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

13. Click the **Save button**.
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. 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.

25. Click the **Save** button.

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.


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.)

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