Manually Assigning an Advisor to a Student

This guide will cover:

- Creating a new advisor-advisee association if the student does not have a assigned advisor

Step One

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

Main Menu → Campus Solutions → Records and Enrollment → Student Background Information → Student Advisor

Step Two

On the search criteria page, search for the student whom you are assigning an advisor. Then click SEARCH.

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

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

Step Four

Click the magnifying glass for the Academic Career and Academic Program fields. The values that are available correspond to the official record of the student. If the effective date of the association does not correspond with the effective date of the Career and Program of the student then it will not appear as an option to select.

IMPORTANT: If a student will be assigned multiple advisors, select the plus sign to add a new data row. Then assign the appropriate advisor role, academic career, academic program, and academic advisor.

For example, a student who is in Arts and Sciences – Biology, may also be Pre-Med and a Student Athlete. This student would have at least 3 Advisors attached with all having the same Career and Program listed.
Step Five

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

Step Six

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.

NOTE: 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 should now appear in the Advisor Center for the assigned advisor and the student will see their advisor listed in their Student Center.

You have now completed the steps for assigning an advisor to a student manually.