Update Advisor

Trigger:
A student needs to have a new advisor assigned, an advisor removed as their advisor, or their advisor changes.

Concept
Assign individual advisors or a committee of advisors to a student. The student must be active in an academic career and an academic program.

Field(s) | Comments
--- | ---
Academic Career | Designate the student's academic career the advisor will be assigned to.
Academic Program | Designate the student's academic program the advisor will be assigned to.
Academic Advisor | The advisor assigned to to advise the student. (Designated by the advisor's emplID.)

Output - Results | Comments
--- | ---
The appropriate advisow will be assigned to advise the student. | N/A

Additional Information
A student can have as many academic advisors as necessary.
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the student ID into the <strong>ID</strong> field. Enter &quot;<strong>12159944</strong>&quot;.</td>
</tr>
</tbody>
</table>

**Conducting a Search**

When you open a task (using a hyperlink or page link), either an entry
page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Decision:</strong> Please make a selection from the options listed below.</td>
</tr>
</tbody>
</table>
|      | - Exit Update Advisor  
|      |   Go to step 3 on page 3  
|      | - Add Advisor  
|      |   Go to step 4 on page 3  
|      | - Change Advisor  
|      |   Go to step 14 on page 9  
|      | - Remove Advisor  
|      |   Go to step 19 on page 11 |
| 3.   | **End of Procedure.** Remaining steps apply to other paths. |
| 4.   | Click the **Search** button. |
Step 5. To make any changes to a student's advisors, a new row will need to be added.

Click the **Add a new row at row 1 (Alt+7)** button.

Step 6. Click the **Add a new row at row 1 (Alt+7)** button.

Step 7. Academic Career is a required field and is driven by the student.

Click the **Look up Academic Career (Alt+5)** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Select the appropriate Academic Career from the <strong>Search Results</strong> table.</td>
</tr>
</tbody>
</table>
### Step 9.
The Academic Program is a required field and is driven by the student. Click the **Look up Academic Program (Alt+5)** button.
Step | Action
--- | ---
10. | Select the appropriate Academic Program from the Search Results table.
### Step 11

Enter the advisor's ID number into the **Academic Advisor** field.

Enter *"12254945"*.  

> When the magnifying glass icon is next to a field, this means that there is a list of values associated with the field. If the desired value is not known, click on the magnifying glass icon, this will display the List of Values page for the field. From this page you can perform a search to find the value and then select the value by clicking on it.

### Step 12

Click the **Save** button.

### Step 13

You have successfully add an advisor to a student's advisor list.  
Go to step 2 on page 3
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
15. To make any changes to a student's advisors, new row will need to be added. Click the **Add a new row at row 1 (Alt+7)** button.

16. To change the advisor, enter new advisor's ID into the **Academic Advisor** field. Enter "12254945".

When the magnifying glass icon is next to a field, this means that there is a list of values associated with the field. If the desired value is not known, click on the magnifying glass icon, this will display the List of Values page for the field. From this page you can perform a search to find the value and then select the value by clicking on it.
### Step 17
Click the **Save** button.

### Step 18
You have successfully changed a student's advisor.
Go to step 2 on page 3

### Step 19
Click the **Search** button.
### Step 20
To make any changes to a student's advisors, a new row will need to be added. Click the **Add a new row at row 1 (Alt+7)** button.

### Step 21
Navigate to the Advisor that you would like to remove as the student's advisor by clicking the **Show next row (Alt+)** button.

### Step 22
Once you have found the correct advisor to remove, click the **Delete row 2 (Alt+8)** button.
23. Click the **OK** button.

![](image)

Click "Cancel" if you do not want to delete the selected row.
### Step 24
Click the **Save** button.

### Step 25
You have successfully removed an advisor as a student's advisor.  
Go to step 2 on page 3