


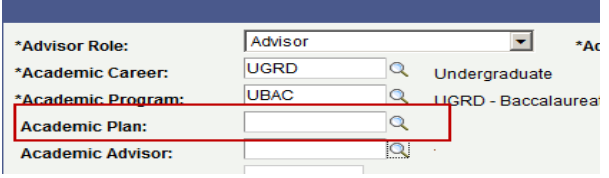


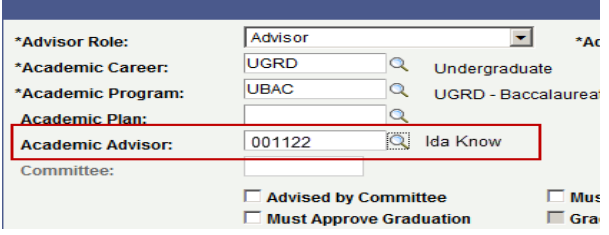

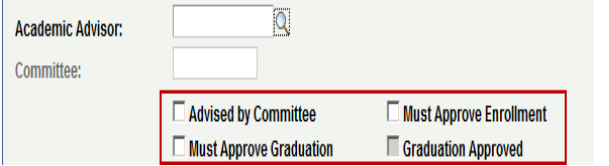

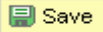
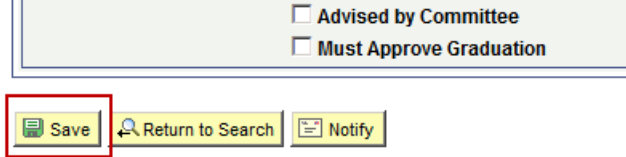

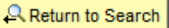



Assigning the First Advisor

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.	<p>Navigate to the Records and Enrollment > Student Background Information > Student Advisor</p>	
2.	<p>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.</p> <ul style="list-style-type: none"> Click the <input checked="" type="checkbox"/> Include History box Click the Search button to continue. 	
3.	<p>In the Effective Date, leave today's date.</p> <p>By leaving today's date, the advisor assignment will show immediately for the advisor and student.</p> <p>If you need to future-date the record, the student and advisor will not see the advisor assignment until the future date arrives.</p>	
4.	<p>In the Advisor Role, leave the default value.</p>	
5.	<p>In the Advisor Number box, leave the default value.</p>	
6.	<p>In the Academic Career box, leave the default value.</p> <p>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)</p>	
7.	<p>In the Academic Program box, leave the default value.</p> <p>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)</p> <p>If "active in program" is not found, do not assign an</p>	



	advisor and contact Dr. Dirkse immediately.	
8.	(Optional) In the Academic Plan box, use the  icon to select the appropriate Academic Plan for the student, if you desire.	 <p>*Advisor Role: <input type="text" value="Advisor"/> *Ac *Academic Career: <input type="text" value="UGRD"/> Undergraduate *Academic Program: <input type="text" value="UBAC"/> UGRD - Baccalaurea Academic Plan: <input type="text"/>  Academic Advisor: <input type="text"/></p>
9.	In the Academic Advisor box, you can either: <ul style="list-style-type: none"> Type in the Advisor's nine-digit CSUB ID or Click the  icon to search for and select the appropriate Advisor for the student. 	 <p>*Advisor Role: <input type="text" value="Advisor"/> *Ac *Academic Career: <input type="text" value="UGRD"/> Undergraduate *Academic Program: <input type="text" value="UBAC"/> UGRD - Baccalaurea Academic Plan: <input type="text"/> Academic Advisor: <input type="text" value="001122"/>  <input type="text" value="Ida Know"/> Committee: <input type="text"/> <input type="checkbox"/> Advised by Committee <input type="checkbox"/> Mus <input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Gra</p>
10.	At the bottom of the page leave the following boxes unchecked: <ul style="list-style-type: none"> Advised by Committee Must Approve Enrollment Must Approve Graduation Graduation Approved 	 <p>Academic Advisor: <input type="text"/>  Committee: <input type="text"/> <input type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment <input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p>
11.	When you are satisfied with your entries, click the  button.	 <p><input type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Graduation   </p>