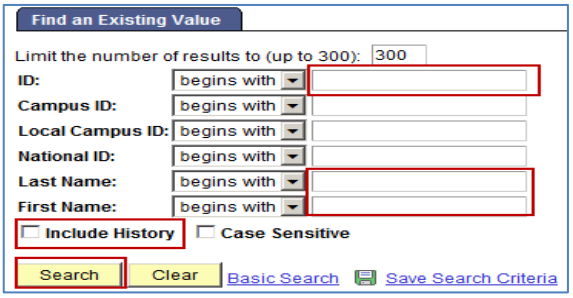
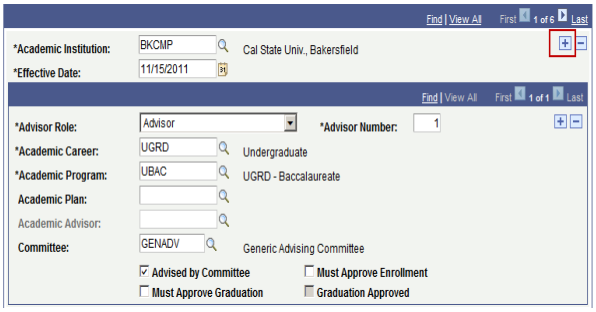
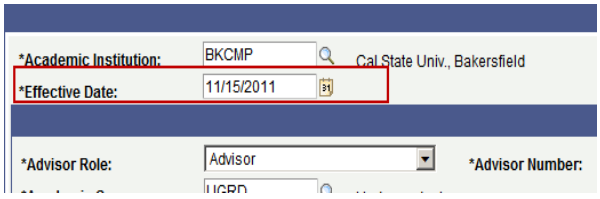
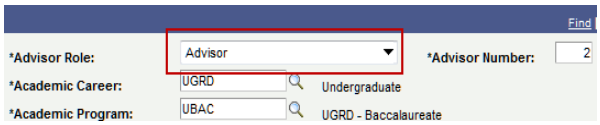
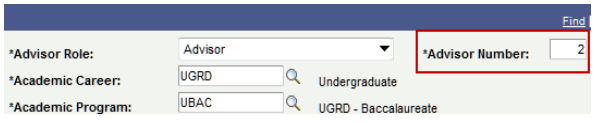
Assigning Additional Advisors

Students can have more than one advisor. These instructions will assist you in assigning additional advisors.

1.	Navigate to the **Records and Enrollment > Student Background Information > Student Advisor**	
2.	The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. • Click the ☑ Include History box • Click the Search button to continue.	
3.	Click the ⊞ button to the right of the **Academic Institution** to add a new effective dated row.	
4.	In the **Effective Date**, leave today's date. By leaving today's date, the advisor assignment will show immediately for the advisor and student. (If appropriate you may change the effective date, to a date in the future).	
5.	Click the ⊞ button to the right of the **Advisor Number** to add a new advisor row.	
6.	In the **Advisor Role**, leave the default value.	
7.	In the **Advisor Number** box, leave the default value, such as *2*.	

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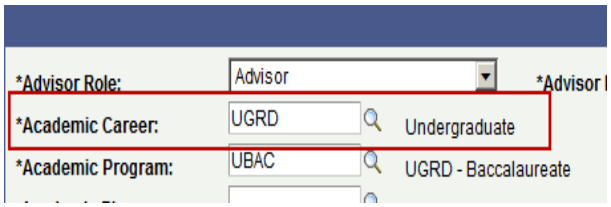
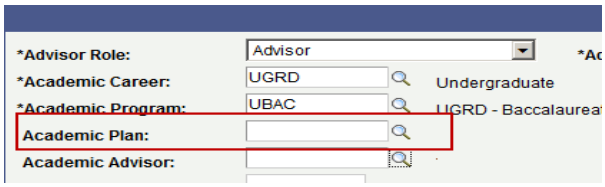
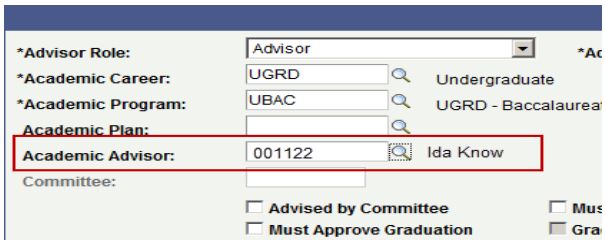
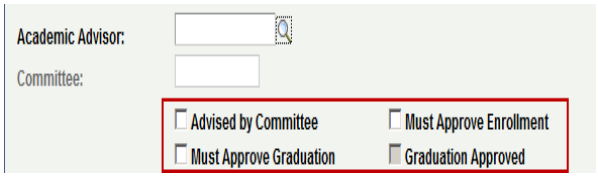
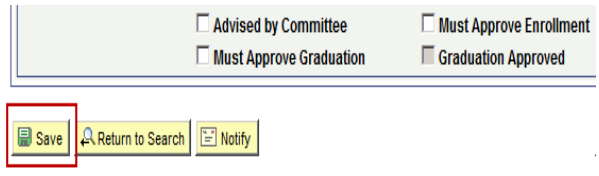
8.	In the **Academic Career** box, leave the default value. If Academic Career does not default to a value, use the 🔍 icon to select the appropriate career, such as UGRD for Undergraduate or *PBAC* for Post BAC. **(Required)**	
9.	In the **Academic Program** box, leave the default value. If Academic Program does not default a value, use the 🔍 icon to select the program status of "active in program" for the Undergraduate or Post Bac. **(Required)**	
10.	**(Optional)** In the **Academic Plan** box, use the 🔍 icon to select the appropriate Academic Plan for the student, if you desire.	
11.	In the **Academic Advisor** box, you can either: • Type in the Advisor's nine-digit CSUB ID or • Click the 🔍 icon to search for and select the appropriate Advisor for the student.	
12.	At the bottom of the page leave the following boxes unchecked: • **Advised by Committee** • **Must Approve Enrollment** • **Must Approve Graduation** • **Graduation Approved**	
13.	When you are satisfied with your entries, click the Save button.	

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