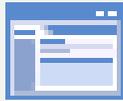




Student Records Reference



Student Advisor

Review or assign a student's advisor.

◆ Student Advisors

- ◆ ADD
- ◆ CHANGE
- ◆ DELETE

Post and Update Advisor Assignments:

Path: Main Menu > Records and Enrollment >
Student Background Information > Student Advisor

Student Advisor
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

Correct History

Search Clear Basic Search Save Search Criteria

Enter the student's SUID in the ID field and press Search or Enter to go to Student Advisor.

On this page you will enter the information regarding the student's advisor:

Student Advisor

Find | View All First 1 of 1 Last

*Academic Institution: Syracuse University

*Effective Date:

Find | View All First 1 of 1 Last

*Advisor Role:

*Advisor Number:

*Academic Career:

*Academic Program:

Academic Plan:

Academic Advisor:

Job Title:

Department:

Telephone:

Save Return to Search Notify Include History Correct History

To add the first advisor:

1. Effective date defaults to today's date. Change it only if the advisor is for a future dated IUT or Grad Transfer. Then use the date of that Program Change.

*Effective Date:

2. Select Advisor Role from the look up.

Look Up Advisor Role

Select one of the following values:

A/C	Academic/College
F/M	Faculty/Major
HONR	Honors
SSR	Student Support & Retention
UC	University College Advisor
VET	Veterans

Cancel

3. Enter the student's career (UGRD, GRAD or LAW)

*Academic Career: 

4. Enter the Academic Program. The student's program(s) will be the only one(s) available from the lookup. Choose the program that goes with the advisor you are adding.

*Academic Program: 

5. Enter the Academic Plan only if the advisor being added is specific to that plan and the student has more than one plan. This field is optional and can be left blank for advisors that are not plan-specific.

Academic Plan: 

6. Enter the SUID number of the Academic Advisor. If that is not known use the lookup. The selector will display the names and the month and day of the date of birth as well as the last 4 digits of the SSN.

Academic Advisor: 

The Job information for the advisor will appear here. This is a data entry aid to help you ensure that you have selected the correct person from the lookup. This information does not display anywhere else.

Job Title:
Department:
Telephone:

If there are more advisors, add a new row using the Add (+) button next to Advisor Role and follow steps 2-4.

SAVE

Add a new advisor to an existing advisor record:

1. Add a new row (+) using the Effective Date add button (+).
2. The effective date defaults to today's date, change it if necessary.
3. Add a new row using the add button (+) on the Advisor Role line. This new row will be Advisor Number 2. The advisor numbers are not currently significant.
4. Select Advisor Role from the drop down. Faculty/Staff and UC are the only valid values.
5. Enter the Academic Program. The student's program(s) will be the only one(s) available from the lookup. Choose the program that goes with the advisor you are adding.
6. Enter the SUID number of the Academic Advisor. If that is not known use the lookup. The selector will display the names and the month and day of the date of birth as well as the last 4 digits of the SSN.

SAVE

Replace the existing advisor with a different one:

1. Add a new row (+) using the Effective Date add button (+).
2. The effective date defaults to today's date, change it if necessary.
3. Enter the SUID number of the new Academic Advisor by typing over the existing ID number. If that is not known use the lookup. The selector will display the names and the month and day of the date of birth as well as the last 4 digits of the SSN.

SAVE

Replace existing multiple advisors with a single advisor or fewer advisors than before:

1. Add a new row (+) using the Effective Date add button (+).
2. The effective date defaults to today's date, change it if the student is not in your program until a future date
3. Enter the SUID number of the new Academic Advisor by typing over the existing ID number. If that is not known use the lookup. The selector will display the names and the month and day of the date of birth as well as the last 4 digits of the SSN.
4. If the student has 2 advisors enter the next advisor as above on the second advisor row.
5. Delete rows that will no longer be used. These must be filled with new data or deleted before saving. Otherwise you will not be able to save.

SAVE

Advisor role definitions:

A/C – Academic/College: Professional advisors within the school/college who are not faculty. Advisors with this role have access to View My Advisees, show to the students on View My Advisor, and are displayed on the advising transcript.

F/M – Faculty/Major: Faculty advisors who are specific to the student’s major. Advisors with this role have access to View My Advisees, show to the students on View My Advisor, and are displayed on the advising transcript.

HONR – Honors: Advisors specific to the student’s participation in the Renee Crown Honors program. Advisors with this role have access to View My Advisees and show to the students on View My Advisor. These advisors do not displayed on the advising transcript.

SSR – Student Support & Retention: Advisors within the school/college who are not specific to an area or major and are responsible for assessing progress toward degree and degree completion. Advisors with this role have access to View My Advisees. They do not display to students in View My Advisor and are not displayed on the advising transcript.

UC – University College Advisor: Advisor within the UC Advising Office. Advisors with this role have access to View My Advisees, show to the students on View My Advisor, and are displayed on the advising transcript.

VET – Veterans: Advisors within the Veterans Office. Advisors with this role have access to View My Advisees. They do not display to students in View My Advisor and are not displayed on the advising transcript.

Please give this to your Information Coordinator to request your access. Please give your IC the date of today's training as it is a required piece of information.

Your name: _____

Add/update student advisors. Training Completed __/__/__.
(SYR_SRC_ST_ADVISOR)