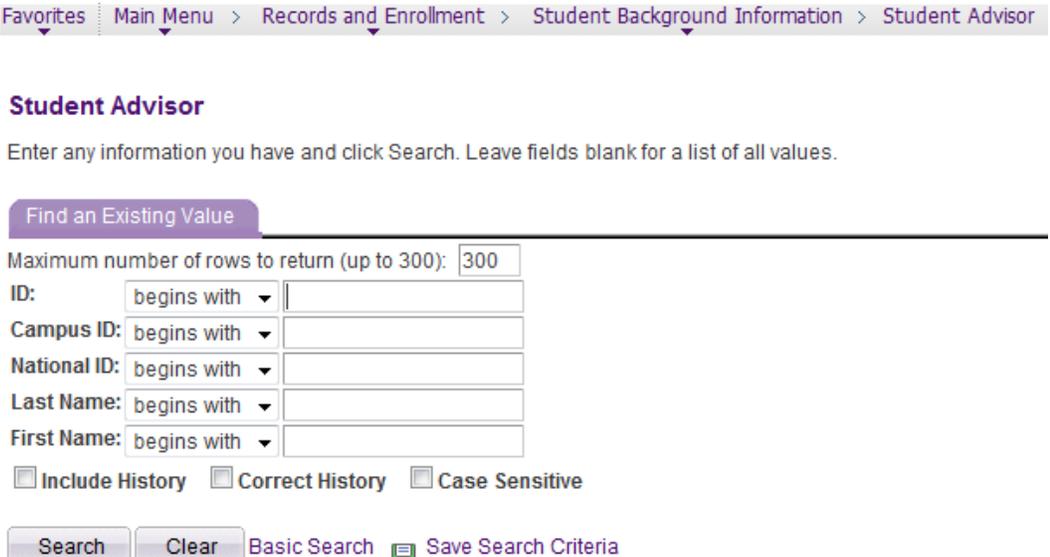
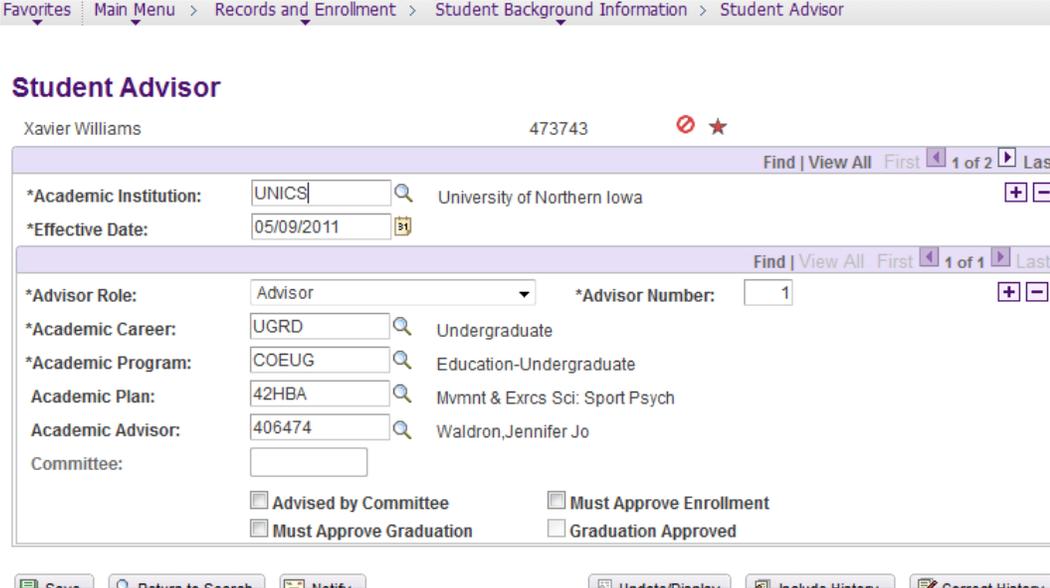
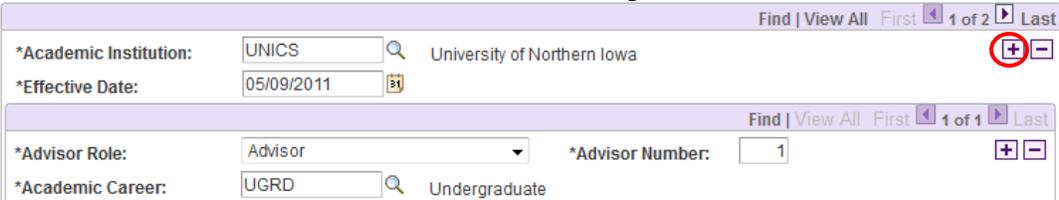
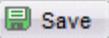


## Changing a Student's Advisor

**Purpose:** The following instructions describe how update a student’s Advisor.

Step	Action
1.	<p>Navigate to the <b>Student Advisor</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Student Background Information &gt; Student Advisor</b></p> 
2.	<p>Enter appropriate search criteria. Click the <b>Search</b> button.</p> <p><b>Result:</b> The <b>Student Advisor</b> page displays.</p> 

Step	Action
3.	<p>Click the <b>Add New Row</b> button (the one at the top).</p> 
4.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to today’s date. Update as appropriate.</li> <li>• <b>Advisor Role</b> – Defaults to <i>Advisor</i>. <b>DO NOT CHANGE</b></li> <li>• <b>Academic Program</b> – Defaults to the current Program</li> <li>• <b>Academic Plan</b> – Defaults to the current Plan</li> <li>• <b>Admit Term</b> – <b>DO NOT CHANGE</b></li> <li>• <b>Academic Advisor</b> – Enter the <i>UNI ID</i> or select the new Advisor</li> </ul> <p><i>Note:</i> Checkboxes are not used at this time.</p>
5.	<p>Click the <b>Save</b> button. </p>