

Academic Advising

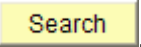

Assigning an Advisor to a Student


Overview

This procedure will show you how to assign an advisor to a student.

Steps


Assigning an Advisor

1. Navigate to: **Records and Enrollment > Student Background Information > Student Advisor.**
2. Enter the student's **ID** or **Last Name** and **First Name**.
3. Click .
4. If the student already has an advisor assigned at this institution, additional advisors may be assigned by clicking  immediately to the right of the **Advisor Number** field and continue from step 6.
5. Enter **Academic Institution**.

NOTE: If a student already has an advisor assigned at different Institution, click  to the right of **Institution** and enter that institution and the associated advisors.

6. In the **Advisor Role** field, select the appropriate value from the drop-down menu.
 - Eight values are possible: **Academic Advisor, Athletic Advisor, Faculty Advisor, Faculty Mentor, Honors Advisor, International Advisor, Qualifying Exam Committee, and Thesis Committee.**
7. The system automatically fills the **Advisor Number**.
8. Enter the student's **Academic Career**.
 - A career that does not apply to the student cannot be entered. For example, **UGRD** (Undergraduate) cannot be entered for a **GRAD** (Graduate) student.
9. Enter the student's **Academic Program**.

NOTE: A program that does not apply to the student cannot be entered. It is possible that a student may have more than one Program.

10. **Academic Plan** is optional.
11. The **Advisor Active Date** is set to the current date by default and may not be modified. It represents the date the advisor is being assigned to the student.
12. Make sure the **Advisor Status** is set to Active.
13. In the **Academic Advisor** field enter the advisor's **ID** or click  to search for it.
14. The **Must Approve Graduation, Must Approve Enrollment, and Graduation Approved**

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checkboxes are optional and may be left blank if desired.

- The **Graduation Approved** checkbox is disabled unless the **Must Approve Graduation** checkbox is selected first. If the assigned advisor or committee must approve the student's graduation, this field should contain a Y, otherwise it should contain an N. They above field is for referential purposes only, but it is required.
- The **Must Approve Enrollment** checkbox should be "on" if workflow documents such as eDrop and eAdd requests should be routed to the specific advisor(s) rather than a workgroup. Schools may use Assign Advisor without eForms impact by entering N for the batch process and/or by leaving this field blank in the manual process. The value N will result in eForms bypassing the assigned advisor and instead being routed to eForms workgroups defined by the schools.

15. For information on the **Committee** field and **Advised by Committee** checkbox see the *Committees* job aids.

The screenshot shows the 'Student Advisor' form in OneStart. At the top, it displays 'Ima Student' and the ID '0000222222'. Below this is a search bar with 'IUINA' and 'IUPUI' selected. The main form area contains several fields: '*Advisor Role' (Academic Advisor), '*Advisor Number' (1), '*Academic Career' (UGRD - Undergraduate), '*Academic Program' (EDUC1 - Education Undergraduate), 'Academic Plan' (ELEDBSED - Elementary Education BSED), 'Advisor Active Date' (07/23/2008), 'Advisor Inactive Date', '*Advisor Status' (Active), 'Academic Advisor' (0000987654 - Ivan Advisor), and 'Committee'. At the bottom, there are four checkboxes: 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. A 'Save' button and a 'Return to Search' button are located at the bottom left of the form.

16. (Optional) If the student has multiple advisors, additional advisors may be assigned by clicking  immediately to the right of the **Advisor Number** field.

- A new row will be added. Repeat steps 5 through 14 above for each new row added.

17. Click .

18. The advisor is now assigned to the student and the student is able to see who his/her advisor is via the *Student Center* which can be accessed in OneStart.

19. In OneStart, the student can click the [Go to Student Center](#) link.

20. Click [My Academics & Grades](#) link.

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My Academics

* For information on when current term grades will be available on your official transcript, visit your campus Registrar's website.

Advising	Advisors View My Advisors
Academic Requirements	View My Advisement Report

21. Under the **Advising** heading, click the [View my advisors](#) link.