#)
[Make a Payment](#)
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[View My Payment Plan Schedule](#)

Financial Aid

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Communication

[E-mail My Advisor\(s\)](#)

Registration

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Academic Planning

[Plan/Register/Add Course Sections](#)
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Academic Profile

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Click on Email My Advisor(s) to notify your Faculty Advisor that courses were added to your worksheet.

Make sure you do this every time something is added to your worksheet.

They are not notified automatically!



CURRENT STUDENTS

Welcome [redacted]

From [redacted]

Send To Advisor's Name Advisor's E-mail Address

☒ Dr. Shawn Kelley skelley@daemen.edu

Additional 'Send To' E-mail Addresses

Subject

E-mail Text

Write your Faculty Advisor(s) a polite message to let them know you completed your worksheet and it's ready for approval.

Then hit **SUBMIT**.

NOTE: You might be required to meet with your Advisor before approval has been granted, so make sure your worksheet is done well in advance of registration.

SUBMIT

You can also use your WebMail (available on MyDaemen) to email your Faculty Advisor.