

HELPFUL TIPS FOR ADVISOR INPUT

- 1) Always add a row at the top to bring in the current date (unless the student is new and has no advisors, in which case the current date will default in).
- 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. When in doubt, call or email the student.
- 4) If the student is truly changing majors, strike over the old major advisor and put your major's advisor in.
- 5) 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).
- 6) 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.
- 7) 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 is 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.
- 8) 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."
- 9) A generic advisor (Academic Advising Center or Advisor Not Specified) 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 **Advisor, Not Specified (0254557)**.
- 10) 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
- 11) Graduated students will not appear on the queries or on the Advisor Center, however stop-out students who have NOT graduated will.