Assigning an Advising Office to a Student

Overview

An advising office rather than an individual advisor can be assigned as the advisor to a student.

An advising office must first be defined in the system before it can be used in this process. Contact the Office of Completion and Student Success (OCSS) to have an advising office added. To associate a staff member to an advising office, contact ocss@iu.edu to add staff to the group.

Steps

Assigning an Advising Office

1. Navigate to: Records and Enrollment > Student Background Information > Student Advisor.
2. Enter the student’s ID or Last Name and First Name.
3. Click Search.
4. If the student already has an advisor assigned at this institution, additional advisors may be assigned by clicking immediately to the right of the Advisor Number field and continue to step 6.
5. Enter Academic Institution.
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**NOTE:** If a student already has an advisor assigned at different Institution, click + to the right of Institution and enter that institution and the associated advisors.

6. Either select the Advisor Role from the drop-down menu or let it be populated automatically when you click the Advised by Advising Office checkbox.

The system automatically populates the Advisor Number.

7. Enter the student's Academic Career.
   - A career that does not apply to the student cannot be entered. For example, UGRD (Undergraduate) cannot be entered for a GRAD (Graduate) student.

8. Enter the student's Academic Program.

**NOTE:** A program that does not apply to the student cannot be entered. It is possible that a student may have more than one Program.

9. (Optional) Enter the Academic Plan.

The Adviser Active Date is set to the current date by default and may not be modified. It represents the date the advisor is being assigned to the student.

10. Make sure the Advisor Status is set to Active.

11. Leave the Academic Advisor field blank.
12. Click the Advised by Advising Office checkbox in the lower right corner of the page.
13. Enter the Advising Office or click to select the appropriate Advising Office.

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14. Click .

The Advising Office is now assigned to the student and the student is able to see this information via the Student Center which can be accessed through One.IU (one.iu.edu).

15. In One.IU, the student can search on “Student Center” and click the Student Center task.
16. Click the My Academics & Grades link.
17. Under the Advising heading, click the View my Advisors link.