

Assigning an Advisor to a Student

Use the Student Advisor page to view or assign individual advisors or a committee of advisors associated with the student.

Navigation: NavBar > Navigator > Records and Enrollment > Student Background Information > Student Advisor

1. Enter the student id or student name and click **Search**.
2. The **Academic Institution** field should default to **THEUA**.
3. The **Effective Date** field should default to the current date. This field can be edited if needed.
4. Select the **Advisor** role from the drop-down menu.

The screenshot shows the 'Student Advisor' form. At the top, there are search and navigation controls. The form fields include:

- *Academic Institution: THEUA (The University of Arkansas)
- *Effective Date: 07/31/2019
- *Advisor Role: A dropdown menu is open, showing 'Advisor' as the selected option. Other options include Advisory Committee, Dissertation Committee, Educational Specialist Comm, Faculty Mentor, Honors Advisor, Honors Thesis Committee, Qualifying Exam Committee, and Thesis Committee.
- *Advisor Number: 1
- *Academic Career: (empty)
- *Academic Program: (empty)
- Academic Plan: (empty)
- Academic Advisor: (empty)
- Advisor Percentage: (empty)
- Committee: (empty)

 At the bottom, there are four checkboxes: 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'.

5. The **Advisor Number** field is automatically set to 1 and the number is increased by one as new advisors or committees are added.
6. Enter the **Academic Career**. Click the magnifying glass icon to select the value from the drop-down menu.
7. Enter the **Academic Program**.
8. Enter the **Academic Plan**. *This field may be left blank if unknown.*
9. Enter the **Academic Advisor**. If an individual advises a student, this field will display the advisor's ID. UAConnect prompts you with advisors that are within the student's academic career and program.

This screenshot shows a portion of the form with the following fields:

- Academic Plan: (empty)
- Academic Advisor: (populated with a student ID)
- Advisor Percentage: 100.0
- Committee: (empty)

 The same four checkboxes from the previous screenshot are visible at the bottom.

10. Check the **Advised by Committee** check box if a committee rather than an individual advises a student. The committee file becomes available for entry, and the Academic Advisor field becomes unavailable for entry.

Find | View All First 1 of 1 Last

*Advisor Role: Advisor

*Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: ARSC Fulbright Col of Arts & Sci

Academic Plan: HISTBA History

Academic Advisor:

Advisor Percentage:


Committee: HISTBA History BA

☒ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

11. A check in the **Must Approve Enrollment** check box indicates that the advisor must approve a student's enrollment into classes. This check box is for information purposes only.
12. A check in the **Must Approve Graduation** check box indicates the advisor or committee must make a degree check before completion of the student's graduation process. The **Graduation Approved** check box then becomes available for entry. Both check boxes are for information purposes only.
13. A check in the **Graduation Approved** check box indicates the advisor or committee has made a degree check and the student's graduation process can now be completed. The check box is only available for entry when the Must Approve Graduation check box is selected.
14. Click **Save**.

If additional advisors need to be added, click the  button to add.