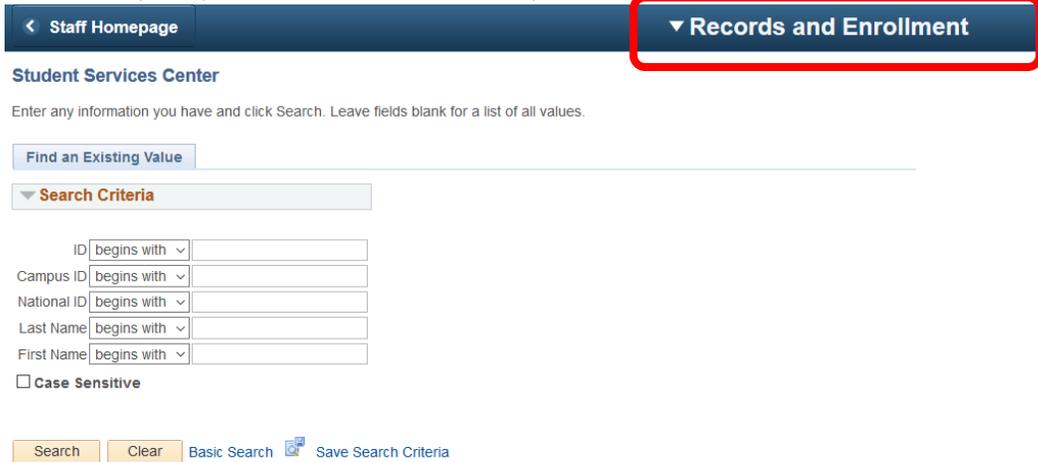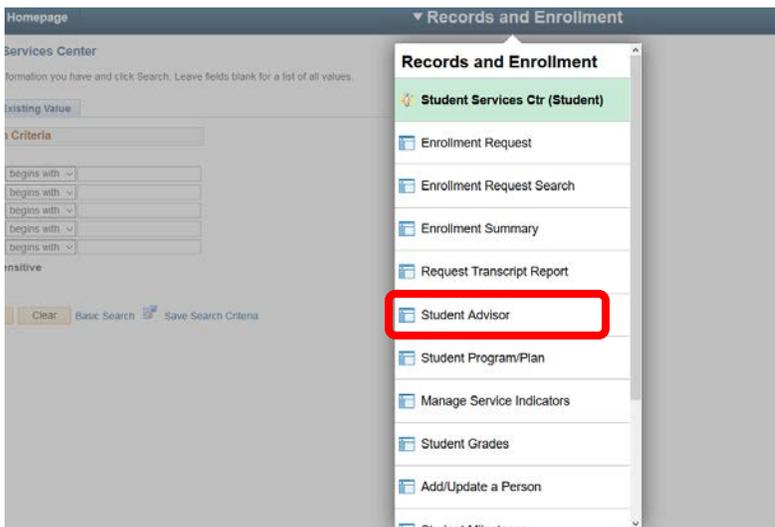# Entering Student Advisors

June 2019

- Log on to PeopleSoft
- Click the Records & Enrollment tile

- Click the top dropdown menu to see other options in Records & Enrollment

- Select Student Advisor

- Enter the student ID of the individual who needs an advisor and click Search

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 [begins with ▾] [_____]
Campus ID [begins with ▾] [_____]
National ID [begins with ▾] [_____]
Last Name [begins with ▾] [_____]
First Name [begins with ▾] [_____]

☐ Include History   ☐ Correct History   ☐ Case Sensitive

[Search] [Clear]   Basic Search 🔍 Save Search Criteria

- To enter a single advisor for the first time, enter the following fields:
Academic Career = GRAD
Academic Program = the department they are joining
Academic Plan = *DO NOT ENTER ANYTHING HERE – LEAVE BLANK*
Academic Advisor = CGU faculty member/staff's ID.
Save

If you don't know the ID of the advisor, click the magnifying glass, then enter the information you do know to find the person and click search. When you see the person you are looking for click Select. If you search for the faculty or staff member but cannot see them, contact the Registrar's Office for assistance.

Student Advisor

[_____]   [_____]   ⊘

Find | View All   First ◀ 1 of 1 ▶ Last   ➕ ➖

*Academic Institution [CGRAD] 🔍 Claremont Graduate University
*Effective Date [06/10/2019] 📅

Find | View All   First ◀ 1 of 1 ▶ Last   ➕ ➖

*Advisor Role [Advisor ▾]   *Advisor Number [1]
*Academic Career [GRAD] 🔍 Graduate
*Academic Program [IS] 🔍 Info. Systems & Technology
Academic Plan [_____] 🔍
Academic Advisor [_____] 🔍 Olfman,Lorne
Advisor Percentage [_____]
Committee [_____]

☐ Advised by Committee   ☐ Must Approve Enrollment
☐ Must Approve Graduation   ☐ Graduation Approved

[💾 Save] [🔍 Return to Search] [📧 Notify]   [Update/Display] [Include History] [Correct History]

- To enter multiple advisors during the first entry, click on the plus button (➕) in the *lower* box to add a new row and repeat the process with the second advisor – click Save after both are entered:
Academic Career = GRAD
Academic Program = the department they are joining
Academic Plan = *DO NOT ENTER ANYTHING HERE – LEAVE BLANK*

Academic Advisor = CGU faculty member/staff's ID.
Save (After both rows are entered)

- To update an advisor previously entered, click on the plus button ( ) in the *top* box to add a new effective-dated row and add new, current information. *Do not delete anything*. Enter the same information as above.
  Academic Career = GRAD
  Academic Program = the department they are joining
  Academic Plan = *DO NOT ENTER ANYTHING HERE – LEAVE BLANK*
  Academic Advisor = CGU faculty member/staff's ID.

- Faculty can view a list of advisees in their Faculty Center (Advisor Center tab > My Advisees)

- Helpful Queries: **SR_ACAD_ADVISORS** (Current students by advisor)
  SR_STDNTS_WITHOUT_ADVISORS (students w/o advisors)
  SR_STDNTS_PER_ADVISORS (Advisors by program and term)