



Changing Student Advisors

1. You will use this procedure to change a student's advisor. Advisors must be set up in the Instructor/Advisor table before they can be assigned as an advisor.

2. Click the **Records and Enrollment** link.

 Records and Enrollment

3. Click the **Student Background Information** link.


 Student Background Information

4. Click the **Student Advisor** link.


 Student Advisor

5. Enter the desired information into the **ID** field.

6. Click the **Include History** option.

 Include History

7. Click the **Search** button.

 Search

8. Click the **Add a new row** button.

 +


9. If you know the **Advisor's ID**, enter it in the **Academic Advisor** field. Otherwise, click the **Academic Advisor Look Up** icon to search for the advisor by name.



10. Enter the desired information into the **Last Name** field.

11. Enter the desired information into the **First Name** field.

12. Click the **Look Up** button.

 Lookup

13. Click the **Select** button.

 Select

14. The **Effective Date** on the new row will default to the current date. All other information from the previous row will be copied to the new row. The **Academic Career** and **Academic Program** can be changed if required.

15. Once the advisor's ID has been entered, click the **Save** button.

 Save

16. **End of Procedure**