

# Editing Advisor Assignments in PeopleSoft

**Rochester Institute of Technology**



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## Overview

All students will be assigned advisors through a university-defined process. Once a student is assigned to an advisor, the student will be reflected in the advisors list of advisees. Likewise, the student will be able to view all advisors assigned to them on the Student Center page in the Student Information System (SIS). With one click, students will have access to the names, contact information, and roles of their advisors. Advisor assignment changes can only be made for students who have an Active or Leave of Absence status in SIS.

## Who are Advisors?

Several types of advisors assist students and they have been placed into two categories – academic and support. “**Academic**” advisors are primarily associated with the academic department of the student. “**Support**” advisors are individuals that support the student, usually in a formal role, but are not directly affiliated with the primary academic department.

## Advisor/Committee Roles

### Academic Advisors

**Academic Advisor** – the student’s professional academic advisor on the RIT Main Campus from their academic college/program. This individual should be the student’s primary point of contact.

**Academic Advisor Croatia** – the student’s professional academic advisor on the RIT Croatia Campus from their academic college/program. This individual should be the student’s primary point of contact.

**Academic Advisor Dubai** – the student’s professional academic advisor on the RIT Dubai Campus from their academic college/program. This individual should be the student’s primary point of contact.

**Academic Advisor Kosovo** – the student’s professional academic advisor on the RIT Kosovo Campus from their academic college/program. This individual should be the student’s primary point of contact.

**College Restoration Program (CRP) Advisor** – for the period of time that the student is participating in the College Restoration Program, the CRP Advisor will replace the academic advisor and become the student’s primary point of contact.

**English Language Center Advisor** – while a student is a participant in the English Language Center (ELC) they will be assigned an ELC Advisor. This advisor may be the only advisor the student is assigned or it may be in addition to an Academic Advisor. Whenever advisors are co-assigned, the ELC advisor and the Academic Advisor will work in concert to provide assistance to the student.

**Faculty Advisor** – the student’s faculty advisor on the RIT Main campus is a member of the student’s academic department who is able to guide students with subject matter inquiries, technical information, graduate school processes, and employment opportunities/decisions.

**Faculty Advisor Croatia** – the student’s faculty advisor on the RIT Croatia campus is a member of the student’s academic department who is able to guide students with subject matter inquiries, technical information, graduate school processes, and employment opportunities/decisions.

**Faculty Advisor Dubai** – the student’s faculty advisor on the RIT Dubai campus is a member of the student’s academic department who is able to guide students with subject matter inquiries, technical information, graduate school processes, and employment opportunities/decisions.

**Faculty Advisor Kosovo** – the student’s faculty advisor on the RIT Kosovo campus is a member of the student’s academic department who is able to guide students with subject matter inquiries, technical information, graduate school processes, and employment opportunities/decisions.

**Honors Program Advocate** – the advocate is a representative from a student’s college/program who advises the student on their honors program requirements.

**NTID Counselor/Advisor** - The NTID faculty or staff member who provides personal counseling and academic advising to the associate degree NTID students or who provides personal and career counseling for NTID-supported bachelor degree students in one of the other colleges of RIT.

**NTID Support Coordinator** - The NTID faculty or staff member who provides academic advising for the NTID-supported bachelor’s degree students.

## Support Advisors

**CSTEP Support Specialist** – participants in the Collegiate Science & Technology Entry Program will each have a professional staff member from the CSTEP program assigned to them as an advisor. CSTEP is a New York State grant funded initiative that fosters academic excellence for under-represented or economically disadvantaged full-time college students in the STEM field. CSTEP provides academic support, financial assistance, and advocacy for eligible students.

**HEOP Counselor** – participants in the Arthur O. Eve Higher Education Opportunity Program will each have a professional staff member from the HEOP program assigned to them as an advisor. HEOP is a New York State and RIT-funded program committed to the recruitment and academic success of students who would otherwise be excluded from higher education due to academic and economic disadvantage. HEOP provides academic support, financial assistance, and advocacy for eligible students.

**1m First Support Specialist** – students receiving support through 1m First Student Support Services will have a professional staff member from the 1m First office assigned to them as an advisor. 1m First is a federally funded program through the Department of Education serving low income, first generation and disabled college students.

**MCAS Coach** – the MCAS Coach is a professional team member of the Multicultural Center for Academic Success. Coaches provide personal, academic, and leadership advising to students affiliated with Center through the NACME Scholars Program, MCAS Scholars Program, Summer Bridge Program, Rochester City Scholars Program, and Excel Program.

**NCAA Compliance Officer** – students athletes have a NCAA Compliance Officer listed as an advisor. The NCAA Compliance Officer has the responsibility of making sure that both the student and the university are in compliance with all of the Conference and NCAA rules and regulations.

**ROTC Commanding Officer** – this advisor role will be assigned to those students who are in either the Army or Air Force ROTC program. *Students who are in Navy ROTC will not have a commanding officer listed, as those officers are located at the University of Rochester.*

**SA Specialist** – the SA specialist is a member of the Student Learning Support & Assessment team at RIT. Students receiving support through SLSA will have an advisor assigned to further assist and support them.

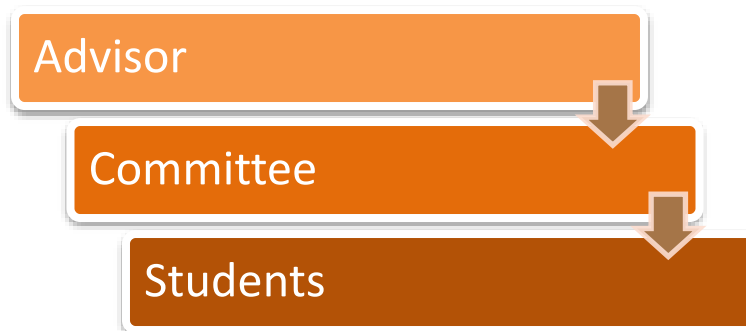
**UAE Scholarship Coach** – students receiving support through the United Arab Emirates Scholarship will have a professional staff member from the UAE Scholarship office assigned to them as an advisor.

## How are Advisors assigned?

Students are assigned advising “committees” rather than by the advisor’s UID. Each committee consists of one member, who is the advisor. The name of this committee matches the name of the advisor. This method of assignment allows for the role of each advisor to display for the students.

Committees also allow for a list of advisees to be easily transferred from one advisor to another. When an advisor leaves their role temporarily or permanently, the committee may be renamed and membership adjusted. With the adjustment, all students assigned to this committee will now see the new advisor without administration having to edit every student’s list of advisors. Additionally, this change will alter the advisor’s advisee list in Advisor Center to reflect the students assigned to them.

Advisors are assigned at the program (college) level. Because of the increased flexibility that PeopleSoft provides and the various ways that advisors can be assigned to a student, the university has developed a standard naming and assignment convention for advisors, based on their role(s) with students.



## Committees

All committees will be created and managed in the University Advising Office. Each committee will be named with a standard naming convention as outlined below.

### Academic Advisors

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
HON###	Honors Support Advocate
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

## Support Advisors

CSTP##	CSTEP Support Specialist
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
UAE##	UAE Scholarship Coach

## Committee Management

The University Advising Office will manage any changes required for advising committees. If advising staff are added or subtracted from your area, you will need to work through the Dean's Delegates (or Advising lead) in your area to request these changes.

To submit request for additions, corrections, or replacements, the Dean's Delegate or Advising lead will use the Institute Advising website to select and submit the appropriate form.

<http://www.rit.edu/advising>

Contact Us > Advisor Assignment (RIT Authentication Required)

Once the form has been received, changes to committees will occur within five business days.

For questions or assistance please contact [advising@rit.edu](mailto:advising@rit.edu).

## The Importance of Effective Dates

The Advisor assignment process is dependent on effective dates. As a result, it is important to use the correct effective dates. A powerful feature that comes with the use of the PeopleSoft product is the ability to track history, including changes. With that said, any time a change is made to a student's advisors – additions or deletions – a new effective dated row is added. The date that is used to make the change will be the date that the students and the advisors can see the changes in their respective center in SIS (ex; Student Center, Advisor Center).

The date used should be indicative of the date that the student is changing advisors. For example, if a department has processed a change of program for fall semester, the date on the advisor change should be the first day of the fall semester – not before.

## Term Start Dates

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<b>Term</b>	<b>Term Start Date</b>
<b>2221</b>	8/22/2022
<b>2225</b>	1/17/2023
<b>2228</b>	5/18/2023
<b>2231</b>	8/28/2023
<b>2235</b>	1/15/2024
<b>2238</b>	5/15/2024
<b>2241</b>	8/26/2024
<b>2245</b>	1/13/2025
<b>2248</b>	5/14/2025
<b>2251</b>	8/25/2025
<b>2255</b>	1/12/2026
<b>2258</b>	5/13/2026


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## Assigning a New Advisor (First-Time)

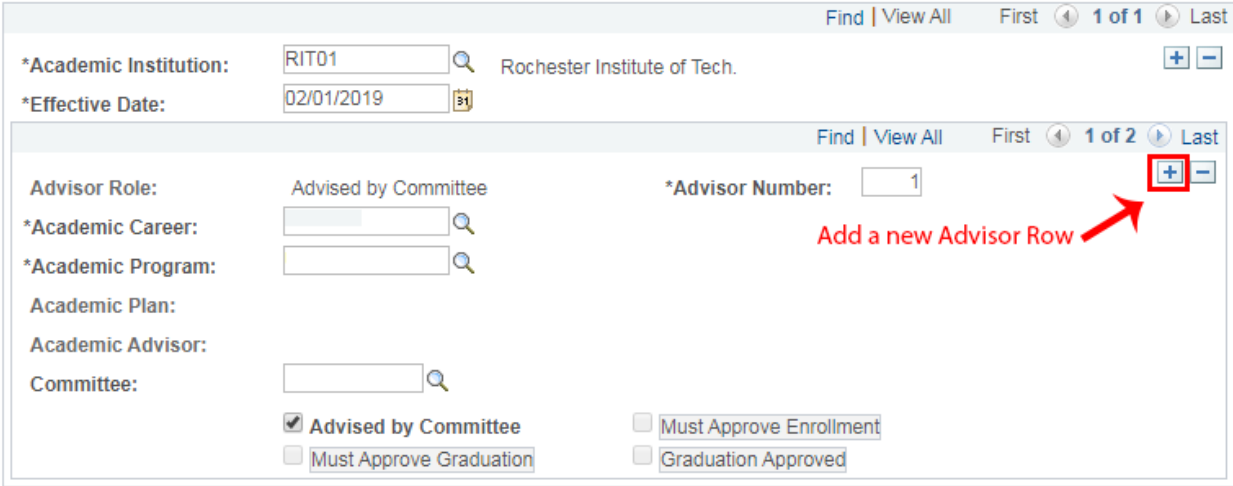
Use this process when assigning advisors to a student who has never been assigned an RIT Advisor. Since you are not making an advisor assignment change, there is no need to add a new Effective Date row, the date auto-fills with the current date that you are assigning advisors.

1	<p>From the <b>Teaching, Advising &amp; Support Home Page</b>, click on the <b>Academic Records &amp; Enrollment</b> tile, and then <b>Student Advisor</b></p>
2	<p>Enter student information and click 'Search'</p> <p><b>Student Advisor</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>ID begins with <input type="text"/></p> <p>Campus ID begins with <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>
3	<p>Type in the student's <b>Academic Career</b> (GRAD or UGRD) or use the lookup tool (🔍)</p> <p><b>Student Advisor</b></p> <p>Find   View All First 1 of 1 Last</p> <p>*Academic Institution: <input type="text" value="RIT01"/> 🔍 Rochester Institute of Tech. + -</p> <p>*Effective Date: <input type="text" value="02/01/2019"/> 📅</p> <p>Find   View All First 1 of 2 Last</p> <p>Advisor Role: Advised by Committee *Advisor Number: <input type="text" value="1"/> + -</p> <p>*Academic Career: <input type="text"/> 🔍</p> <p>*Academic Program: <input type="text"/> 🔍</p> <p>Academic Plan:</p> <p>Academic Advisor:</p> <p>Committee: <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment</p> <p><input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a></p>
4	<p>Type in the student's <b>Academic Program</b> or the lookup tool (🔍)</p>
5	<p>Type in the appropriate <b>Committee</b> or find the advisor's Committee ID using the lookup tool (🔍)</p>

For additional advisors, click the  in the Advisor row and follow steps 3 – 5

## Student Advisor

6



The screenshot shows the 'Student Advisor' form with the following fields and options:

- \*Academic Institution: RIT01 (Rochester Institute of Tech.)
- \*Effective Date: 02/01/2019
- Advisor Role: Advised by Committee
- \*Academic Career: [Searchable]
- \*Academic Program: [Searchable]
- Academic Plan: [Searchable]
- Academic Advisor: [Searchable]
- Committee: [Searchable]
- \*Advisor Number: 1
- Options:  Advised by Committee,  Must Approve Enrollment,  Must Approve Graduation,  Graduation Approved

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'. A red arrow points to the '+' icon in the top right corner of the advisor row, with the text 'Add a new Advisor Row' next to it.

7

When finished, click 'Save'















## Changing an Advisor (No Change of Program)

Use this process when assigning advisors to a student whose advisor has changed but their program has not.

1	<p>From the <b>Teaching, Advising &amp; Support Home Page</b>, click on the <b>Academic Records &amp; Enrollment</b> tile, and then <b>Student Advisor</b></p>
2	<p>Enter student information and click 'Search'</p> <p><b>Student Advisor</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>ID begins with <input type="text"/></p> <p>Campus ID begins with <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>
3	<p>Click the  to add a new Effective Date row</p> <p><b>Student Advisor</b></p> <p><b>*Academic Institution:</b> <input type="text" value="RIT01"/> Rochester Institute of Tech. <b>Add a new Effective Date row</b> </p> <p><b>*Effective Date:</b> <input type="text" value="02/01/2019"/></p> <p><b>Advisor Role:</b> <input type="text" value="Advised by Committee"/> <b>*Advisor Number:</b> <input type="text" value="1"/></p> <p><b>*Academic Career:</b> <input type="text" value="UGRD"/> Undergraduate</p> <p><b>*Academic Program:</b> <input type="text" value="UCIS"/> UGRD Computing &amp; Info Sciences</p> <p><b>Academic Plan:</b></p> <p><b>Academic Advisor:</b></p> <p><b>Committee:</b> <input type="text" value="CIS190"/> Ms. Frizzle</p> <p><input checked="" type="checkbox"/> <b>Advised by Committee</b> <input type="checkbox"/> <b>Must Approve Enrollment</b></p> <p><input type="checkbox"/> <b>Must Approve Graduation</b> <input type="checkbox"/> <b>Graduation Approved</b></p> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a></p>
4	<p>Do <b>not</b> change Academic Career or Academic Program. Change <b>Committee</b>, by deleting the current Committee ID in the text box and type in the Committee ID of the new advisor or find the Committee ID using the lookup tool ()</p>
5	<p>When finished, click '<b>Save</b>'</p>


## Assigning an Additional Advisor to a Student

When an advisor has previously been assigned, but another advisor is needed. Remember a new Effective Date row must be added in order to keep a history of the advisors assigned to the student.



1	From the <b>Teaching, Advising &amp; Support Home Page</b> , click on the <b>Academic Records &amp; Enrollment</b> tile, and then <b>Student Advisor</b> .
2	<p>Enter student information and click 'Search'</p> <p><b>Student Advisor</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>ID <input type="text"/> begins with ▼ <input type="text"/></p> <p>Campus ID <input type="text"/> begins with ▼ <input type="text"/></p> <p>National ID <input type="text"/> begins with ▼ <input type="text"/></p> <p>Last Name <input type="text"/> begins with ▼ <input type="text"/></p> <p>First Name <input type="text"/> begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p>
3	<p>Click the  to add a new Effective Date row</p> <p><b>Student Advisor</b></p> <p>Student Name <input type="text" value="123006789"/>  </p> <p>Find   View All First 1 of 1 Last  </p> <p>*Academic Institution: <input type="text" value="RIT01"/>  Rochester Institute of Tech.</p> <p>*Effective Date: <input type="text" value="07/26/2022"/> </p> <p>Add a new Effective Date row </p> <p>Find   View All First 1 of 1 Last  </p> <p>Advisor Role: <input type="text" value="Advised by Committee"/> *Advisor Number: <input type="text" value="1"/></p> <p>*Academic Career: <input type="text" value="UGRD"/>  Undergraduate</p> <p>*Academic Program: <input type="text" value="UCOS"/>  UGRD Science</p> <p>Academic Plan:</p> <p>Academic Advisor:</p> <p>Committee: <input type="text" value="COS003"/>  Yoda</p> <p><input checked="" type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment</p> <p><input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a></p>

4




Since you're adding an additional advisor, all current advisors should remain assigned\*


Click the  in the Advisor row

### Student Advisor



Student Name 123006789  


Find | View All First 1 of 2 Last


\*Academic Institution:   Rochester Institute of Tech.  

\*Effective Date:  

Find | View All First 1 of 1 Last


Advisor Role: Advised by Committee \*Advisor Number:   

\*Academic Career:   Undergraduate






\*Academic Program:   UGRD Science

Academic Plan:

Academic Advisor:

Committee:   Yoda


Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved

 Save  Return to Search  Notify  Update/Display  Include History



Add a new Advisor row 

5




Repeat the student's information on this record and any subsequent records.


Select the student's **Academic Career** from the lookup tool () or type it in the text box

### Student Advisor



Student Name 123006789  


Find | View All First 1 of 2 Last


\*Academic Institution:   Rochester Institute of Tech.  

\*Effective Date:  

Find | View All First 2 of 2 Last


Advisor Role: Advised by Committee \*Advisor Number:   

\*Academic Career:  






\*Academic Program:  

Academic Plan:

Academic Advisor:

Committee:  


Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved

 Save  Return to Search  Notify  Update/Display  Include History

6

Select the student's **Academic Program** from the lookup tool ()

7

Type in the **Committee** of the new advisor or find the Committee ID using the lookup tool ()

8








**\*IMPORTANT:** You need to ensure that all previous assignments are still in place before saving. If they do not carry over, add those assignments back into this new effective date row. Follow steps 7 – 9 for each advisor row.


9

When finished, click **'Save'**

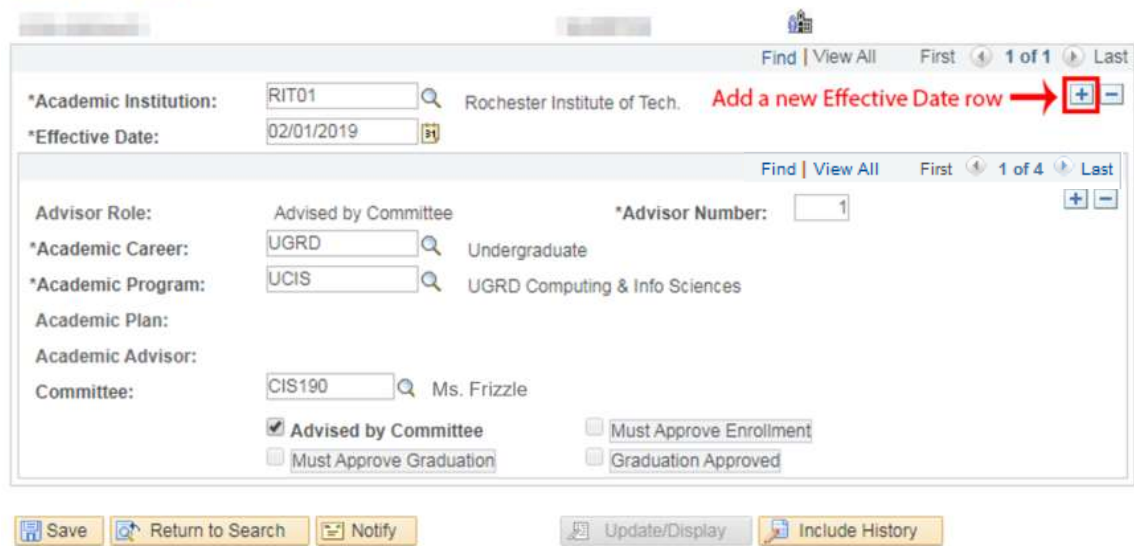
## Assigning an Advisor (Change of Program)

Advisor assignment is updated after the student is officially in their new program in SIS. The new program is responsible for updating a student's advisor assignment. Advisors from the student's former program can be removed. Support advisors need to be re-assigned to the student in this process.

1	<p>From the <b>Teaching, Advising &amp; Support Home Page</b>, click on the <b>Academic Records &amp; Enrollment</b> tile, and then <b>Student Advisor</b>.</p>
2	<p>Enter student information and click 'Search'</p> <p><b>Student Advisor</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>ID <input type="text" value="begins with"/></p> <p>Campus ID <input type="text" value="begins with"/></p> <p>National ID <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>First Name <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>
3	<p>Click "<b>View All</b>" in the Advisor row or click through each record using the arrows to see the advisors who are currently assigned to the student.</p> <p>You can print the page for reference*. Committee ID numbers for any support advisors will need to be re-assigned to the student. Advisors from the student's former program can be removed.</p> <p><b>Student Advisor</b></p> <p>Student Name <input type="text" value="123006789"/>  </p> <p><a href="#">Find</a>   <a href="#">View All</a> First <input type="text" value="1 of 1"/> Last</p> <p>*Academic Institution: <input type="text" value="RIT01"/>  Rochester Institute of Tech. <a href="#">+</a> <a href="#">-</a></p> <p>*Effective Date: <input type="text" value="02/01/2019"/> </p> <p><a href="#">Find</a>   <a href="#">View All</a> First <input type="text" value="1 of 4"/> Last</p> <p>Advisor Role: <input type="text" value="Advised by Committee"/> *Advisor Number: <input type="text" value="1"/> <a href="#">+</a> <a href="#">-</a></p> <p>*Academic Career: <input type="text" value="UGRD"/>  Undergraduate</p> <p>*Academic Program: <input type="text" value="USCB"/>  UGRD Business</p> <p>Academic Plan:</p> <p>Academic Advisor:</p> <p>Committee: <input type="text" value="CIS190"/>  Ms. Frizzle</p> <p><input checked="" type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment</p> <p><input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a></p>

Click the  to add a new Effective Date row

### Student Advisor



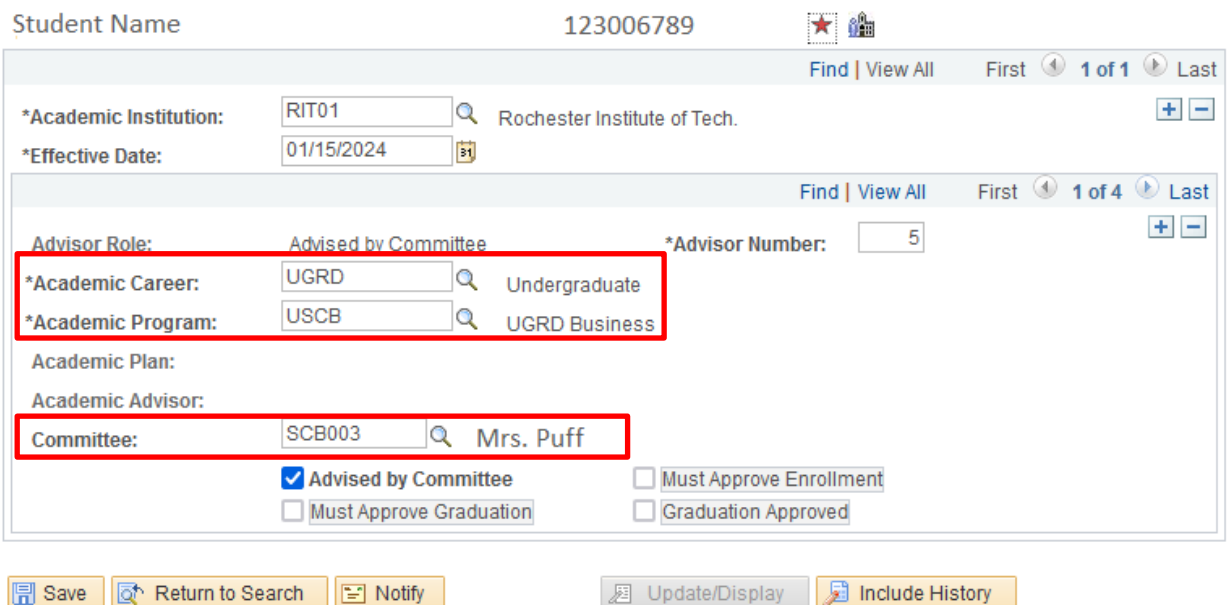
The screenshot shows the 'Student Advisor' form with the following fields and options:

- \*Academic Institution: RIT01 (Rochester Institute of Tech.)
- \*Effective Date: 02/01/2019
- \*Academic Career: UGRD (Undergraduate)
- \*Academic Program: UCIS (UGRD Computing & Info Sciences)
- Academic Plan:
- Academic Advisor:
- Committee: CIS190 (Ms. Frizzle)
- \*Advisor Number: 1
- Options:  Advised by Committee,  Must Approve Enrollment,  Must Approve Graduation,  Graduation Approved
- Buttons: Save, Return to Search, Notify, Update/Display, Include History

4

Enter the student's **Academic Career** (GRAD or UGRD) or use the lookup tool ()

### Student Advisor




The screenshot shows the 'Student Advisor' form for student 123006789 with the following fields and options:


- Student Name: 123006789
- \*Academic Institution: RIT01 (Rochester Institute of Tech.)
- \*Effective Date: 01/15/2024
- \*Academic Career: UGRD (Undergraduate)
- \*Academic Program: USCB (UGRD Business)
- Academic Plan:
- Academic Advisor:
- Committee: SCB003 (Mrs. Puff)
- \*Advisor Number: 5
- Options:  Advised by Committee,  Must Approve Enrollment,  Must Approve Graduation,  Graduation Approved
- Buttons: Save, Return to Search, Notify, Update/Display, Include History

6

7

Enter the student's new **Academic Program** or use the lookup tool (). If the student's new program code is not displaying or you receive an error message, do not proceed. You need to wait until the Change of Program is processed and the student is officially in their new program before their advisor assignment can be updated.



8

Type in the **Committee** of the new advisor or find the Committee ID using the lookup tool ()




9


You must continue to the next advisor record, click the right arrow.



**Student Advisor**

Student Name 123006789  


Find | View All First 1 of 2 Last


\*Academic Institution: RIT01  Rochester Institute of Tech.  

\*Effective Date: 01/15/2024 

Find | View All First 1 of 4 Last  


Advisor Role: Advised by Committee \*Advisor Number: 5

\*Academic Career: UGRD  Undergraduate

\*Academic Program: USCB  UGRD Business **Continue to the next advisor row**






Academic Plan:


Academic Advisor:

Committee: SCB003  Mrs. Puff



Advised by Committee  Must Approve Enrollment

Must Approve Graduation  Graduation Approved




 Save  Return to Search  Notify  Update/Display  Include History


10 Repeat the student's information on this record and any subsequent records.  
Enter the student's **Academic Career** or use the lookup tool ()



**Student Advisor**

Student Name 123006789  


Find | View All First 1 of 2 Last


\*Academic Institution: RIT01  Rochester Institute of Tech.  

\*Effective Date: 03/05/2024 

Find | View All First 2 of 4 Last  


Advisor Role: Advised by Committee \*Advisor Number: 6

\*Academic Career: UGRD  Undergraduate

\*Academic Program: USCB  UGRD Business






Academic Plan:



Academic Advisor:

Committee:  

Advised by Committee  Must Approve Enrollment

Must Approve Graduation  Graduation Approved

 Save  Return to Search  Notify  Update/Display  Include History




















- 11 Enter the student's **Academic Program** in the text box or use the lookup tool ()
- 12 Enter the appropriate **Committee** or use the lookup tool () to find an advisor's Committee ID
- 13 Continue to the next advisor row. Since this student has four advisor records, you must update each one or delete the records you no longer need.
- 14 **\*IMPORTANT:** From steps 3 and 4, if this student had support advisors assigned you need to re-assign them. This means that there needs to be an Advisor row for each support advisor with their Committee ID entered. Follow steps 9 – 12 for each support advisor.
- 15 Arrow through the Advisor rows to ensure that the correct advisors are assigned.
- 15 When finished, click **'Save'**



# Deleting an Advisor

You may need to delete an advisor on a student's record if they are no longer working with an advisor, if a student no longer needs a support advisor, or if an error needs to be corrected. When deleting an advisor you still need to add a new Effective Date row for the change to take place. It is important that you only remove advisors you are responsible for assigning. Academic advisors will be removed by academic units. Support advisors will be removed by the support units.

1	<p>From the <b>Teaching, Advising &amp; Support Home Page</b>, click on the <b>Academic Records &amp; Enrollment</b> tile, and then <b>Student Advisor</b>.</p>
2	<p>Enter the student's information and click 'Search'</p> <p><b>Student Advisor</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>ID begins with <input type="text"/></p> <p>Campus ID begins with <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>
3	<p>Click on the  to add a new Effective Date row</p> <p><b>Student Advisor</b></p> <p>Student Name 123006789  </p> <p>Find   View All First 1 of 1 Last</p> <p>*Academic Institution: RIT01  Rochester Institute of Tech.  </p> <p>*Effective Date: 06/08/2023 </p> <p>Add a new Effective Date row </p> <p>Find   View All First 1 of 2 Last  </p> <p>Advisor Role: Advised by Committee *Advisor Number: <input type="text" value="1"/></p> <p>*Academic Career: UGRD  Undergraduate</p> <p>*Academic Program: UCLA  UGRD Liberal Arts</p> <p>Academic Plan:</p> <p>Academic Advisor:</p> <p>Committee: CLA001  Ritchie Tiger</p> <p><input checked="" type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment</p> <p><input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a></p>
4	<p>Next, use the right arrow <a href="#">View All</a> First 1 of 2 Last to navigate to the advisor(s) that need to be removed.</p>

5	<p>Click on the  sign to remove the advisor</p> <p><b>Student Advisor</b></p> <p>Student Name 123006789  </p> <p>Find   View All First 1 of 2 Last</p> <p>*Academic Institution: RITD1  Rochester Institute of Tech.  </p> <p>*Effective Date: 03/05/2024 </p> <p>Find   View All First 2 of 2 Last  </p> <p>Advisor Role: Advised by Committee *Advisor Number: 3</p> <p>*Academic Career: UGRD  Undergraduate</p> <p>*Academic Program: UCLA  UGRD Liberal Arts</p> <p>Academic Plan:</p> <p>Academic Advisor:</p> <p>Committee: CLA139  Mr. Belding</p> <p><input checked="" type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment  <input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p> Save  Return to Search  Previous in List  Next in List  Notify  Update/Display  Include History</p>
6	<p>This pop-up will appear</p> <div data-bbox="267 903 1250 1092" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
7	Click "OK"
8	When finished, click ' <b>Save</b> '