ADVISOR ASSIGNMENT IN PEOPLESOFT
Advisors assigned by department staff members
Centralized approach to assigning & editing advisors
Transparency
Opportunity for better collaboration between advisors
Date driven assignment history
WHO ARE ADVISORS?

- Individuals (faculty and staff) from both Academic Departments and Student Affairs
- To be listed as an advisor
  - Committee must be built by IAO
    - Based on HR roles and permissions
- Advisors have been placed in two categories:
  - Academic
  - Support
ADVISOR ROLES

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

**Support**
- HEOP Counselor
- MCAS Coach
- NCAA Compliance Officer
- ROTC Commanding Officer
- SLSA Specialist
- TRiO Support Specialist
COMMITTEES

- What are committees?
  - Committees of one person

- Why committees?
  - Show roles of advisors
  - Easy to transfer case loads between advisors
ASSIGNING COMMITTEES

Advisor

Committee

Student
Standard naming convention:

COL###

SCB001
## COMMITTEE NAMES

### Academic
- **CST***: College of Applied Science and 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
- **HON***: Honors Advocate
- **IAS***: College of Imaging Arts and Sciences
- **SCB***: E. Phillip Saunders College of Business
- **TID***: National Technical Institute for the Deaf
- **INT***: Center for Multidisciplinary Studies, College Restoration Program, and University Studies

### Support
- **HEOP***: Higher Education Opportunity Program
- **MCAS***: Multicultural Center for Academic Success
- **NCAA***: National Collegiate Athletic Association
- **ROTC***: Reserve Officers' Training Corps
- **SLSA***: Spectrum Support Program
- **TRIO***: TRiO Student Support Services
DATES

- Everything is affected by dates
  - When you (and students) see things is driven by dates used

- One save per student per day on assignments

- Changes/corrections can be future dated
  - Can use tomorrow to make a change if you have already saved today
WHEN TO ASSIGN/UPDATE

- Assigning a New Advisor (First-Time)
- Assigning an Additional Advisor to a Student
- Assigning an Advisor (Change of Program)
- Updating an Advisor from UID to Committee
- Removing an Advisor Assignment
REQUESTING COMMITTEES

- Centrally coordinated by the Institute Advising Office

- www.rit.edu/academicaffairs/advising/advisor-assignment

- Requests should be submitted to IAO by the Deans’ Delegates for Advising

- Once the committee is built, colleges or units are responsible for assigning the advisor to students
DEMO ADVISOR ASSIGNMENT OVERVIEW