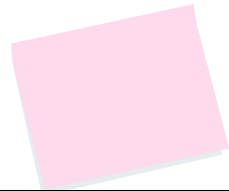


Assign an Advisor to a Student

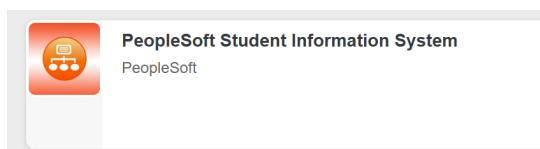


Intended Audience:	University faculty and staff (academic advisors and the folks who support them) with administrative (full-service) access to PeopleSoft Student Records, specifically update access to this page:		
Navigation:	Module: Records and Enrollment	Access Page:	Step 1: Log in to PeopleSoft Step 2: Navigate to Student Advisor Step 3: Enter a student ID
	Folder: Student Background Information	Assign an Advisor:	Step 4: Select an active career/program/plan Step 5: Enter advisor ID Step 6: Select approval boxes & save
	Page: Student Advisor	More Resources:	Get help

When you assign advisors to students, only active advisors have access to student (*advisee*) information. Advisors are considered active based on the most recent effective-dated row on the Student Advisor page.

1. Log in to PeopleSoft

Click the PeopleSoft Login link from your **My Pitt** (my.pitt.edu) home page:

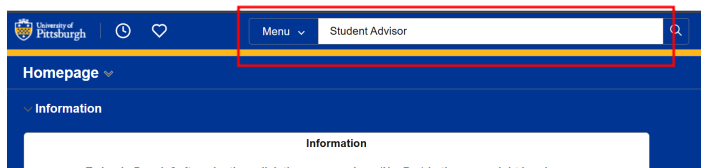


1. Log in to **My Pitt**
2. Click **PeopleSoft Login**

The permission lists tied to your current user name have been migrated (moved) to the new PeopleSoft, so your security access will be the same as it was in version 8.9.

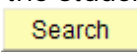
2. Search for Student Advisor

On the Homepage search for Student Advisor in the Search bar at the top



3. Enter the Student ID

On the **Find an Existing Value** page:

1. Enter the student **ID**
2. Click 

Assign an Advisor to a Student

4. Review the Active Advisor(s)

If an academic advisor has already been assigned, the advisor's ID and name will display near the bottom of the page. Advisor assignments are effective-dated, which means that only active advisor IDs and active student program/plan fields (career, program, and plan) can be selected at the time of assignment. An advisor's role can be reviewed at Curriculum Management>Instructor/Advisor Information>Instructor /Advisor Table.

Student Advisor

Pitt Student 3680267 ★

Find | View All First 1 of 1 Last

*Academic Institution: UPITT University of Pittsburgh

*Effective Date: 07/26/2010

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UA-S School of Arts and Sciences

Academic Plan: UNDCAS-UNK Undeclared

Academic Advisor: 3680269 Faculty, Pitt R

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

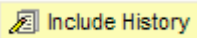
Save Return to Search Previous in List Next in List Notify Update/Display Include History

Once an advisor is assigned to a student, two things happen in **Self Service**:

- The advisor's name displays on the advisee's **Student Center**, and
- The student's name appears in the advisor's **My Advisees** list.

Inactive Advisors

When a new advisor is assigned with a more recent effective date, that new advisor can view his/her new advisee as long as both are active in PeopleSoft. However, the student's name drops off the **My Advisees** list for all prior advisors.

Click  to view prior advisors with earlier effective dates.

Inactive Advisees

When the student graduates (or is otherwise *inactivated* in PeopleSoft), his/her name also disappears from the advisor's **My Advisees** page.


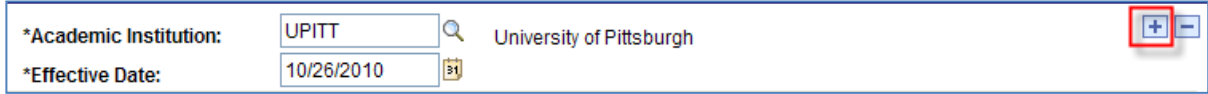
Assign an Advisor to a Student

5. Change a Student's Advisor




When a student is assigned a new advisor, record the change in PeopleSoft with a new, effective-dated row on the Student Advisor page. These changes may be prompted by a student transferring schools (program changes), changes of major (plan changes), or advisor retirements (changing advisors).

If no advisor assignment exists for this student, skip to section six and follow the steps to assign a new advisor.

Follow these steps to change an advisor:


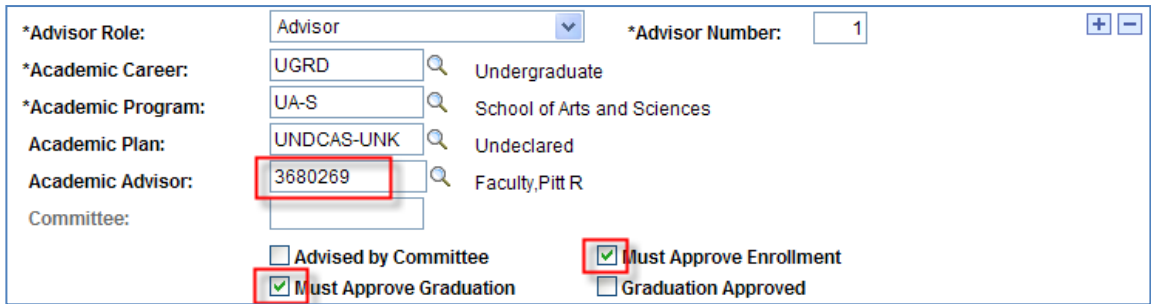
Step	Action
a	<p>Click  to the right of the effective date to add a new row:</p> 

This new row is a duplicate of the last stored record. All career track and advisor fields will copy from the previous row. To make changes to the career, program, or plan, update steps b, c, and d, respectively.

Step	Action
b	If needed, update career or click  to select an active career for this student
c	If needed, update program or click  to look up an active program for this student
d	If needed, update plan or click  to look up an active plan for this student

Individual Advisor or Committee?

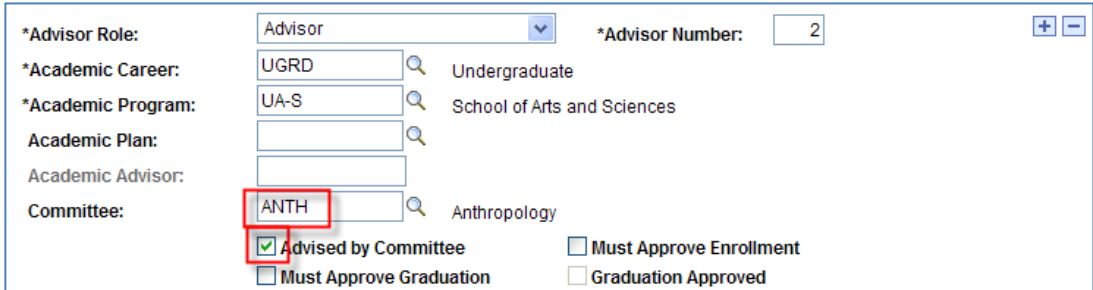
Academic advisors can be assigned to students individually or in groups (by committee). If the student will be advised individually, continue to step e. If advised by a committee, continue to step f, below.

	Action
e <i>(Individual Advisor)</i>	<p>If your student will be advised by a committee instead of an individual advisor, skip to step f, below -OR- If needed, update the advisor's PeopleSoft ID or click  to look up all active advisors within the student's selected career track, select Must Approve Enrollment and Must Approve Graduation, and skip to step g</p> 


Assign an Advisor to a Student


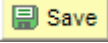


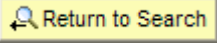
Note: If the advisor's ID is not listed, s/he does not have an advisement role in PeopleSoft. Contact your departmental administrator.

Step	Action
f (Advising Committee)	<p>To assign your student to an advising committee, if needed, select the Advised by Committee checkbox and enter/update the committee name</p> 

Add another Advisor or Committee

If the student has multiple academic advisors (i.e. has a double major) or is being advised by an individual advisor and an advising committee, use the  to the right of the advisor number to add more rows within this effective date. Then follow the steps in section 6 to add a new advisor or committee.




Step	Action
g	<p>Click the lower View All (just above Advisor Number). This displays all advisor records on the same page.</p> <p>Note: To remove excess advisor rows, click the lower  to the right of each advisor who is no longer appropriate.</p>
h	<p>When you are satisfied with the advisor assignment(s), click </p>

The new connection between student and advisor is *instantly* available in Self Service. To assign another student to this advisor, click  and repeat these steps using a different student ID.

6. Assign an Advisor to a New Student

If the student has not yet been assigned an advisor, there is no need to add a new row.

Follow these steps to assign an advisor to a student who has no previous advisor assignment:

Step	Action
a	Enter the student's academic career or click  to look up an active career for this student
b	Enter the academic program or click  to look up an active program for this student
c	Enter the appropriate plan or click  to look up an active plan for this student

Assign an Advisor to a Student

This example shows, in View All mode, an advisor and a committee assigned to one student:

Student Advisor

Pitt Student 3680267 ★

[Find](#) | [View All](#) First 1 of 2 Last

*Academic Institution: University of Pittsburgh

*Effective Date:

[Find](#) | [View 1](#) First 1-2 of 2 Last

*Advisor Role: *Advisor Number:

*Academic Career: Undergraduate

*Academic Program: School of Arts and Sciences

Academic Plan: Undeclared

Academic Advisor: Faculty, Pitt R

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

*Advisor Role: *Advisor Number:

*Academic Career: Undergraduate

*Academic Program: School of Arts and Sciences

Academic Plan:

Academic Advisor:

Committee: Anthropology

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)