

Assigning the First Advisor

These instructions will assist you in assigning the first advisor to a student. This is appropriate when the student has no advisor assigned to them.

1.	Navigate to the Records and Enrollment > Student Ba	ckground 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. 	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.	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 you need to future-date the record, the student and advisor will not see the advisor assignment until the future date arrives.	*Academic Institution: BKCMP Cal State Univ., Bakersfield *Effective Date: 11/15/2011 *Advisor Role: Advisor LICED Advisor Number:
4.	In the Advisor Role , leave the default value.	End Vew AL First III 1 of 1 III Last *Advisor Role: Advisor *Advisor Role: Advisor
5.	In the Advisor Number box, leave the default value.	End View Al First III 1 of 1 III Last *Advisor Role: Advisor *Advisor Number: 1 IIII *Academic Career: UGRD Undergraduate *Academic Program: UBAC UIGRD - Baccalaureate
6.	In the Academic Career box, leave the default value. If Academic Career does not default to a value, use the circon 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
7.	In the Academic Program box, leave the default value. If Academic Program does not default a value, use the contoselect the program status of "active in program" for the Undergraduate or Post Bac. (Required) If "active in program" is not found, do not assign an	*Advisor Role: Advisor UGRD Cundergraduate *Academic Career: UGRD Cundergraduate *Academic Program: UBAC CudRD - Baccalaureate Academic Plan: CudRD - Baccalaureate Academic Advisor: 00000513 C Committee: Advised by Committee Intest Approve En Must Approve Graduation Graduation Appro-



	advisor and contact Dr. Dirkse immediately.	
8.	(Optional) In the Academic Plan box, use the \bigcirc icon to select the appropriate Academic Plan for the student, if you desire.	*Advisor Role: Advisor *Academic Career: UGRD Q Undergraduate *Academic Program: UBAC Q UGRD - Baccalaureat Academic Plan: Q Academic Advisor: Q
9.	 In the Academic Advisor box, you can either: Type in the Advisor's nine-digit CSUB ID or Click the cicon to search for and select the appropriate Advisor for the student. 	*Advisor Role: Advisor *Academic Career: UGRD *Academic Program: UBAC UGRD - Baccalaurea Academic Plan: Academic Advisor: 001122 Ida Know Committee: Advised by Committee Must Approve Graduation Grad
10.	At the bottom of the page leave the following boxes unchecked: • Advised by Committee • Must Approve Enrollment • Must Approve Graduation • Graduation Approved	Academic Advisor:
11.	When you are satisfied with your entries, click the Save button.	Advised by Committee Must Approve Graduation