Academic Advising
Changing/Removing a Student’s Advisor

Overview

In order to change an advisor who has been assigned to a student, the current advisor must be inactivated and a new advisor assigned. An advisor is never removed from a student’s record, but is rather made inactive for this student.

If you want to change the actions an advisor can take (for example, Must Approve Enrollment or Allow Planner Submissions) you must first inactivate that advisor and then add a new row adding the same advisor back with the new actions checked.

Steps

Changing or Removing an Advisor Assigned to a Student

1. Navigate to: Home > Records and Enrollment > Student Background Information > Student Advisor.
2. Enter the student’s ID or Last Name and First Name.
3. Click Search.

The Student Advisor page will be displayed.

Pay close attention to the blue scroll bars.

4. If the blue bar above Academic Institution has something other than 1 of 1, click View all on that bar and select the appropriate Institution.
5. If the blue bar above Advisor Role has something other than 1 of 1, then the student has more than one advisor at this Institution and you’ll need to click View All on the scroll line above the Advisor Role to view all the advisors.

6. If an advisor is no longer assigned to a student, select Inactive from the drop-down list in Advisor Status.

7. To add a new advisor; click to the right of the Advisor Role field. A new row is inserted.

8. Select the appropriate Advisor Role.

9. Enter the Academic Career.

10. Enter the Academic Program.

11. Enter the Academic Plan, if desired.

12. In the Academic Advisor field, enter the ID for the new advisor.

13. Click . A new advisor is now assigned to the student.

14. Click the View All link on the blue bar above Advisor Role to view all the student’s advisors for that Institution.

15. The student will now see only the active advisors via the Student Center page.