Viewing Instructor/ Advisor Table

This guide will cover:

- How to access and view the instructor/ advisor table.

**Step One**

- Navigate to the Instructor/Advisor Table page using the following breadcrumb:

**Step Two**

- On the search page enter search criteria for the instructor or advisor then click **Search**.

```
Instructor/Advisor Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with ▼
Campus ID: begins with ▼
National ID: begins with ▼
Last Name: begins with ▼
First Name: begins with ▼

[Include History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]
```

**NOTE:** The ID field is referring to the Catalyst (or EMPL) ID while the Campus ID is referring to the UCID M#.
Step Three

- The **Instructor/Advisor Table** tab will display instructor details including:
  - Effective Date and Status
  - Instructor Type
  - Primary Academic Program
- Instructor Available must be set to "Available" in order for this instructor to be given a class assignment.
- Advisor Checkbox must be selected in order to make this instructor available as an advisor.

![Instructor/Advisor Table](image)

```
*Effective Date: 08/15/2013  *Status: Active
*Instructor Type: Instructor
*Academic Institution: UCINN University of Cincinnati
*Primary Acad Org: 28 Blue Ash
*Instructor Available: Available

Advisor Number: 1
*Academic Career: 
Academic Program: 
Academic Plan: 
Academic Sub-Plan: 
```
Step Four

- Click on the **Approved Courses** tab to view the Academic Organizations (colleges) the instructor is approved to teach.

You have now completed the steps for accessing and viewing the instructor/advisor table.