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What is in the Guide
The following sections are included:

- Advisor Clearance Overview
- Help and Support
- Steps in the Agora Portal and EagleApps
- Accessing the Advising Module
- Cleared for Registration
- Not Cleared for Registration
- Advisor Clearance for Students Studying Abroad

Advisor Clearance Overview

Prior to registering for courses in the upcoming semester, students in each of the four undergraduate day schools (MCAS, CSOM, LSEHD, CSON) must meet with their assigned Academic Advisor and review their proposed courses for the upcoming semester and determine how their planned courses fit into their overall academic plan.

All Boston College undergraduate students in the schools of MCAS, CSOM, LSEHD, and CSON have an assigned Academic Advisor in the Academic Department of their Primary Major.

For additional information about Advising in specific schools, refer to the following resources:

- **MCAS**: Freshmen students are assigned Advisors through the Academic Advising Center; MCAS students who are sophomores, juniors, and seniors and have a declared Major should consult their Academic Department.
- **CSOM**: CSOM Advising
- **LSEHD**: LSEHD Advising
- **CSON**: CSON Advising

Help and Support

If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). The following table provides the relevant links for help and support of EagleApps.
### Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Who Should Use These Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EagleApps Help/Incident Request</strong></td>
<td>This form is to be used to submit application or data issues encountered when using any of the EagleApps Modules, including Enrollment (CMCO), Student Accounts, Institutional Awards, or Financial Aid.</td>
<td>Only those users who actively use EagleApps and have an EagleApps account.</td>
</tr>
<tr>
<td><strong>Student Services Systems Access Request</strong></td>
<td>This form should be used to submit requests for access to any of the applications and data supported by Student Services.</td>
<td>Boston College Community/Public that are authorized to use these applications per their job requirements and duties. These users must also be approved by the respective business owners of each application to ensure they have the clearance to view and/or modify the corresponding data.</td>
</tr>
</tbody>
</table>

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### Steps in the Agora Portal and EagleApps

Listed below are the steps that students need to follow for Advisor Clearance.

<table>
<thead>
<tr>
<th>Agora Portal</th>
<th>EagleApps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. View your assigned Academic Advisor.</td>
<td>1. View the Advisor Clearance indicator at the top of the Student Registration screen.</td>
</tr>
<tr>
<td>2. Meet with your assigned Academic Advisor and make a note of your meeting at the top of the Student Registration screen.</td>
<td>2. See the Registration Calendar for registration dates for your class year. You will receive an individual Registration Appointment.</td>
</tr>
<tr>
<td>3. <strong>NOTE:</strong> Advisor Clearance is required in order to register at your assigned Registration Appointment time.</td>
<td></td>
</tr>
</tbody>
</table>

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### Accessing the Advising Module

**NOTE:** Google Chrome is the recommended browser.

1. Log in to the Agora Portal using your BC credentials.
2. Select the option for **Academic Advisor**.
IMPORTANT: You should reach out to your assigned Advisor and you should review your Degree Audit and attempt to determine a Registration Plan for your upcoming Academic Semester.

Cleared for Registration

After you have met with your assigned Academic Advisor and you are cleared for registration, your Student Registration page will display an Advisor Clearance confirmation message similar to the following example.

NOTE: You can begin to add courses to your Registration Plan, but you will not be able to register until the time of your Registration Appointment.
Not Cleared for Registration

If you have not received Advisor Clearance, the following message will display and you will **NOT** be able to register for courses.

Advisor Clearance for Students Studying Abroad

Students on Foreign study are strongly encouraged to contact their advisors for guidance, but they will automatically be cleared for registration by Student Services.