

Student Advisor

A student must be active in an academic career and an academic program to be assigned an advisor. Once this data entry has been saved students are able to view their advisor via self service and advisors are able to view the students they are advising on line in the Advisor Center.

To add an advisor to an individual student's record follow the navigation and steps listed below.

Navigation:

Records and Enrollment>Student Background Information>Student Advisor

Step 1 Search for the student by populating Campus ID with N number

Student Advisor
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Include History Correct History Case Sensitive

[Basic Search](#)

Step 2 Date with automatically populate to today's date, change date if needed.

Use the Advisor Role Drop down to identify the advisor role

Student Advisor

Abee Doodle 12121683

*Academic Institution: New York University

*Effective Date:

*Advisor Role: *Advisor Number:

*Academic Career:

*Academic Program:

Academic Plan:

Academic Advisor:

Committee:

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

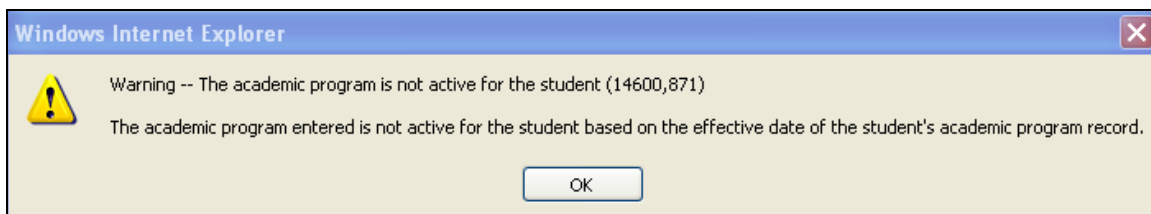
Date of data entry will automatically populate change if needed

Use drop down to Define Advisor Role

Step 3 Populate student's Career and program by using the look ups 🔍 and selecting active career and program.

The screenshot shows the 'Student Advisor' form for student 'Abee Doodle' (ID: 12121683). The form includes fields for Academic Institution (NYUNV), Effective Date (07/06/2011), Advisor Role (Advisor), Academic Career (UGRD), Academic Program (UTSOA), Academic Plan, Academic Advisor (12121682), and Committee. Two callout boxes provide instructions: one points to the look-up icons for Career and Program, and another points to the look-up icon for the Academic Advisor field.

If the student is not active in a particular program you will see this warning message when you make the Program selection:



You can click on OK and then save but if this student is not “active” in the program you have selected (maybe they have graduated) the advisor will not see this student listed in their list of advisees when they go to the Adviser Center.

Step 4 Use look up 🔍 to populate Academic Advisor. Type in N number or use Last Name and First Name and then click on **Lookup** to view and select

The 'Advisor Search Page' is titled 'Look Up Academic Advisor'. It contains search criteria: EmplID, National ID, Campus ID, Last Name (ROSE), and First Name (STELLA). Each field has a 'begins with' dropdown menu. At the bottom are 'Lookup', 'Clear', and 'Cancel' buttons.

Step 5 Click the Select button

Step 6 Save change

When the advisor (in this case Stella Rose) logs on to the Advisor Center to view her advisees, Abee's name will be listed beginning 7/06/2011.

Student Advisor

Abee Doodle 12121683

Find | View All First 1 of 1 Last

*Academic Institution: NYUNV New York University

*Effective Date: 07/06/2011

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UTSOA UT-Tisch School of the Arts

Academic Plan:

Academic Advisor: 12121682 Rose, Stella

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved


These check boxes are not being used by NYU at this time:

Advised by Committee

Must Approve Graduation

Must Approve Enrollment

Graduation Approved

If the student has multiple advisors insert additional rows by clicking on the  In the Advisor Role area. Walk through the same steps listed above and save.

Student Advisor

Abee Doodle 12121683

Find | View All First 1 of 1 Last

*Academic Institution: NYUNV New York University

*Effective Date: 07/06/2011

*Advisor Role: Advisor *Advisor Number: 2

*Academic Career:

*Academic Program:

Academic Plan:

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

Changing Advisors:

If the student has new a new advisor(s) insert a new row in the effective date field (change the date if needed or leave the current date). Historical advisors will always be stored on this page. You cannot delete student advisors but simply add a new effective date (new advisor per the new date) and save.

Step 1 Insert a new row by clicking on the 

Notice today's date will populate.



Student Advisor

Abee Doodle 12121683  

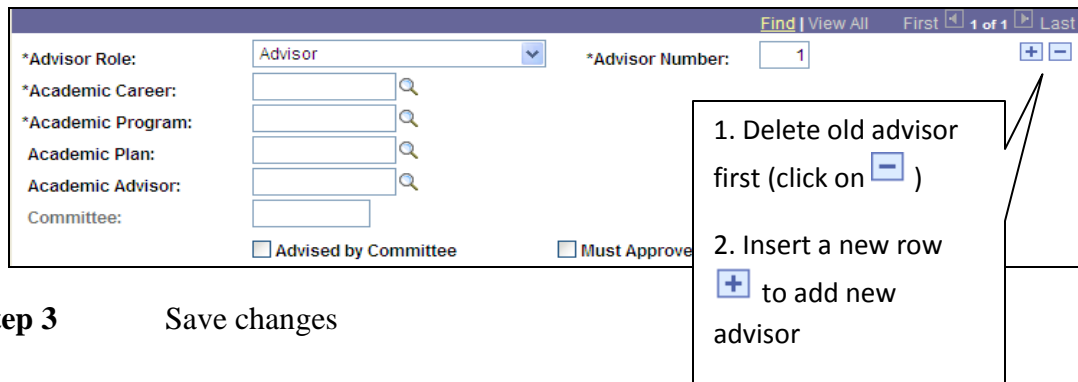
Find | View All First 1 of 2 Last

*Academic Institution: NYUNV New York University  



*Effective Date: 08/10/2011 


When you insert a new row (because you want to assign a new advisor) the previous row with the old advisor will copy, click on the delete row button to delete the previous advisor. When you delete the row you can assign a new one starting the date you are doing data entry (above). Beginning that date on, this advisor will be the new advisor.


Step 2 Populate Career/Program/and new Academic Advisor





Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1  

*Academic Career: 


*Academic Program: 


Academic Plan: 

Academic Advisor: 

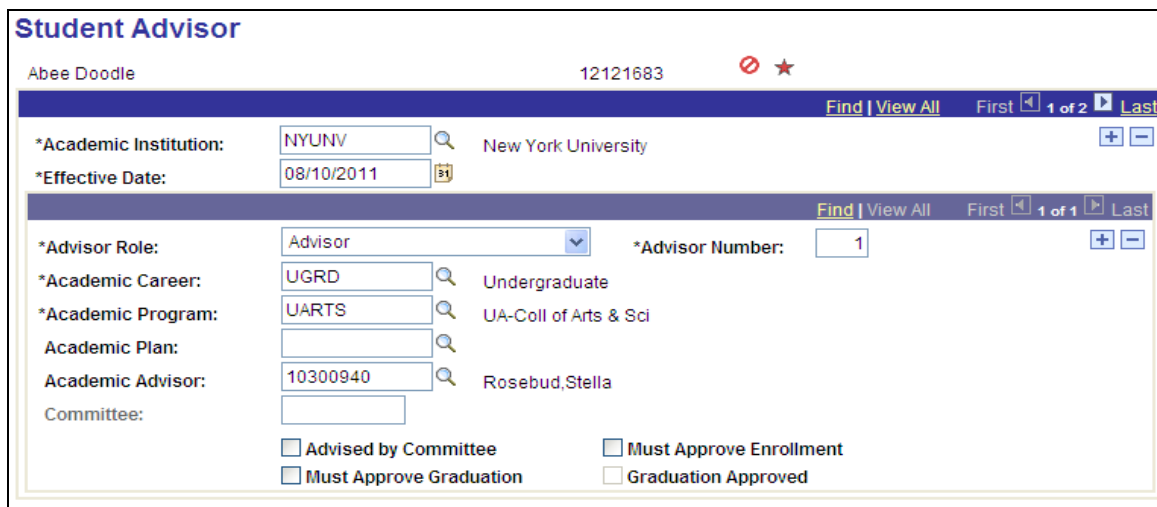
Committee:

Advised by Committee Must Approve



1. Delete old advisor first (click on )

2. Insert a new row  to add new advisor



Step 3 Save changes




Student Advisor



Abee Doodle 12121683  


Find | View All First 1 of 2 Last


*Academic Institution: NYUNV New York University  


*Effective Date: 08/10/2011 


Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1  

*Academic Career: UGRD Undergraduate 

*Academic Program: UARTS UA-Coll of Arts & Sci 

Academic Plan: 

Academic Advisor: 10300940 Rosebud,Stella 

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved