Viewing Instructor/Advisor Table

This guide will cover how to access the instructor/advisor table. The instructor/advisor table indicates faculty rank, advisor status, instructor availability, and the courses that an instructor can teach.

1) From the Catalyst Staff Homepage, select the NavBar icon  then select Navigator from the pop out menu.

Another pop out menu will appear where you will select the following items in the following order: Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

2) On the search page, enter search criteria for the instructor or advisor then click Search.

The ID field is referring to the Catalyst ID while the Campus ID is referring to the UCID M#.
3) You will be directed to the Instructor/Advisor Table page that will display instructor details including:

- **Effective Date**: Determines when the individual is recognized as an instructor or advisor in the system.

- **Status**: If active, the individual can be assigned to courses or as an advisor to a student (if applicable).

- **Instructor Type**: Instructor, Student Teacher...

- **Instructor Available**: Must be set to *available* in order for the instructor to be given a class assignment.

- **Advisor Checkbox**: Must be selected in order to make the instructor available as an advisor.

4) Select the **Approved Courses** tab. This tab displays the *Academic Orgs* (Colleges) the instructor is approved to teach.