

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

Find | View All First 1 of 2 Last

Advisor Role: Advised by Committee *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UCIS UGRD Computing & Info Sciences

Academic Plan:

Academic Advisor: Ms. Frizzle

Committee: CIS190

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History

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graph TD; A[Advisor] --> B[Committee]; B --> C[Students];
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Advisor

Committee

Students

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

*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

*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 Coordinators: 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 jeliao@rit.edu or advising@rit.edu. 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, jeliao@rit.edu or 5-2273

Demo of Advisor Assignment Overview