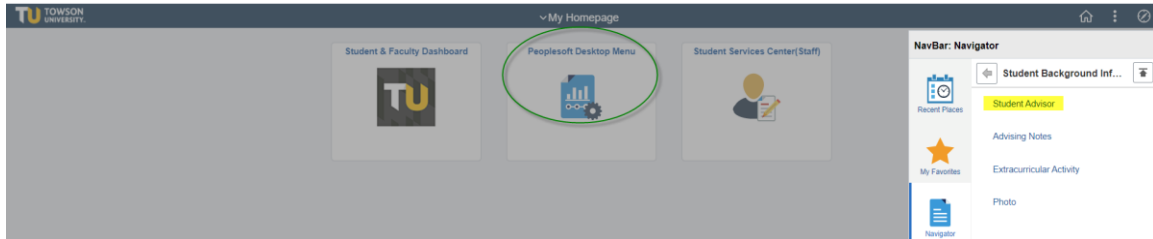


STUDENT ADVISOR INPUT

ASSIGNING ADVISORS

Using the PeopleSoft Desktop menu or right-hand navigation, Navigate to the Student Advisor page.



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.)

Student Advisor

A screenshot of the 'Student Advisor' form in PeopleSoft. The form is titled 'Student Advisor' and has a search bar at the top. Below the search bar are several input fields and checkboxes. The fields include: '*Academic Institution' (TOWSN), '*Effective Date' (09/20/2021), '*Advisor Role' (Major Advisor-), '*Advisor Number' (1), '*Academic Career', '*Academic Program', 'Academic Plan', 'Academic Advisor', 'Advisor Percentage', and 'Committee'. There are also four checkboxes: 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. At the bottom of the form are several buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Enter the Career, Program and Plan (major). Use the look up (Magnifying glass icon) on these fields since the student may not be in the program or plan you think they are in.

Student Advisor

Search Results 1 of 1

*Academic Institution Towson University + -

*Effective Date 1 of 1

*Advisor Role *Advisor Number + -

*Academic Career Undergraduate

*Academic Program Bachelor of Science

*Academic Plan Pre-Business Administration

Academic Advisor

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Next, look for the Advisor you wish to assign by clicking on the magnifying glass beside Academic Advisor. You will get a search box. 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).

Advisor Search Page

Look Up Academic Advisor

*Empl ID

National ID

Campus ID

Last Name

First Name

Search Results											
Select	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	
1	<input type="button" value="Select"/>	0149289	Sides, Sara Mansura	Female	03/16/1960		000000842	USA	Trunc SS#	SIDES	SARA
2	<input type="button" value="Select"/>	0205061	Sides, Sarah J	Female	12/01/1987		000002471	USA	Trunc SS#	SIDES	SARAH
3	<input type="button" value="Select"/>	0388736	Sides, Starlett A	Female	04/11/1948		578662210	USA	SSN	SIDES	STARLETT

Once you select the Advisor, their TU ID will be displayed, along with the name.

Student Advisor

Find | View All First 1 of 1 Last

*Academic Institution Towson University

*Effective Date

Find | View 1 First 1-2 of 2 Last

*Advisor Role *Advisor Number

*Academic Career Undergraduate

*Academic Program Bachelor of Science

Academic Plan Pre-Business Administration

Academic Advisor Sides, Sara Mansure

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

*Advisor Role *Advisor Number

*Academic Career

*Academic Program

Academic Plan

Academic Advisor

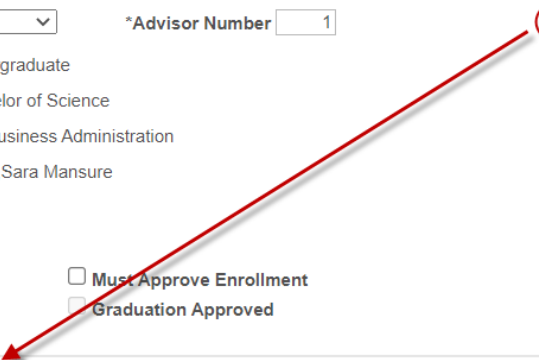
Advisor Percentage

Committee



Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved




Save Return to Search Notify Update/Display Include History Correct History




Student Advisor




Home > Student > [ID] > [ID]  


Find | View All First 1 of 1 Last


*Academic Institution  Towson University  


*Effective Date 


Find | View 1 First 1-2 of 2 Last

*Advisor Role  *Advisor Number  

*Academic Career  Undergraduate

*Academic Program  Bachelor of Science

Academic Plan  Pre-Business Administration




Academic Advisor  Sides, Sara Mansure


Advisor Percentage


Committee


Advised by Committee Must Approve Enrollment


Must Approve Graduation Graduation Approved

*Advisor Role  *Advisor Number  

*Academic Career  Undergraduate

*Academic Program  Bachelor of Science

Academic Plan  Psychology







Academic Advisor  Goodwin, Kerri A

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

 Save  Return to Search  Notify  Update/Display  Include History  Correct History

In the example above, PSYC (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 7/30/19, the student has 2 advisors:

Student Advisor

The screenshot shows the 'Student Advisor' form for a student at Towson University. The 'Student Details' section includes fields for 'Academic Institution' (TOWSN) and 'Effective Date' (07/30/2019). The 'Student Academic Details' section shows one advisor record with the following information:

Field	Value
*Advisor Role	Major Advisor-
*Advisor Number	2
*Academic Career	UGRD (Undergraduate)
*Academic Program	BS (Bachelor of Science)
Academic Plan	COMM-BS (Communication Studies)
Academic Sub-Plan	
Academic Advisor	0149250 (Turowski, Lisa A.)
Advisor Percentage	
Committee	

Checkboxes at the bottom include: Advised by Committee, Must Approve Enrollment, Must Approve Graduation, and Graduation Approved. Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct History.

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!

Student Advisor

This screenshot shows the 'Student Advisor' form with two advisor records. Red arrows point to the '+' button in the top right of the 'Student Details' section and a text box that says 'Add the row to bring in today's date'. The 'Effective Date' is now 10/05/2021. The second advisor record is as follows:

Field	Value
*Advisor Role	Minor Advisor-
*Advisor Number	1
*Academic Career	UGRD (Undergraduate)
*Academic Program	BS (Bachelor of Science)
Academic Plan	MCOM (Mass Communication)
Academic Sub-Plan	
Academic Advisor	0217008 (Broadwater, Nancy J.)
Advisor Percentage	
Committee	

Checkboxes at the bottom include: Advised by Committee, Must Approve Enrollment, Must Approve Graduation, and Graduation Approved.

Today's date will default in along with the student's current advisor information.

Notice that you now have multiple rows at the top (with different effective dates) and 2 rows below for the 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. Be sure to check.

In the sample above, the student has a positive service indicator, but it's not for the FYE Program.

Manage Service Indicators

Display Effect: All Institution: Towson University Refresh

+ Add Service Indicator

Service Indicator Summary Personalize Find View All First 1 of 1 Last

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
HNR	Honors College	Honors College Active	TOWSN	1212	Sprg 2021	9999	End Term	

+ Add Service Indicator

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.

Student Details Find View All First 1 of 2 Last

*Academic Institution: TOWSN Towson University

*Effective Date: 10/05/2021

Student Academic Details Find View 1 First 1-2 of 2 Last

*Advisor Role: Major Advisor- *Advisor Number: 2

*Academic Career: UGRD Undergraduate

*Academic Program: BS Bachelor of Science

Academic Plan: POSC-BS Political Science

Academic Sub-Plan: Korzi, Michael J.

Academic Advisor: 0147795

Adviser Percentage: Committee: Advised by Committee Must Approve Enrollment Must Approve Graduation Graduation Approved

Changed COMM-BS to POSC-BS and updated the Academic Advisor ID with the new advisor

*Advisor Role: Minor Advisor- *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: BS Bachelor of Science

Academic Plan: MCOM Mass Communication

Academic Sub-Plan: Broadwater, Nancy J

Academic Advisor: 0217008

Adviser Percentage: Committee: Advised by Committee Must Approve Enrollment Must Approve Graduation Graduation Approved

Minor Advisor stays the same.

SAVE

In some cases, the student has two majors so you would not overwrite 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

Occasionally 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.

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.

Student Advisor

The screenshot shows the 'Student Advisor' form. The 'Student Details' section includes fields for 'Academic Institution' (TOWNSN) and 'Effective Date' (10/05/2021). The 'Student Academic Details' section includes fields for 'Advisor Role' (Major Advisor-), 'Academic Career' (UGRD), 'Academic Program' (BS), 'Academic Plan' (MBBB-BS), 'Academic Advisor' (0218819), and 'Advisor Percentage'. There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. The form is titled 'Student Details' and 'Student Academic Details'. The 'Effective Date' field is highlighted in yellow, and a red arrow points from the '1 of 2' pagination control to it. The 'Academic Plan' field is also highlighted in red.

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

Student Advisor

Student Details

*Academic Institution: TOWSN
Towson University

*Effective Date: 10/05/2021

Student Academic Details

*Advisor Role: Major Advisor-
*Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: BS

Academic Plan: MBBB-BS

Academic Sub-Plan:

Academic Advisor: 0218819

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

DELETE (-) the row using the minus sign. Click Okay when you get the message.
If you try to SAVE, you will get an error message:

Student Advisor

Student Details

*Academic Institution: TOWSN
Towson University

*Effective Date: 10/05/2021

Student Academic Details

*Advisor Role: Major Advisor-
*Advisor Number: 1

*Academic Career:

*Academic Program:

Academic Plan:

Academic Sub-Plan:

Academic Advisor:

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

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

Student Advisor

Student Details Find | View All First 1 of 2 Last

*Academic Institution: TOWSN Towson University

*Effective Date: 10/05/2021

Student Academic Details Find | View All First 1 of 1 Last


*Advisor Role: Major Advisor- *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: BS Bachelor of Science

Academic Plan

Academic Sub-Plan

Academic Advisor 

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Do a look up (magnifying glass) on Academic Advisor and find “Advisor Not Specified” by searching on a LAST name of SPECIFIED, FIRST initial A:

Advisor Search Page

Look Up Academic Advisor

*Empl ID begins with

National ID begins with

Campus ID begins with

Last Name begins with SPECIFIED

First Name begins with A

Lookup Clear Cancel

Search Results Personalize | Find | First 1 of 1 Last

	Select	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
1	Select	0254557	Specified,Advisor Not	Unknown			SR	USA	Dept	SPECIFIED	ADVISORNOT

Student Advisor

Find | View All First 1 of 2 Last

*Academic Institution Towson University

*Effective Date

Find | View All First 1 of 1 Last

*Advisor Role *Advisor Number

*Academic Career Undergraduate

*Academic Program Bachelor of Science

Academic Plan

Academic Advisor Specified,Advisor Not

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

The student now has only one generic advisor (1 of 1) and is waiting for the new Department to add the major advisor.

SAVE

S. Sides
9/4/2012
9/2/2020
10/5/2021