

▼ **Page Used to Assign Academic Advisors to Students. NOTE: ASC Advisor security role required to make changes.**

Page Name	Definition Name	Navigation	Usage
Student Advisor	STDNT_ADVISOR	Select Records and Enrollment, then select Student Background Information, then select Student Advisor, then select Student Advisor	Individual Department Office Managers manually assign or remove advisors for a student. The student must be an active student and have the major or minor plan declared before the advisor can be assigned. In order to be eligible to be assigned to a student, the advisor must have the advisor box checked in the Instructor/Advisor Table.

▼ **Assigning Advisors to Students**

Access the Student Advisor page (select Records and Enrollment, then select Student Background Information, then select Student Advisor, then select Student Advisor).

Image: Student Advisor page

This example illustrates the fields and controls on the Student Advisor page. You can find definitions for the fields and controls later on this page.

Favorites > Main Menu > Records and Enrollment > Student Background Information > Student Advisor

ORACLE

Student Advisor

Wilma Wildcat 55555555

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*Academic Institution: CHICO California State Univ, Chico

*Effective Date: 08/22/2017

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*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UGRD Undergraduate

Academic Plan: JOURPRELBA Jour: Public Relations (BA)

Academic Advisor: 012345678 Peter Venkman

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

Field or Control	Definition
Academic Institution (Defaults)	Select the academic institution for which you want to assign the student an academic advisor.
Effective Date (Defaults)	Enter the date that the student's advisor or advisory committee becomes effective for the student.
Advisor Role (Defaults)	Select the role that the advisor serves for the student. Values for this field are delivered with your system as translate values. You can modify these values.
Advisor Number (Defaults)	The system, by default, sets the number of the advisor to <i>1</i> , and it increases the number by one as you add new advisors or committees.
Academic Career (Required Field)	Select the student's academic career for which you want to assign the advisor. The system prompts you with options based on the student's career term record.
Academic Program (Required Field)	Select the student's program for which you want to assign the advisor. The system prompts you with options based on the student's program record.
Academic Plan (Required Field)	Select the student's plan for which you want to assign the advisor. The system prompts you with options based on the student's program record.
Academic Advisor (Required Field)	If an individual advises a student, select that individual advisor. The system prompts you with advisors that are within the student's academic career and academic program. If this field is unavailable for entry, you must first clear the Advised by Committee check box.
Committee	If a committee rather than an individual advises a student, select the committee. If this field is unavailable for entry, you must first select the Advised by Committee check box.
Advised by Committee	If a committee rather than an individual advises a student, select this check box. The Committee field becomes available for entry, and the Academic Advisor field becomes unavailable for entry.
Must Approve Enrollment	Select to indicate that the advisor must approve a student's enrollment into classes. This check box is for information purposes only. No coding is behind it.

Field or Control	Definition
Must Approve Graduation	Select to indicate that the advisor or committee must make a degree check before your institution can complete the student's graduation process. The Graduation Approved check box becomes available for entry. Both check boxes are for information purposes only. No coding is behind them.
Graduation Approved	Select to indicate that the advisor or committee has made a degree check and your institution can now complete the student's graduation process. This check box is available for entry only when you select the Must Approve Graduation check box. This check box is for information purposes only. No coding is behind it.

▽ **Assigning Advisors to Students Quick Guide**

Navigation: Main Menu>Records and Enrollment>Student Background Information>Student Advisor

1. Enter Student's ID number & click "Search"
2. Click the top "+" button to add a new "Effective Date". This new effective dated row is the only one you should alter.

Oracle Student Advisor search criteria form. The 'ID' field is highlighted with a red arrow pointing to the 'begins with' dropdown menu. Other fields include Campus ID, Local Campus ID, National ID, Last Name, and First Name, all with 'begins with' dropdowns. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300): 300'. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are visible at the bottom.

Oracle Student Advisor search results form. The search criteria are displayed: *Academic Institution: CHICO (California State Univ, Chico), *Effective Date: 12/08/2014. Below this, there are fields for *Advisor Role (Advisor), *Advisor Number (1), *Academic Career (UGRD - Undergraduate), *Academic Program (UGRD - Undergraduate), Academic Plan (AGBSNONEBS - Agricultural Business (BS)), Academic Advisor, and Advisor Percentage. At the bottom, there are checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. A red arrow points to the '+' button in the top right corner of the search results area.

3: Add or alter as appropriate. Highlighted fields are required. Click the magnifying glass next to **Academic Plan** to see the student's active plans as of the **Effective Date** listed. Only majors and minors that have been declared are eligible to have an advisor assigned.

If more than one active plan is available and an advisor is already assigned for it, click the "+" to declare a second advisor. You will then see "2 of 2" on the right corner. If a plan has been discontinued, it is indicated by the text "plan not active" and the program will not allow you to save with it declared on the current effective date. You should overwrite the inactive Academic Plan and the Academic Advisor on the current effective date.

Once you have selected your student's major in your department enter the Academic Advisor's ID number. The looking glass will allow you to search for it.

Click "Save". If you mistakenly left an inactive plan and receive the error message, use the arrows to toggle to the inactive plan and then use the minus button to delete the invalid plan, then save.

The screenshot shows the Oracle Student Advisor interface. The main window displays the following fields:

- *Academic Institution: CHICO (California State Univ, Chico)
- *Effective Date: 04/22/2019
- *Advisor Role: Advisor
- *Advisor Number: 2
- *Academic Career: UGRD (Undergraduate)
- *Academic Program: UGRD (Undergraduate)
- Academic Plan: (empty)
- Academic Advisor: (empty)
- Advisor Percentage: (empty)
- Committee: (empty)
- Advised by Committee
- Must Approve Graduation

The 'Look Up Academic Plan' dialog box is open, showing the following search criteria:

- Empl ID: (empty)
- Academic Institution: CHICO
- Academic Career: Undergraduate
- Academic Plan: begins with (empty)
- Description: begins with (empty)

The search results table is as follows:

Academic Plan	Description	Program Status
PSYCNONEBA	Psychology (BA)	Active in Program

4. Deleting an Advisor

If the student drops your major, you are encouraged to delete the student's advisor. This will prevent the student from continuing to show on the advisor's list of advisees, and prevent the advisor from continuing to display on the student's Student Center.

If the student was only assigned your major and has dropped it, simply click the minus sign and save. If the student has two advisors assigned to different plans, toggle using the lower set of arrows on the left to the major or minor you wish to drop, click the lower minus button and click save.

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*Academic Institution CHICO California State Univ, Chico + -

*Effective Date 04/22/2019

Find | View All First 1 of 1 Last

*Advisor Role Advisor *Advisor Number 1 + -

*Academic Career UGRD Undergraduate

*Academic Program UGRD Undergraduate

Academic Plan PSYCNONEBA Psychology (BA)

Academic Advisor 012345678 Peter Venkman

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

Find | View All First 1 of 1 Last

*Academic Institution CHICO California State Univ, Chico + -

*Effective Date 04/22/2019

Find | View All First 2 of 2 Last

*Advisor Role Advisor *Advisor Number 2 + -

*Academic Career UGRD Undergraduate

*Academic Program UGRD Undergraduate

Academic Plan PSYCNONEBA Psychology (BA)

Academic Advisor 012345678 Peter Venkman

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History