Changing an Advisee-Advisor Association

This guide will cover:

- Changing a student’s current advisor with a new advisor

Step One

Navigate to the Student Advisor page by using the following breadcrumb:

![Catalyst banner with breadcrumb](image)

Step Two

On the search criteria page, search for the student whom you will be changing their assigned advisor. Click SEARCH.

![Student Advisor search criteria](image)

**NOTE:** The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#. 


Step Three

Insert a new effective dated row by clicking the plus sign symbol (➕) button.

Step Four

Set the appropriate effective date for when the new advisor will be assigned to the student. Note that the effective date cannot be the same effective date of the previous advisor-advisee association.

Step Five

At the advisor role field, click the drop down menu and select the appropriate advisor role for your college and area within the University.

NOTE: If an advisor being assigned does not have college affiliation select Advisor in the Advisor Role drop down menu.
Step Six

Choose the appropriate Academic Advisor by clicking the magnifying glass to the right of the field.

Step Seven

On the Look up Advisor page use the search fields to search for the Advisor you want to associate with the student. Once you have located your Advisor click the Select button next to their name in the search results.

If you do not see the advisor you are looking for, either your effective date is not correct or the advisor is not set up properly in the Instructor/Advisor table.

REMEMBER: Campus ID is referring to a staff or faculty’s UCID while Empl ID is referring to a staff or faculty’s Catalyst ID.
Step Eight

Click SAVE.

The student will appear in the Advisor Center for the newly assigned advisor on the designated effective date.

You have now completed the steps for manually designating someone as an advisor.