

## **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 Ba	ckground Information > Student Advisor
2.	<ul> <li>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.</li> <li>Click the Include History box</li> <li>Click the Search button to continue.</li> </ul>	Find an Existing Value         Limit the number of results to (up to 300): 300         ID:       begins with •         Campus ID:       begins with •         Local Campus ID:       begins with •         National ID:       begins with •         Last Name:       begins with •         First Name:       begins with •         Include History       Case Sensitive         Search       Clear       Basic Search
3.	Click the 뒢 button to the right of the <b>Academic</b> Institution to add a new effective dated row.	End Mew Al       First       I of 6       Last         *Academic Institution:       BKCMP       Cal State Unix, Bakersfield       Image: Cal State Unix, Bakersfield         *Effective Date:       11/15/2011       Image: Cal State Unix, Bakersfield       Image: Cal State Unix, Bakersfield         *Advisor Role:       Advisor Role:       Advisor Number:       Image: Cal State Unix, Bakersfield         *Advisor Role:       Advisor Role:       Advisor Number:       Image: Cal State Unix, Bakersfield         *Advisor Role:       Advisor Q       Undergraduate       Image: Cal State Unix, Bakersfield         *Academic Program:       UBAC       Undergraduate       Image: Cal State Unix, Bakersfield         *Academic Program:       UBAC       UGRD-Baccalaureate       Image: Cal State Unix, Cal State
4.	In the <b>Effective Date</b> , 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).	*Academic Institution: BKCMP Cal State Univ., Bakersfield  *Effective Date: 11/15/2011  Advisor Role: Advisor Role: Advisor Number:
5.	Click the 뒢 button to the right of the <b>Advisor</b> <b>Number</b> to add a new advisor row.	Eind   View All     First III 1 of 2     Last       *Advisor Role:     Advisor     *Advisor Number:     1       *Academic Career:     UGRD     Q     Undergraduate       *Academic Program:     UBAC     UGRD     Baccalaureate       Academic Plan:     LBST_BA_B     Q     Lberal Studies - BA
6.	In the <b>Advisor Role</b> , leave the default value.	Find         *Advisor Role:       Advisor         *Advisor Role:       UGRD         UGRD       UGRD- Baccalaureate
7.	In the <b>Advisor Number</b> box, leave the default value, such as 2.	Find         *Advisor Role:       Advisor         *Advisor Role:       Advisor         *Academic Career:       UGRD         UBAC       Udregraduate



8.	In the Academic Career box, leave the default value.	
	If Academic Career does not default to a value, use the Q icon to select the appropriate career, such as UGRD for Undergraduate or <i>PBAC</i> for Post BAC. (Required)	*Advisor Role:       Advisor       *Advisor         *Academic Career:       UGRD       Undergraduate         *Academic Program:       UBAC       UGRD - Baccalaureate
9.	In the Academic Program box, leave the default value. If Academic Program does not default a value, use the Q icon to select the program status of "active in program" for the Undergraduate or Post Bac. (Required)	*Advisor Role: Advisor  *Advisor Role: Advisor  *Academic Career: UGRD  Academic Program: UBAC  Academic Plan:  Academic Plan:  Academic Advisor: 00000513  Committee:  Academic Advisor:  Graduation  Graduation  Graduation  Graduation  Graduation  Graduation  Graduation
10.	<b>(Optional)</b> In the <b>Academic Plan</b> box, use the <sup>Q</sup> icon to select the appropriate Academic Plan for the student, if you desire.	*Advisor Role: Advisor *Academic Career: UGRD Undergraduate *Academic Program: UBAC UIGRD - Baccalaureat Academic Plan: Academic Advisor:
11.	<ul> <li>In the Academic Advisor box, you can either:</li> <li>Type in the Advisor's nine-digit CSUB ID or</li> <li>Click the cicon to search for and select the appropriate Advisor for the student.</li> </ul>	*Advisor Role: Advisor *Academic Career: UGRD *Academic Program: UBAC Academic Plan: Academic Advisor: 001122 Committee: Advised by Committee Must Approve Graduation Graduate Must Approve Graduation *Ac
12.	At the bottom of the page leave the following boxes unchecked: Advised by Committee Must Approve Enrollment Must Approve Graduation Graduation Approved	Academic Advisor:
13.	When you are satisfied with your entries, click the save button.	Advised by Committee Must Approve Enrollment Must Approve Graduation Graduation Approved  Save Return to Search E Notify