

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. The 'Academic Institution' field is set to 'THEUA' (The University of Arkansas) and the 'Effective Date' is '07/31/2019'. The 'Advisor Role' dropdown menu is open, showing options: Advisor (selected), Advisory Committee, Dissertation Committee, Educational Specialist Comm, Faculty Mentor, Honors Advisor, Honors Thesis Committee, Qualifying Exam Committee, and Thesis Committee. The 'Advisor Number' field is set to '1'. There are also checkboxes for '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' (with a magnifying glass icon), 'Advisor Percentage' (set to 100.0), and 'Committee' (empty). Below these fields are the same checkboxes as in the previous screenshot: 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'.

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.

The screenshot shows a web-based form for assigning an advisor. At the top right, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. The form contains the following fields and options:

- *Advisor Role:** A dropdown menu set to 'Advisor'.
- *Advisor Number:** A text input field containing '1'.
- *Academic Career:** A dropdown menu set to 'UGRD' (Undergraduate).
- *Academic Program:** A dropdown menu set to 'ARSC' (Fulbright Col of Arts & Sci).
- Academic Plan:** A dropdown menu set to 'HISTBA' (History).
- Academic Advisor:** An empty text input field.
- Advisor Percentage:** An empty text input field.
- Committee:** A dropdown menu set to 'HISTBA' (History BA).
- Checkboxes:**
 - Advised by Committee**
 - Must Approve Enrollment**
 - Must Approve Graduation**
 - Graduation Approved**

At the bottom of the form, there are six buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and '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.