HELPFUL TIPS FOR ADVISOR INPUT

1) **Always** add a row at the top to bring in the current date.

2) The current advisor(s) will be brought forward—you need to determine who to delete/change and who to keep.

3) Use the Change of Major form as your guide. If the student is changing majors, it will list a major to remove. If it does not, you can assume the student is adding a second major.

4) When in doubt, call or email the student.

5) If the student is truly changing majors, strike over the old major advisor and put your major's advisor in.

6) If the student is ADDING your major, leave the first major advisor alone. Add a row under the second blue bar. Add your advisor’s name under the new row. Second blue bar should now show 1 of 2 (meaning they have 2 advisors).

7) Always use the Program look-up to determine if a student is in a BS or BA program. If a student switches from one to the other, they will not show on View My Advisees until you switch the program on the Student Advisor page.

8) FYE advisors (First Year Advisor) – these should be deleted when the major advisor is added, except when the student is still in their first year. Look for a positive service indicator on the student’s record (*). If you see one, click on it. If it’s an **FYE service indicator**, you must leave the FYE advisor in and add your major advisor by adding a row. If there is no FYE * then you must strike over the FYE advisor and replace it with your major advisor.

9) Some FYE advisors become the student’s major advisor. For these, you need to add a row at the top (current date) and change the drop down under **Advisor Role** from “First Year Advisor” to “Major Advisor.”

10) **Transfer Advisor** – these should always be deleted. We no longer have a Transfer Advising program.

11) The generic **Academic Advising Center** advisor (0204149) should always be removed if you are adding an advisor. If you ever need to **delete** an advisor before a new one has been assigned (student has dropped your major, for example), replace the former advisor with the “Academic Advising Center” advisor. Academic Advising uses a different generic advisor (Advisor, Not Specified 0254557) when they have a student who is no longer an FYE but hasn't been assigned a major advisor yet or for stop-out students. Either works—just depends on the situation.

12) There are several queries to help you manage advisors and advisees. They can be found under Query Manager by searching: TU_ACAD_ADV. If you don’t know the faculty IDs for your Dept, there is a query for that as well: TU_ACAD_FACULTY_BY_DEPT