

Academic Advising Assigning a Committee

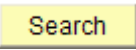
Overview

This process will define how to assign a committee to a student.

- Once a unique committee has been created, it needs to be assigned to a student.

Steps

Assigning a Committee to a Student/Individual as His/her Advisor

1. Navigation: **Records and Enrollment > Student Background Information > Student Advisor.**
2. A unique committee must first be created and its committee members assigned.
3. In the **ID** field, enter the student's **ID** or **Last Name** and **First Name**.
4. Click .



Student Advisor

Jane Tshareturningc 0000006000

Find | View All First 1 of 2 Last

*Academic Institution: IUUBLA Bloomington

*Effective Date: 11/01/2007

Find | View All First 1 of 1 Last

*Advisor Role: Thesis Committee *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: EDUC1 Education Undergraduate

Academic Plan: ENGEDBSED English Education BSED

Academic Advisor: []

Committee: []

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

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

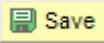
Academic Advising

Assigning a Committee



5. In the **Academic Institution** field, enter the institution.
6. In the **Effective Date** field, enter the date the committee is being assigned to the student. The default date is the current date.
7. Select the **Advised by Committee** checkbox.
 - Once clicked, the **Academic Advisor** field becomes disabled and appears “grayed-out”.
 - The **Committee** field becomes enabled. This will allow a committee to be selected as the student’s advisor.
8. In the **Advisor Role** field, select the appropriate value from the drop-down menu.
 - a. Three values are possible: **Advisor**, **Qualifying Exam Committee**, and **Thesis Committee**.
9. Enter the **Academic Career**.

NOTE:

A career that does not apply to the student cannot be entered. For example, **UGRD** (Undergraduate) cannot be entered for a **GRAD** (Graduate) student.

10. Enter the **Academic Career**.
11. Enter the **Academic Program** of the student. A program that does not apply to the student cannot be entered.
12. (Optional) Enter the **Academic Plan**. This is not a required field because not all students will have an Academic Plan.
13. Enter the **Committee**. A committee should have been created prior to these steps of assigning a Committee.
14. (Optional) The **Must Approve Graduation**, **Must Approve Enrollment**, and **Graduation Approved** checkboxes are optional and may be left blank if desired.
 - No functionality is attached to these checkboxes. They are for referential purposes only.
 - The **Graduation Approved** checkbox is disabled unless the **Must Approve Graduation** checkbox is selected first.
15. Click .
The committee has now been assigned to the student.

Additional Information

- If modifications or deletions are necessary, the above tabs/pages may be accessed.
- Insert new rows with new Effective Dates by clicking .
- The new rows may contain updated data that supersedes existing data.
- Delete rows by clicking .
- It is generally preferable to insert rows rather than delete rows thereby maintaining a transaction history.