STUDENT ADVISOR INPUT

ASSIGNING ADVISORS

Navigation: Records & Enrollment>Student Background Information> Student Advisor
Enter student ID (or Name) and Search

If the student does not have an advisor yet, the page will be blank except for the Institution (TOWSN) and the effective date (defaults as today’s date).
Select an Advisor Role  (Major Advisor, FYE, etc.)
Enter the Career, Program and Plan (major). It’s a good idea to use the look up (Magnifying glass icon) on these fields since the student may not be in the program or plan you think.
Next, look for the Advisor you wish to assign by clicking on the magnifying glass beside Academic Advisor. You will get a search box.

**Look Up Academic Advisor**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>0360963</td>
<td>Atkinson Pamela B</td>
<td>Female</td>
<td>09/01</td>
</tr>
<tr>
<td>041706</td>
<td>Atkinson Patricia L</td>
<td>Female</td>
<td>12/01</td>
</tr>
<tr>
<td>0379729</td>
<td>Atkinson Perry R</td>
<td>Male</td>
<td>02/07</td>
</tr>
</tbody>
</table>

ALL faculty and staff are listed in this search box. Narrow your search by typing a last name or ID for the person you want. Please note: Any faculty/staff can be assigned to a student—it is not limited to faculty in the student’s plan (major).

Once you select the Advisor, his/her TU ID will be displayed, along with the name.

If you wish to ADD a second advisor,
Add a row (+) under the second blue bar.
Do NOT add a row at the top where the Institution & Effective Date appear.
In the example above, ART (the student’s MINOR) was selected under Plan. A second advisor was then selected from the search box.

This student now has two advisors.
SAVE
CHANGING ADVISORS

Navigation: Records & Enrollment > Student Background Information > Student Advisor
Enter student ID (or Name) and Search

If the student already has advisor(s) assigned, you’ll see that when you navigate to the page. As of 11/21/2008, Darth has 3 advisors:

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Towson University</th>
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</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>11/21/2008</td>
</tr>
<tr>
<td>Advisor Role</td>
<td>Major Advisor</td>
</tr>
<tr>
<td>Academic Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Academic Program</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>Family Studies</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Dupal, Joanna M.</td>
</tr>
<tr>
<td>Committee</td>
<td></td>
</tr>
</tbody>
</table>

To make your changes, add a row (+) at the very top—beside the Academic Institution and Effective Date.

This is always your first and most important step!
Today’s date will default in along with the student’s current advisor information.

Notice that you now have multiple (11) rows at the top (with different effective dates) and 3 rows below for the three advisors currently assigned.

You need to assess the advisors the student currently has and determine what to do.
First look for a positive service indicator (*). This could mean that the student is still in the FYE Program and needs to retain the FYE advisor. If the student does NOT have a positive service indicator for FYE program, then you need to remove the FYE advisor by deleting the row. But be sure to check.

In the sample below the student has a positive service indicator, but it’s not for the FYE Program. Therefore we can delete that row.

**Manage Service Indicators**

- **Display**
- **Effect**
- **Institution** Towson University

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>Start Term Description</th>
<th>End Term</th>
<th>End Term Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPG</td>
<td>Payment Plan-Student</td>
<td>Term Payment Plan</td>
<td>Towson</td>
<td>Fall 2009</td>
<td>1094</td>
<td>Fall 2009</td>
<td>1094</td>
<td>04/15/2009</td>
<td></td>
</tr>
</tbody>
</table>

**Student Advisor**

- **Academic Institution**: Towson University
- **Effective Date**: 08/11/2009

**Advisor Role**: Major Advisor

- **Advisor Number**: 3

**Advisor Occupation**: Undergraduate

**Advisor Program**: Bachelor of Science

**Advisor Plan**: Family studies

**Advisor Advisor**: Joanne M.

- Advised by Committee
- Must Approve Graduation
- Graduation Approved

**Advisor Role**: Minor Advisor

- **Advisor Number**: 5

**Advisor Occupation**: Undergraduate

**Advisor Program**: Bachelor of Science

**Advisor Plan**: Mathematics

**Advisor Advisor**: Rachel N.
If the student has changed majors, then you would go to the **Major Advisor** and change both the PLAN and the Advisor. (In some cases you may also need to change the program if the student has changed from a BS to a BA). You would not touch the Minor Advisor.

**SAVE**

In some cases, the student has two majors so you would not strike over the first Major Advisor, you would simply add a row and add another Major Advisor. Students may have multiple advisors—one for each major and minor they are currently in.
DROPPING ADVISORS WHEN NO NEW ADVISOR EXISTS
Eventually you need to remove an advisor from a student. For example, if a student drops a major and the new major department has not yet added a new advisor. It is not possible to SAVE the page if you delete all advisors from a student, therefore, you must ADD a generic advisor with a new effective date.

Navigation: Records & Enrollment>Student Background Information> Student Advisor
Enter student ID (or Name) and Search.

Add a row (+) at the very top—beside the Academic Institution and Effective Date. Today’s date will default in along with the student’s current advisor information.

In this example, the student is dropping PELE-BS major so we need to remove the PELE advisor.

DELETE (-) the row using the minus sign. Click Okay when you get the message.

Select Advisor Type
Re-input Career and Program (In this case, UGRD & BS).
Leave the Plan blank

Do a look up (magnifying glass) on Academic Advisor and find “Academic Advising Center” by searching on a LAST name of CENTER, FIRST initial A.

**Look Up Academic Advisor**

- **ID:** begins with
- **Campus ID:** begins with
- **National ID:** begins with
- **Last Name:** begins with CENTER
- **First Name:** begins with A

**Search Results**

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>0204149</td>
<td>Center, Academic Advising</td>
<td>Unknown</td>
<td>(blank)</td>
</tr>
</tbody>
</table>

Select Academic Advising Center
SAVE

The student now has only one advisor (see blue bar with 1 of 1) – they are assigned to the Academic Advising Center.

S. Sides
08/13/2009