



# **Online Registration Application Department Administrator Guide**

Revised August 2013



































## Approve Research and Graduate Thesis Page

### How Can I Easily Approve Thesis Subject Selections During the Summer Term?

In order to facilitate the process of approving the registrations for these students, department administrators and proxies can bulk approve graduate students within a program who are registering for only thesis or research subjects for the summer term.

MIT OFFICE of the REGISTRAR  
REGISTRATION

Registration Home Assign Advisors **Student Registrations** Help Log Off

Summer 2011: Approve Research and Graduate Thesis

Course(s): 4 4.A 4.B 4.C 4.CME Find Students

44 items found, displaying all items.

<input type="checkbox"/> MIT ID	Name & Kerberos	Gender	Course	Hold	Subjects	Units
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	F	4 D		4.THG Graduate Thesis	36
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	M	4 D		4.589 Preparation for Design & Computation PhD Thesis	36
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	M	4 D		4.THG Graduate Thesis	36
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	M	4 D		4.THG Graduate Thesis	36
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	F	4 M		4.THG Graduate Thesis	36
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	M	11 MCP 4 M		4.THG Graduate Thesis	1
<input type="checkbox"/> 82N027203	<a href="#">Nikolaos, Nikoan Nikoan</a> <small>Approved</small>	M	4 D	On Hold	4.THG Graduate Thesis	36

**[1]** To switch to a different course, open the pop-up list next to Course(s), make your selection and then click *Find Students*.

**[2]** Click the check box on the far left for as many names as necessary and then click the *Approve* button. To select all names click the box in the header area to the left of MIT ID.