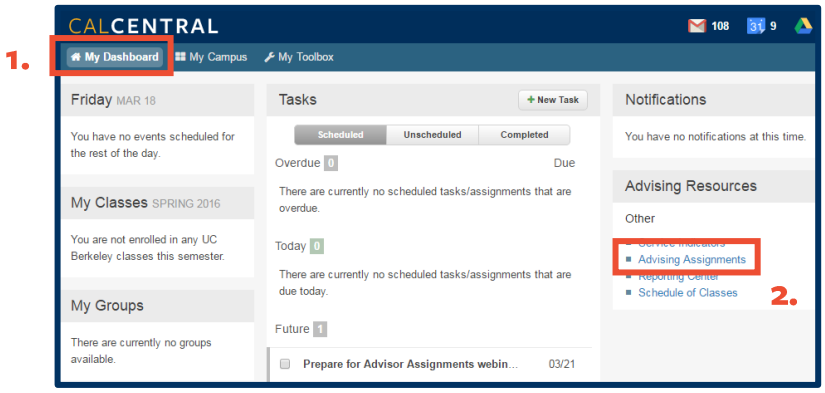
Assigning Advisors to Students

This guide will demonstrate how to assign an advisor to a student, assign multiple advisors with the same effective date, assign multiple advisors with discrete effective dates, and replace an advisor.

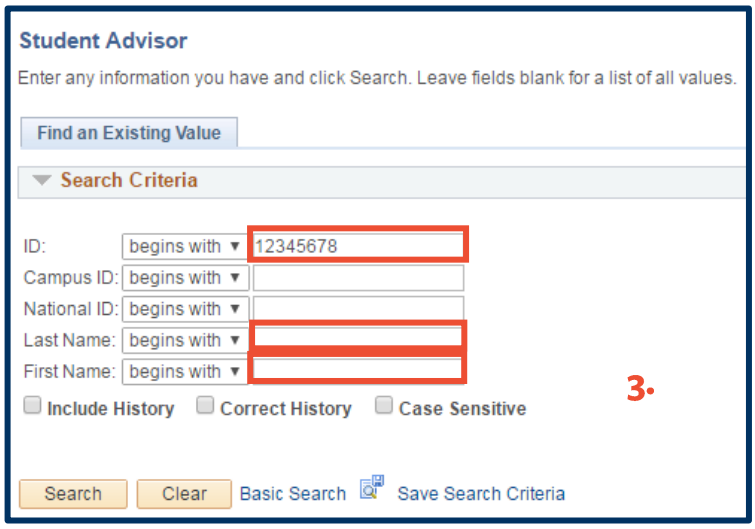
1. After logging in to *CalCentral* (calcentral.berkeley.edu) using your CalNet ID and passphrase, you arrive at your *Cal Central* **My Dashboard** page.

2. Here, click the **Advising Assignments** link.

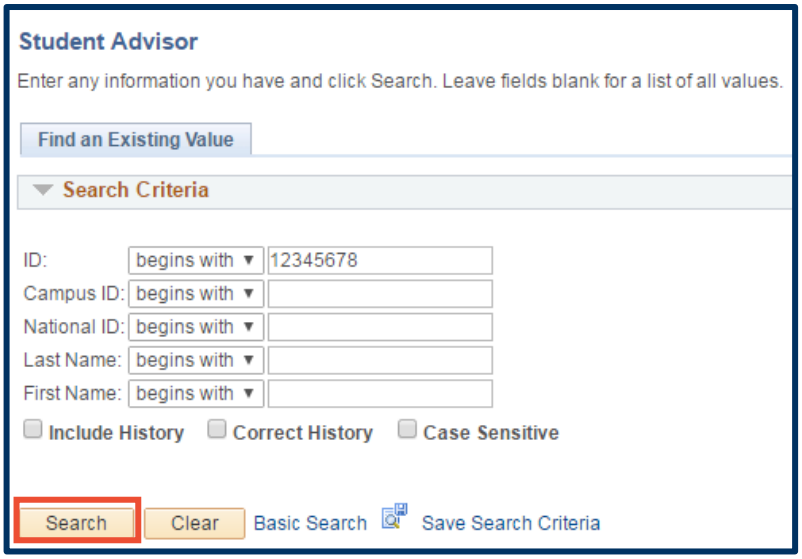


3. Next you arrive at the **Student Advisor** page, where you will enter whatever information you have about the student, such as last and first name, or student ID (which here is displayed as **Empl ID**).

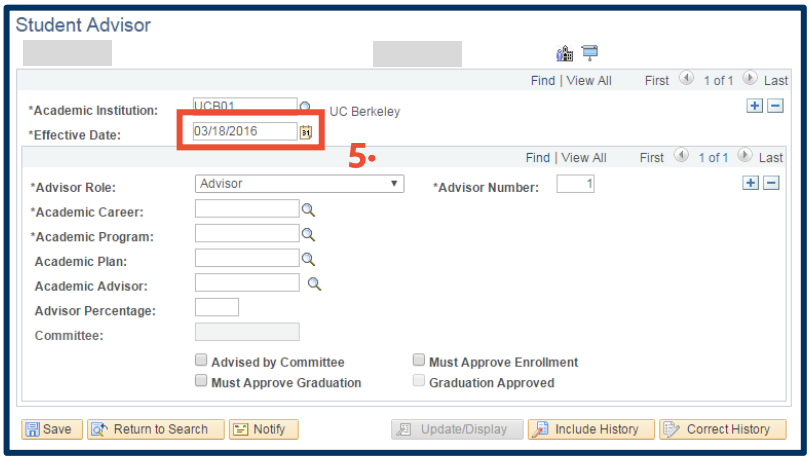
NOTE: Starting for Fall 2016, all new students will have IDs that begin with "**30**" and are 10 digits long.



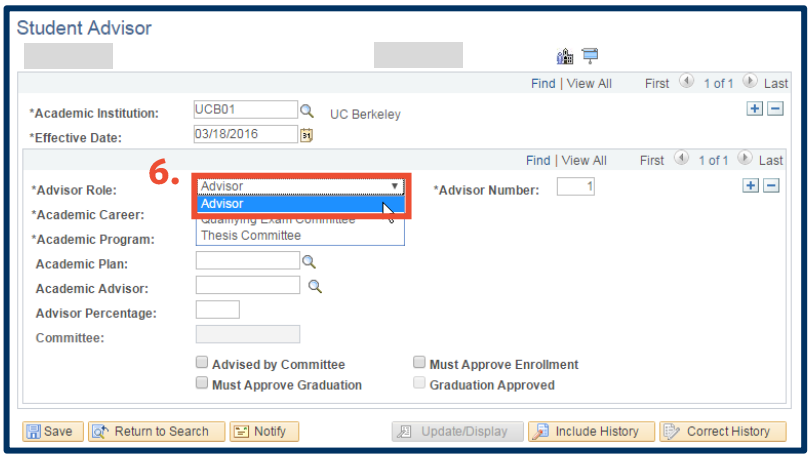
4. Click the **Search** button.



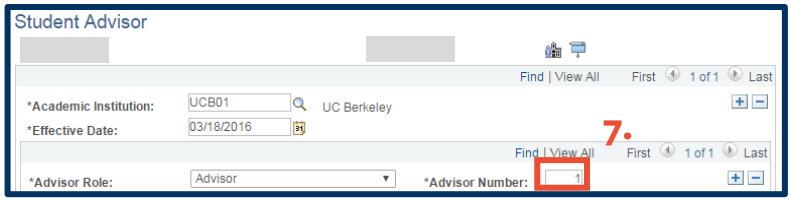
5. The **Effective Date** will default to the current date. (You may change the **Effective Date**, based on the date an advisor was assigned to a given student.)



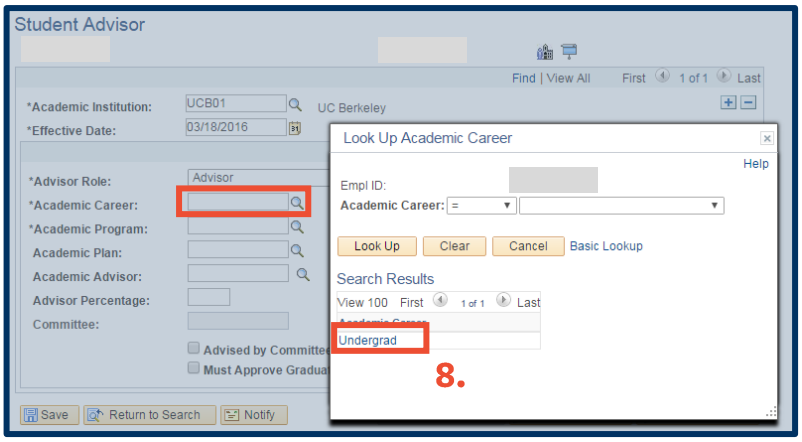
6. The **Advisor Role** will default to "**Advisor**".



7. The **Advisor Number** will default to the next available number.
(A student may have more than one advisor.)

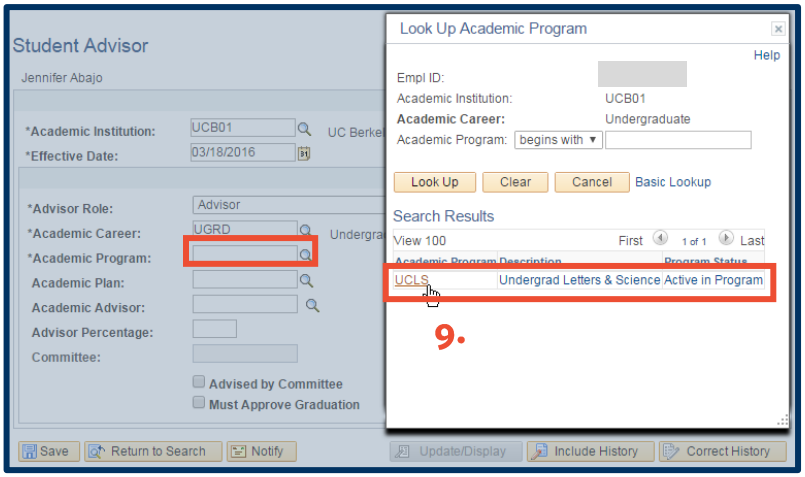


8. Click the **Academic Career Look Up icon**, and select the appropriate career.

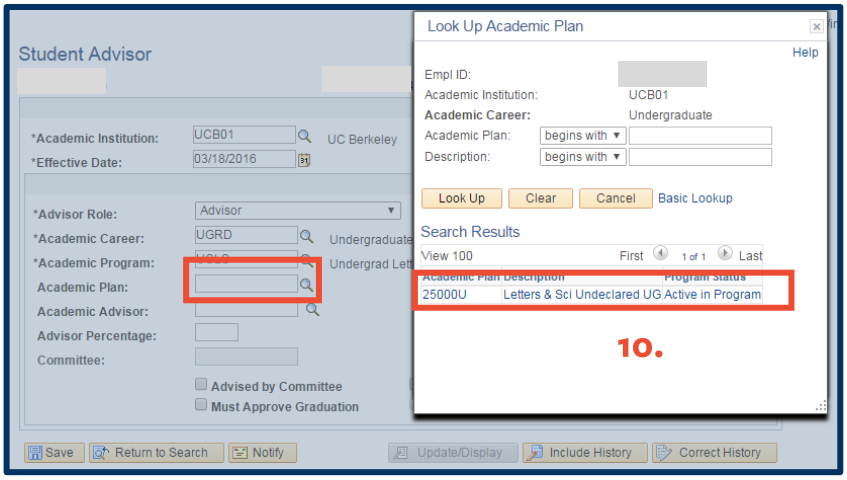


9. Select an **Academic Program** from the list that appears when you click the **Academic Program Look Up** icon.

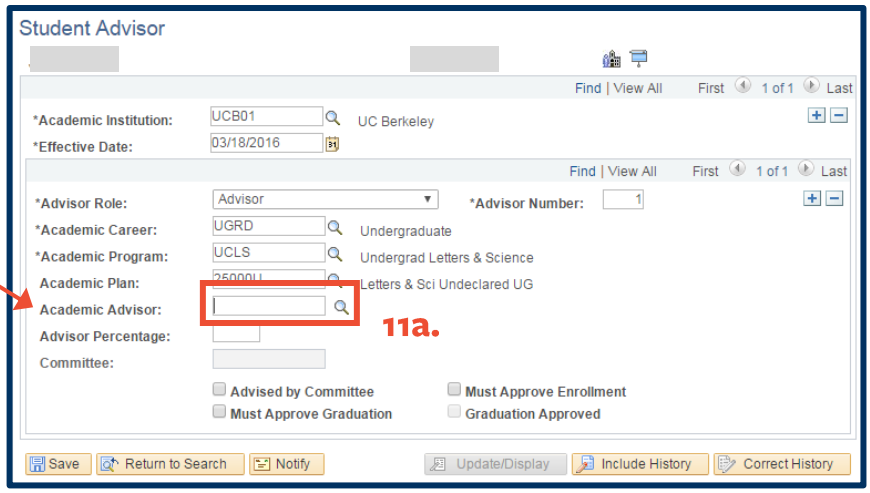
(The search results may display multiple rows, if the student is enrolled in more than one college/program. Select the appropriate row for which you advise and in which the student is "**Active in Program**".)



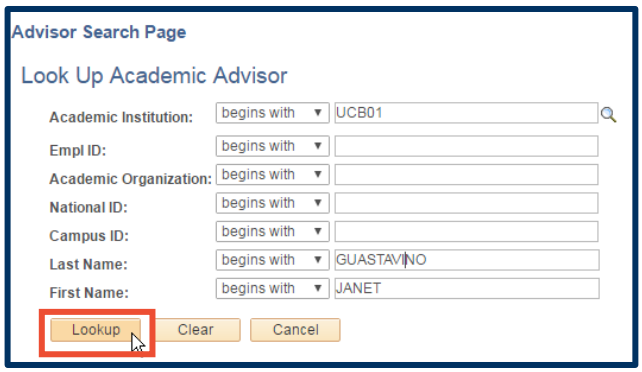
10. Select the **Academic Plan**.



11. The next step is to select the advisor. If you know the advisor's **UID**, type it in the **Academic Advisor** text box. (**11a.**)

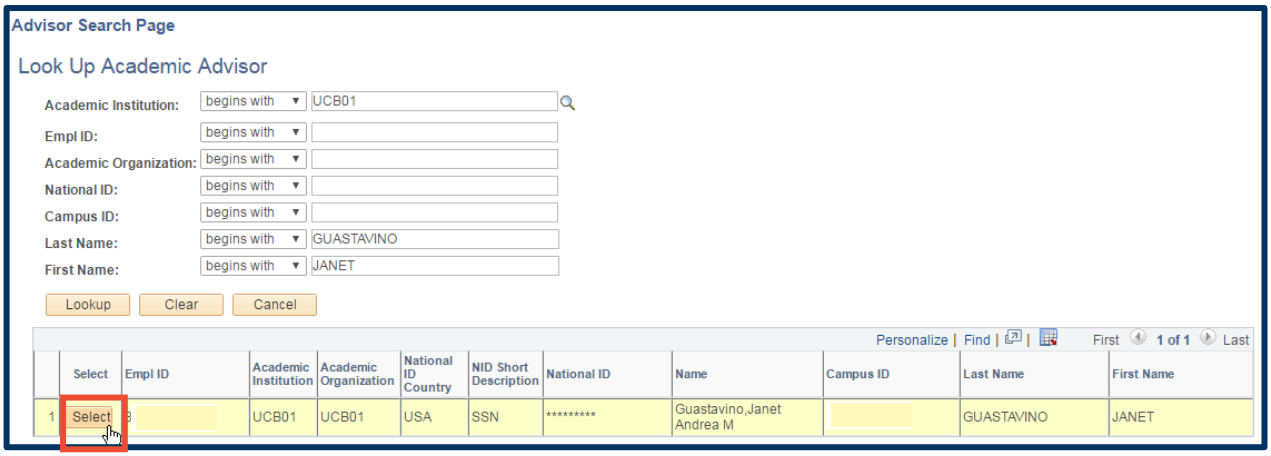


If you do not know it, use the **Look Up icon** to locate it. Then, in the Look Up Academic Advisor page, enter as much information as you know about the advisor, then click the **Lookup** button. (**11b.**)



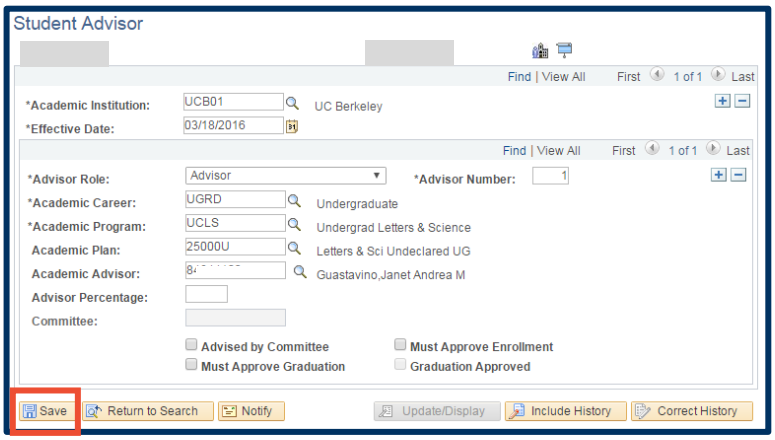
11b.

12. Click the **Select button** for the appropriate advisor.



12.

13. Click the **Save** button.

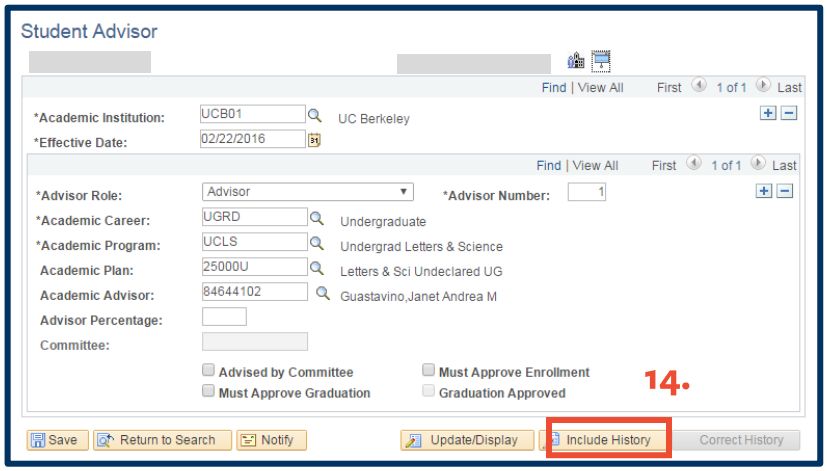


13.

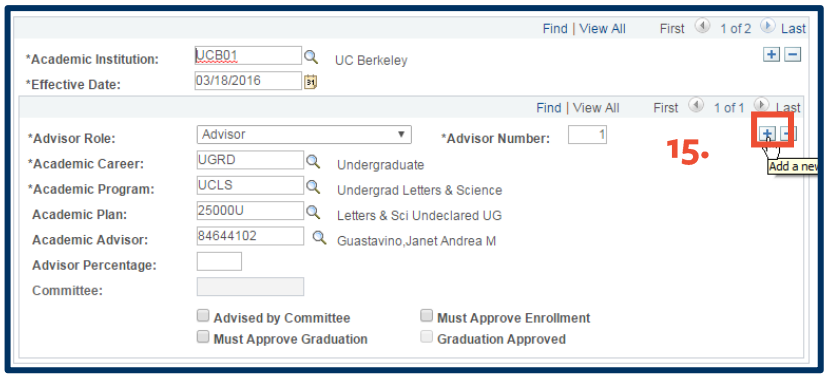
Adding Multiple Advisors with the Same Effective Date

14. While you *are still* in the **Student Advisor** window for the same student, click the **Include History** button, if it is not already selected.

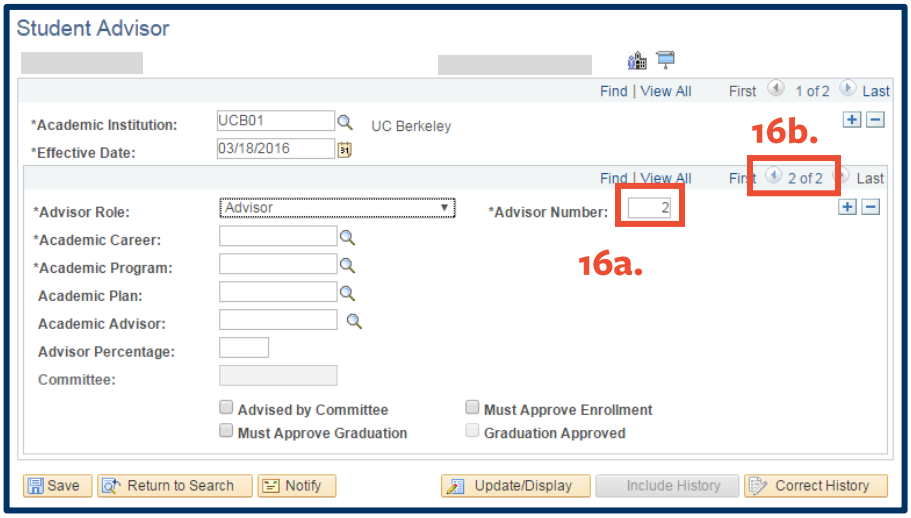
    NOTE: If you exit the **Student Advisor** window, and return to *CalCentral's* **My Dashboard**, you will have to add an **Effective Dated** row first, dated the following day, *before* doing **Step 15** that follows.



15. Click the **Add a Row** button (+) to the section for a new advisor.



16. Observe that we now have an **Advisor Number 2** and we are looking at the configuration section for Advisor 2 of two advisors.

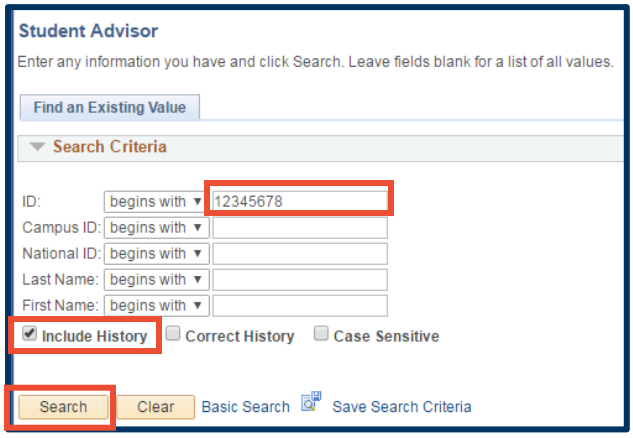


17. Review **Steps 5–12** for instructions on how to populate the **Academic Career**, **Academic Program**, **Academic Plan**, and **Academic Advisor** fields.

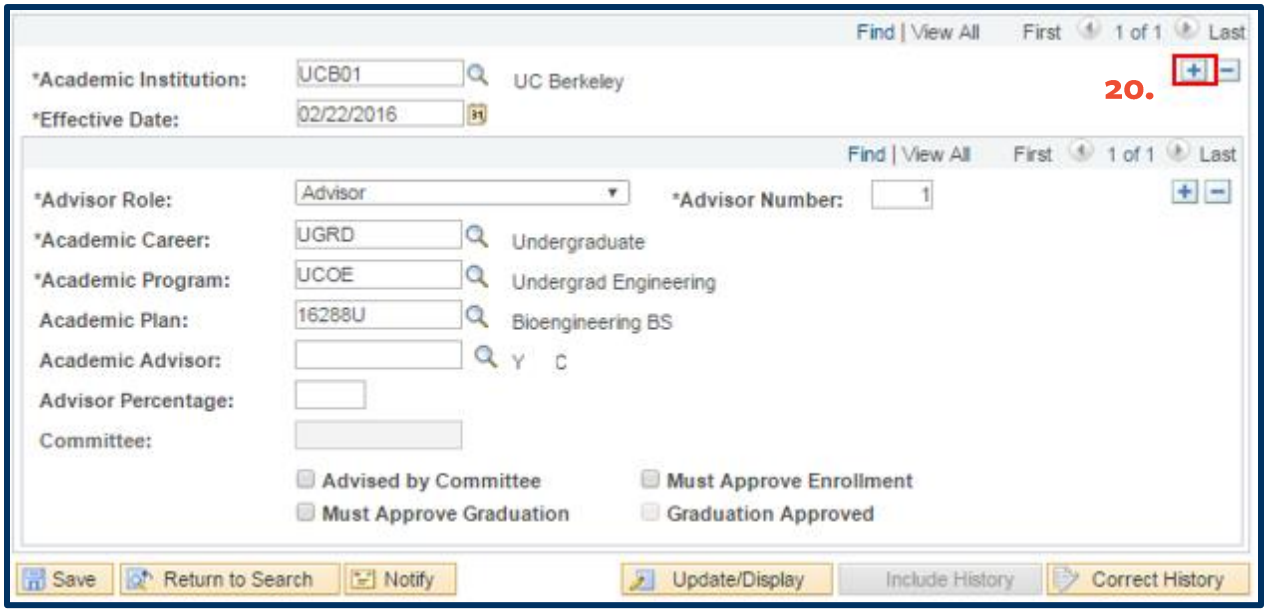
18. Click the Save button at the bottom, left of the page to save your additional advisor.

Adding Multiple Advisors with Discrete Effective Dates

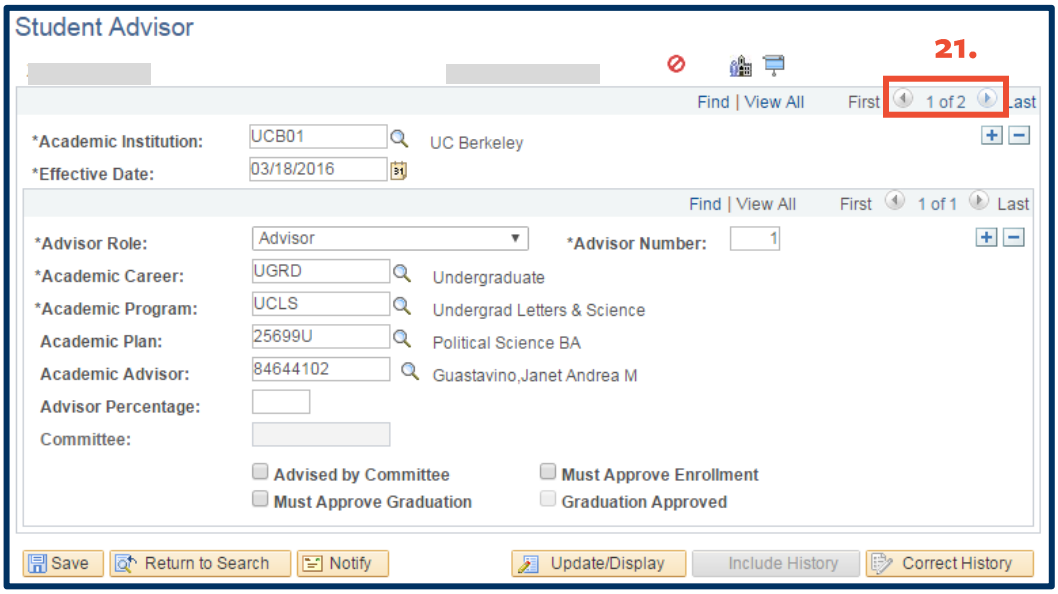
19. After logging on the the *CalCentral* **My Dashboard** and clicking **Advising Assignments**, click a checkmark in the **Include History** checkbox. Input the student's ID, and then click the **Search** button.

20. 

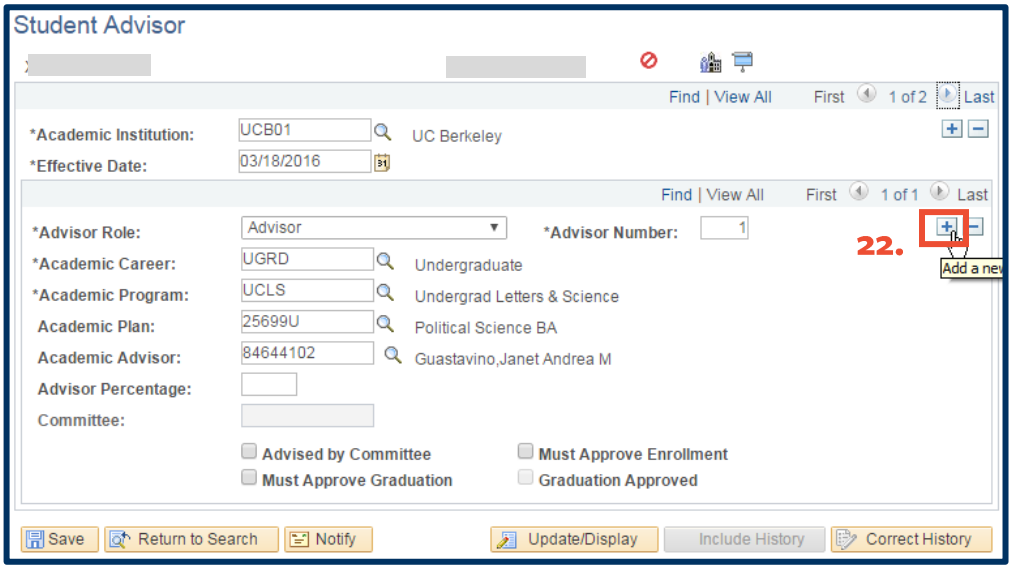
20. Click the **Add a Row** button for the **Effective Date** row.



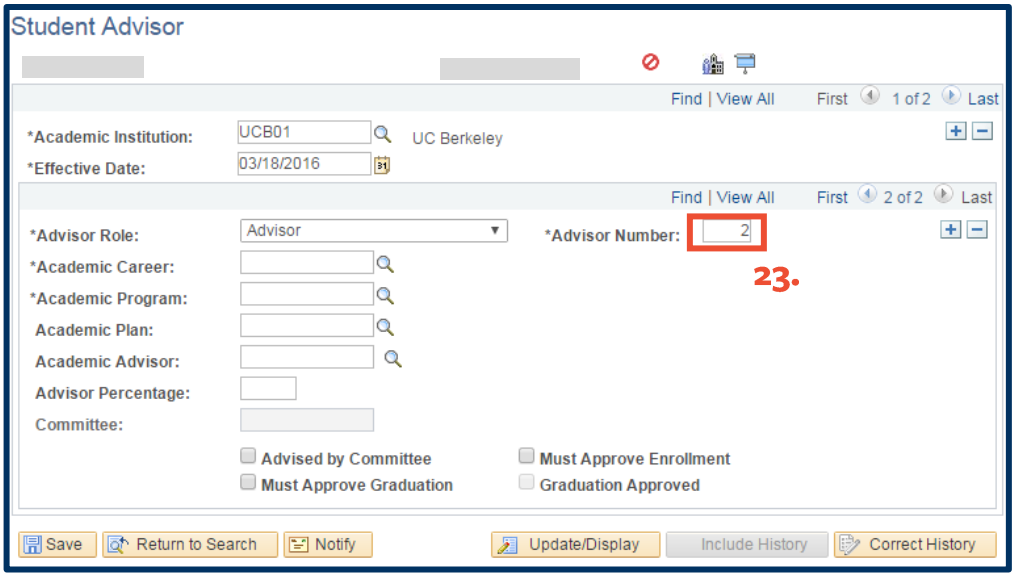
21. The new **Effective Date** row number will appear between the arrow toggles at the top, right-hand corner. The **Effective Date** will default to the current date. You may change the **Effective Date**, based on the date an individual was identified as an advisor for a student, as long as the changed date is not equal to or less than the previous dated row.



22. Next, click the **Add a Row** button for the new advisor section.
The **Advisor Role** and **Advisor Number** fields auto-populate.

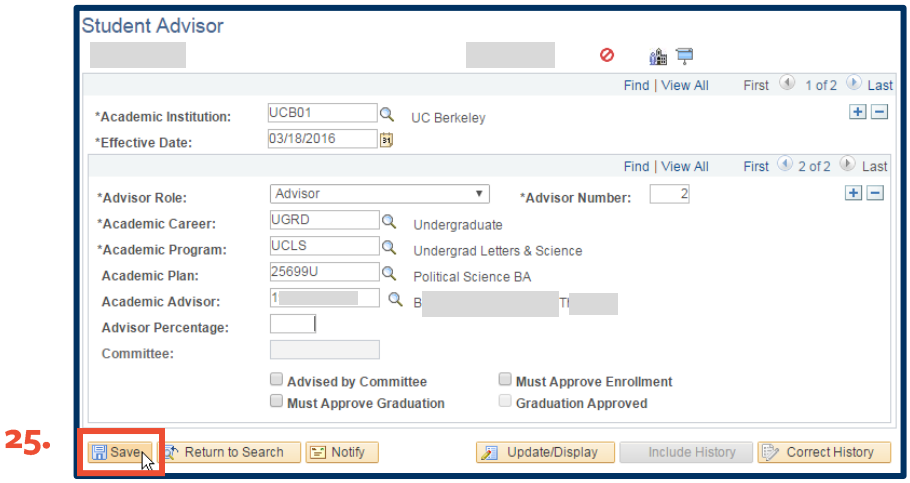


23. The new advisor number will appear for the new effective date.



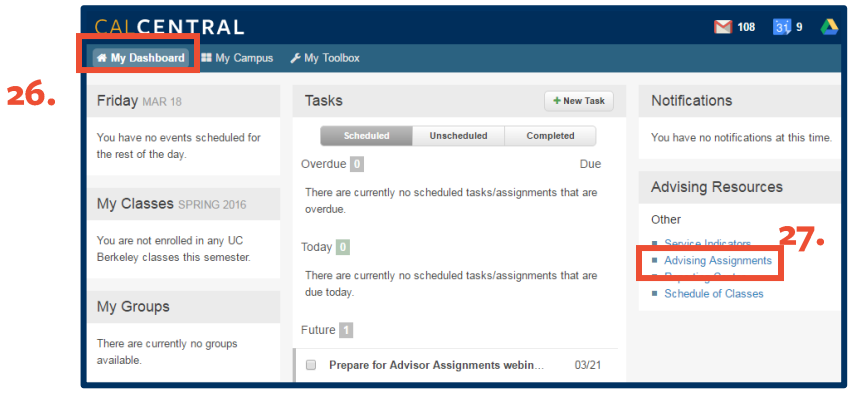
24. Review **Steps 5–12** for instructions on how to populate the **Academic Career**, **Academic Program**, **Academic Plan**, and **Academic Advisor** fields.

25. Click the **Save** button.



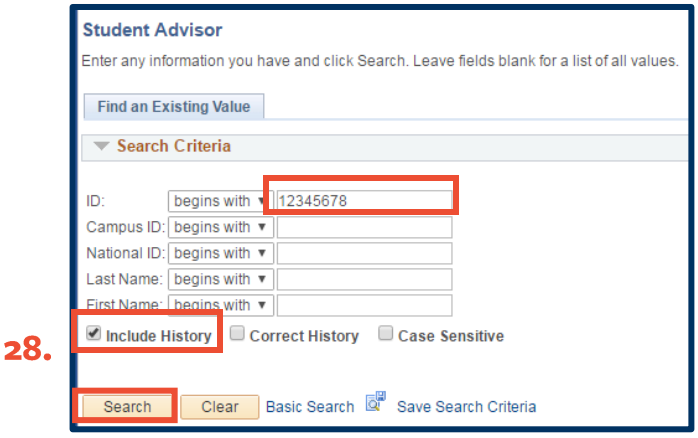
Replacing an Advisor/Inactivating an Advisor

26. After logging in to *CalCentral* (calcentral.berkeley.edu) using your CalNet ID and passphrase, you arrive at your *Cal Central* **My Dashboard** page.

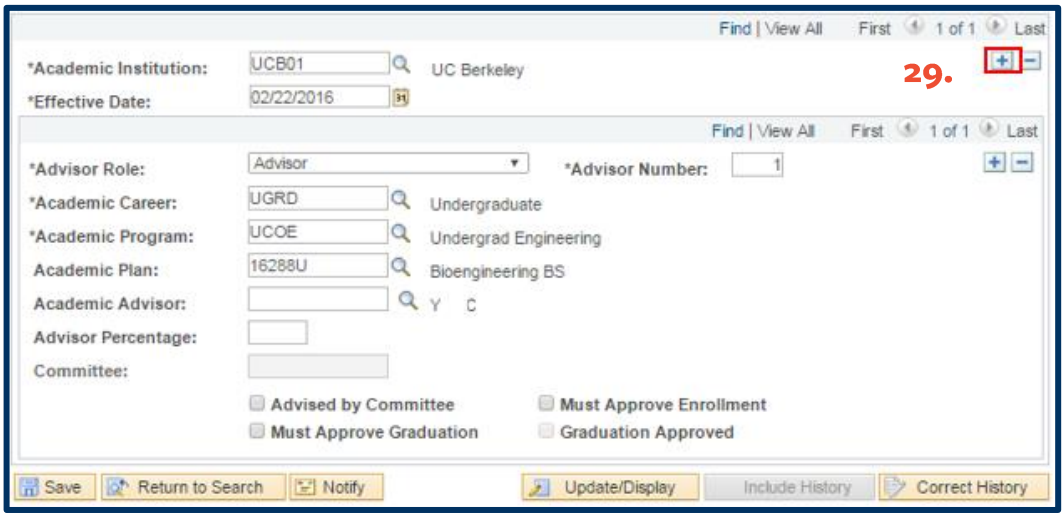


27. Here, click the **Advising Assignments** link.

28. Click a checkmark in the **Include History** checkbox. Input the student's ID, and then click the **Search** button.

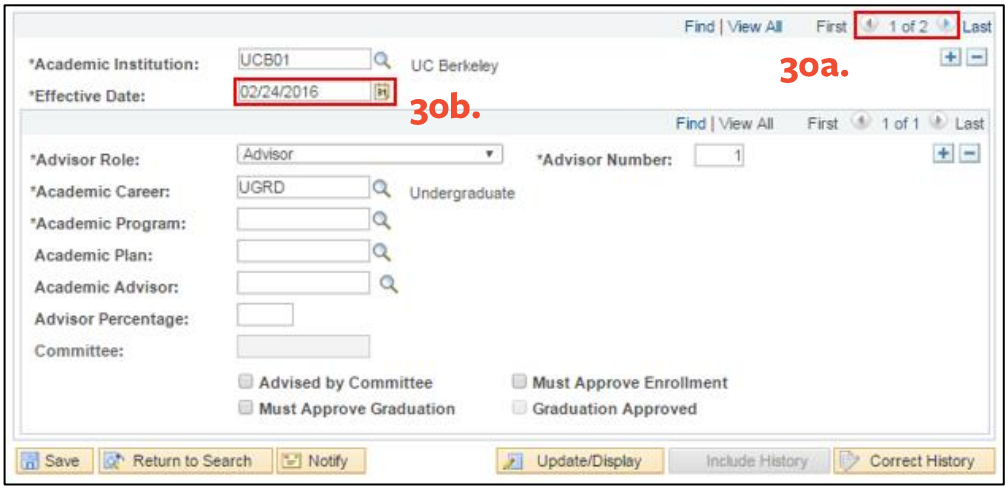


29. Select the **Add a Row** button ( ) in the top right-hand corner of the **Effective Date** row.



30. The new **Effective Date** row number will appear between the arrow toggles (**30a.**) at the top right-hand corner. The **Effective Date** will default in with the current date (**30b.**). Change the **Effective Date**, based on the date the individual was identified as the new advisor for that student. *The date cannot be equal to the effective date of previous advisor.*

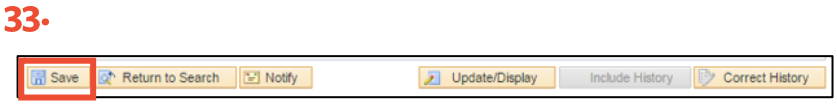
    Note: The **Advisor Role** and **Advisor Number** fields will auto-populate.



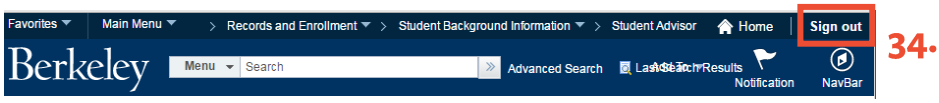
31. Make sure you the new effective date is active and a blank advisor section.

32. Review **Steps 5–12** for instructions on how to populate the **Academic Career**, **Academic Program**, **Academic Plan**, and **Academic Advisor** fields.

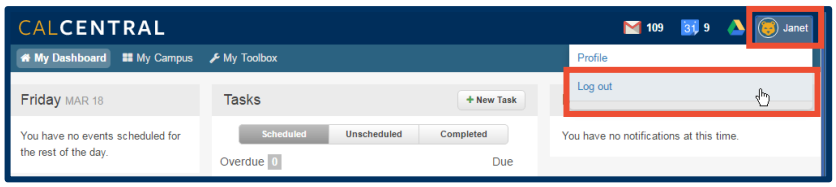
33. Click the **Save** button at the bottom, left of the window.



34. Sign out from *Campus Solutions*.



35. From within **My Dashboard**, you can carry out some other task or logout of *CalCentral* by clicking on your name in the upper right-hand corner of the page, and then clicking **Logout**.
(**Logout** capability is available from all three of your *CalCentral* pages.)



35.

Support:

For questions or assistance, please contact Campus Shared Services IT:

- Call **510-664-9000** (press **option 6**)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**