

Academic Advising

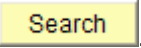
Changing/Removing a Student's Advisor

Overview

In order to change an advisor who has been assigned to a student, the current advisor must be inactivated and a new advisor assigned. An advisor is never removed from a student's record, but is rather made inactive for this student.

Steps

Changing or Removing an Advisor Assigned to a Student

1. Navigate to: **Home > Records and Enrollment > Student Background Information > Student Advisor.**
2. Enter the student's **ID** or **Last Name** and **First Name**.
3. Click .
4. The *Student Advisor* page will be displayed.
5. Pay close attention to the blue scroll bars.
6. If the blue bar above **Institution** has something other than 1 of 1, click View all on that bar and select the appropriate Institution.
7. If the blue bar above **Advisor Role** has something other than 1 of 1, then the student has more than one advisor at this Institution and you'll need to click View All on the scroll line above the **Advisor Role** to view all the advisors.
8. If an advisor is no longer assigned to a student, select Inactive from the drop-down list in **Advisor Status**.
9. The current date is automatically entered in the **Advisor Inactive Date**.

Academic Advising Changing/Removing a Student's Advisor

Student Advisor

Ima Student 0000222222

Find | View All First 1 of 1 Last

*Institution: IUINA IUPUI

Find | View All First 1 of 1 Last

*Advisor Role: Academic Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: EDUC1 Education Undergraduate Program Status: Active


Academic Plan: ELEDBSED Elementary Education BSED

Advisor Active Date: 07/24/2008 Advisor Inactive Date: 07/24/2008 *Advisor Status: Inactive

Academic Advisor: 0000987654 Ivan Advisor

Committee:

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

10. To add a new advisor; click  to the right of the **Advisor Role** field to insert a new row.

11. A new row is inserted.

Student Advisor

Ima Student 0000222222

Find | View All First 1 of 1 Last

*Institution: IUINA IUPUI

Find | View All First 2 of 2 Last

*Advisor Role: Academic Advisor *Advisor Number: 2

*Academic Career: Academic Program: Program Status:

Academic Plan: Advisor Active Date: 07/24/2008 Advisor Inactive Date: *Advisor Status: Active

Academic Advisor: Committee:

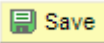
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12. Select the appropriate **Advisor Role**.

13. Enter the **Academic Career** and **Program**.

Academic Advising

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14. Enter the **Academic Plan** if desired.
15. In the **Academic Advisor** field, enter the **ID** for the new advisor.
16. Click . A new advisor is now assigned to the student.
17. Click the View All link on the blue bar above **Advisor Role** and all the student's advisors for that **Institution** may be viewed.
18. The student will now see only the **active** advisors via his/her *Self-Service* page in OneStart.