

# Advisor Assignment in PeopleSoft

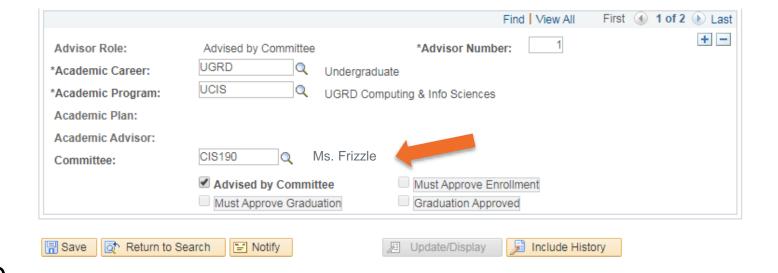
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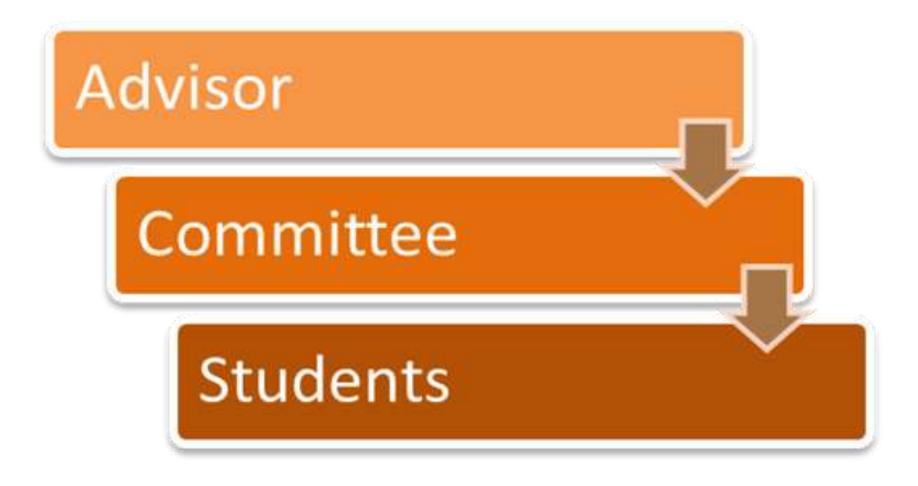
#### **Agenda**

- Advisor Assignment Structure
- Advisor Roles
- Committee ID Naming Convention
- Advisor Assignment Scenarios
- Demo
- Questions

#### **Committees**

- Committees of one person
- Why committees?
  - Show roles of advisors – transparency to students, faculty, staff
  - Easy to transfer case loads between advisors





#### **Committee Roles**

- Primary Academic Advisor
- CRP Advisor
- English Language Center Advisor
- Faculty Advisor
- NTID Counselor/Advisor
- NTID Support Coordinator

- Honors Advocate
- CSTEP Support Specialist
- HEOP Counselor
- MCAS Coach
- NCAA Compliance Officer
- ROTC Commanding Officer
- SA Specialist
- Veteran Student Success Coach

#### Committee ID prefixes in Colleges

**CST###** - College of Engineering Technology

**HST###** - College of Health Sciences and Technology

**CIS###** - B. Thomas Golisano College of Computing and Information Sciences

**CLA###** - College of Liberal Arts

**COE###** - Kate Gleason College of Engineering

COS### - College of Science

**ELC###** - English Language Center

**GIS###** - Golisano Institute of Sustainability

**GLO###** - Global Campus Primary Academic Advisor

IAS### - College of Art and Design

SCB### - Saunders College of Business

TID### - National Technical Institute for the

Deaf

**INT###** - School of Individualized Study

**CRP###** - College Restoration Program

<sup>\*</sup>Academic Advisor Committee IDs use numbers 001-099, Faculty advisor Committee IDs use numbers 100 and up. i.e. Academic Advisor: CST001, SCB003. Faculty Advisor: CST101, CST227

## Committee ID prefixes, Support Advisors

**CSTP##** - CSTEP Support Specialist

**HEOP##** - HEOP Counselor, Higher

**Education Opportunity Programs** 

MCAS## - MCAS Coach, Multicultural Center

for Academic Success

**HON###** - Honors Program Advocate

NCAA## - NCAA Compliance Office,

National Collegiate Athletic Association

**ROTC##** - ROTC Commanding Officer,

Reserve Officers' Training Corps

**SLSA##** - SA Specialist, Spectrum Support

Program

**TID###\* - NTID Counselor/Advisor, National** 

Technical Institute for the Deaf

**TID20#\*** - NTID Support Coordinator, National

Technical Institute for the Deaf

**VETS##** - Veteran Student Success Coach

<sup>\*</sup>For NTID Support Advisors; NTID Counselor/Advisor Committee IDs use numbers 001-099, Support Coordinator Committee IDs use numbers 200 and up.

i.e. NTID Counselor/Advisors: TID001, TID003. NTID Support Cordinators: TID201, TID204

## **Assigning Advisors by Committee**

- Assign advisors to incoming students
- Add an advisor to an existing student
- Change a student's advisor
- Delete an assigned advisor from a student
- Advisor Assignment Update after Change of Program
  - New/Acting departments are responsible for accurate assignments
  - Update advisor assignments after a change of program
  - Carry over NTID and/or support advisors

#### Other things to remember

- One save per student per day on assignments
  - Changes/corrections can be future dated
  - You can use tomorrow's date to make a change if you have already saved today
- If you make a mistake and you're not sure what to do, don't save
- If you make a mistake and you saved your work email <u>jeliao@rit.edu</u> or <u>advising@rit.edu</u>. Explain what needs to be corrected, we can help.
- Students' advisor assignment history is recorded, all past advisor assignment changes for students are available to reference.

#### **Managing/Maintaining Committees**

- Centrally coordinated by the University Advising Office (UAO)
  - https://www.rit.edu/advising/about#advisor-assignment

 Committee requests should be submitted to the UAO by the Deans' Delegates for Advising

Questions: Jenny LaFlam, <u>jeliao@rit.edu</u> or 5-2273

## Demo of Advisor Assignment Overview