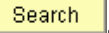





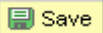


## Assigning Advisors

This guide provides you with the steps to administer advisors for student. From the Student Advisor page, you can:

- Assign advisors

| ASSIGN ADVISORS |                                                                                                                                                                                                                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>        | Navigate to <b>Records and Enrollment &gt; Student Background Information &gt; Student Advisor</b>                                                                                                                                                                                                                                                   |
| <b>2</b>        | On the <b>Find an Existing Value</b> page, enter your search criteria to retrieve the desired student or students, click the <b>Include History</b> checkbox and click  .                                                                                          |
| <b>3</b>        | If you are adding the first advisor for this student, skip to Step 4. Otherwise, click the  button to the right of the <b>Academic Institution</b> to add a new effective dated row. (If appropriate you may change the effective date, to a date in the future). |
| <b>4</b>        | In the <b>Advisor Role</b> , select Advisor.                                                                                                                                                                                                                                                                                                         |
| <b>5</b>        | In the <b>Advisor Number</b> box, leave the default value.                                                                                                                                                                                                                                                                                           |
| <b>6</b>        | In the <b>Academic Career</b> box, use the  icon to select the appropriate Academic Career for the student.                                                                                                                                                         |
| <b>7</b>        | In the <b>Academic Program</b> box, use the  icon to select the appropriate Academic Program for the student.                                                                                                                                                     |
| <b>8</b>        | In the <b>Academic Plan</b> box, use the  icon to select the appropriate Academic Plan for the student, if you desire. (Optional)                                                                                                                                 |
| <b>9</b>        | In the <b>Academic Advisor</b> box, you can either: <ul style="list-style-type: none"> <li>■ Type in the Advisor's nine-digit CSUB ID or</li> <li>■ Click the  icon to search for and select the appropriate Advisor for the student.</li> </ul>                  |
| <b>10</b>       | In the <b>Advised by Committee</b> , leave the box unchecked.                                                                                                                                                                                                                                                                                        |
| <b>11</b>       | In the <b>Must Approve Enrollment</b> , leave the box unchecked.                                                                                                                                                                                                                                                                                     |
| <b>12</b>       | In the <b>Must Approve Graduation</b> , leave the box unchecked.                                                                                                                                                                                                                                                                                     |
| <b>13</b>       | In the <b>Graduation Approved</b> , leave the box unchecked.                                                                                                                                                                                                                                                                                         |
| <b>14</b>       | When you are satisfied with your entries, click the  button.                                                                                                                                                                                                      |