IMSE Expedited Preregistration Advising Process

**Student**

1. **START**
2. Review transcript or DegreeWorks
3. Complete Flowsheet
4. Create DegreeWorks plan named with semester and year
5. Review Expedited Advising Exclusions
6. **Eligible?**
   - Yes: Email request to advisor using template
   - No: Go to Standard Advising Process

**Advisor**

- **Approve request?**
  - Yes: Add note to DegreeWorks
  - No: Send PIN to student

**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.)

**END**