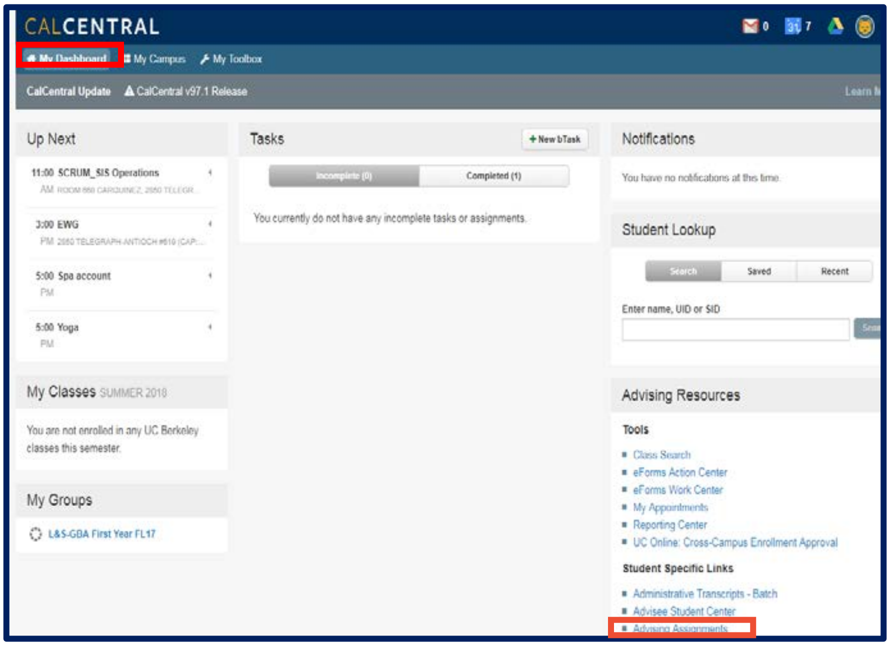
How to Assign Advisors to Students

This job aid describes 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.

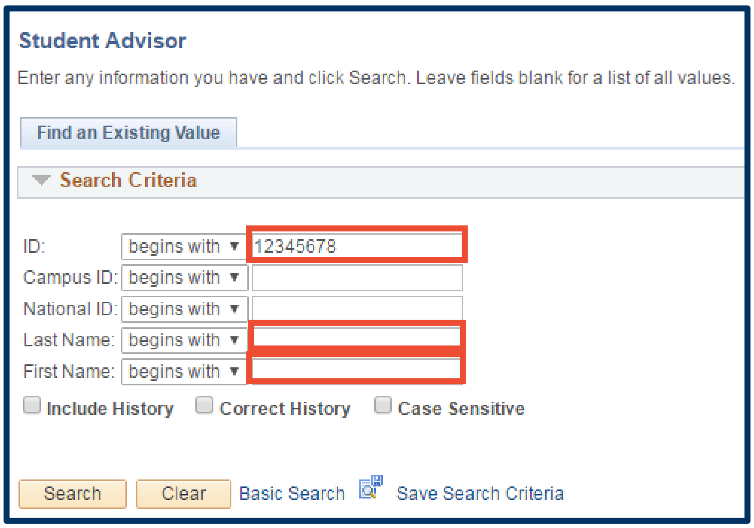
1. After logging in to *CalCentral* (calcentral.berkeley.edu) using your CalNet ID and passphrase, you arrive at your *Cal Central* **My Dashboard** page.

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

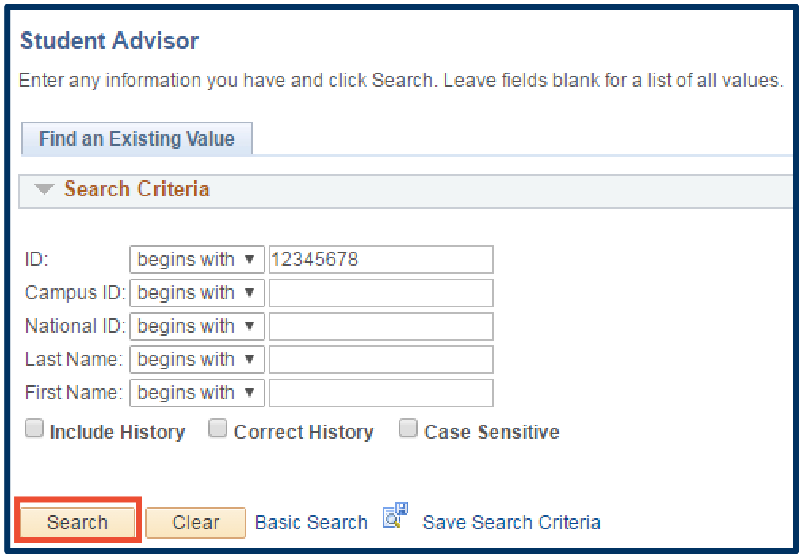


3. Next you arrive at the **Student Advisor** page, where you will enter whatever information you have about the student, such as last and first name, or student ID.

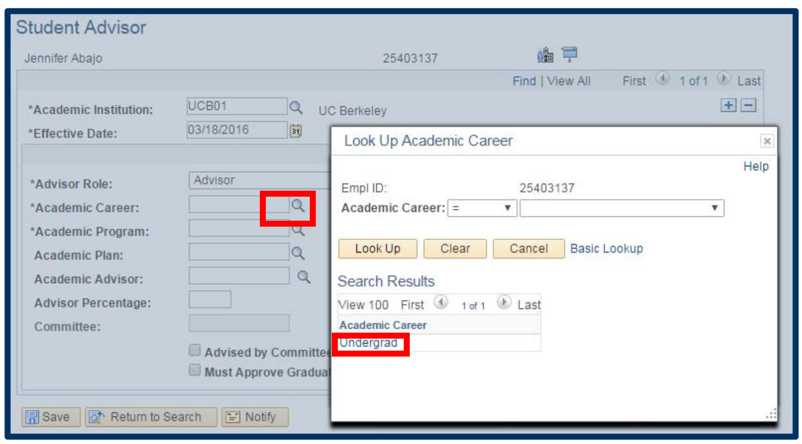
   NOTE: You can also locate the student using the Student Lookup search box and then select **Advising Assignments**.



4. Click the **Search** button.

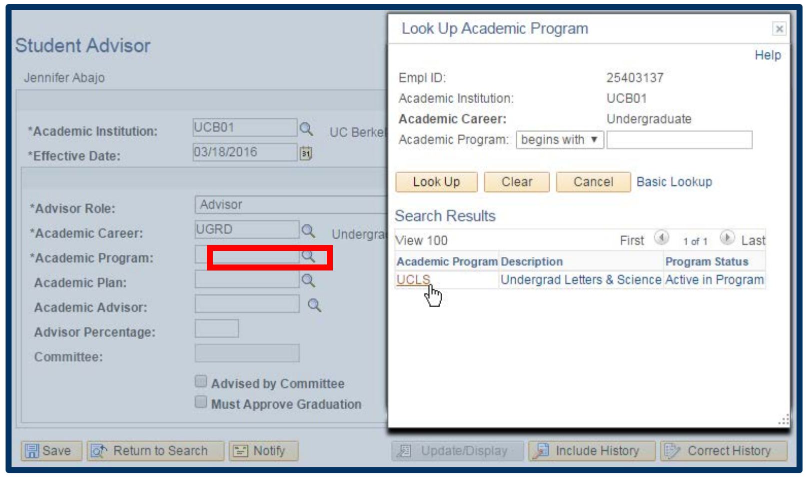


5. Click the **Academic Career Look Up** icon, and select the appropriate career.

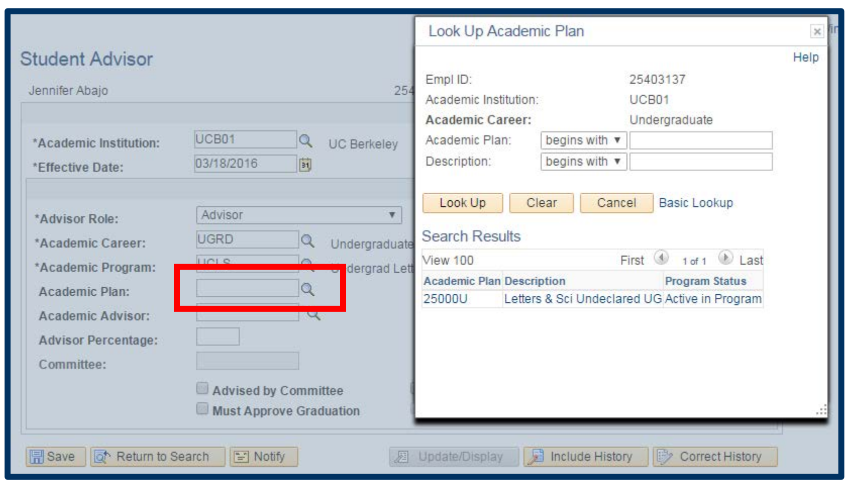


6. Select an **Academic Program** from the list that appears when you click the **Academic Program Look Up** icon.

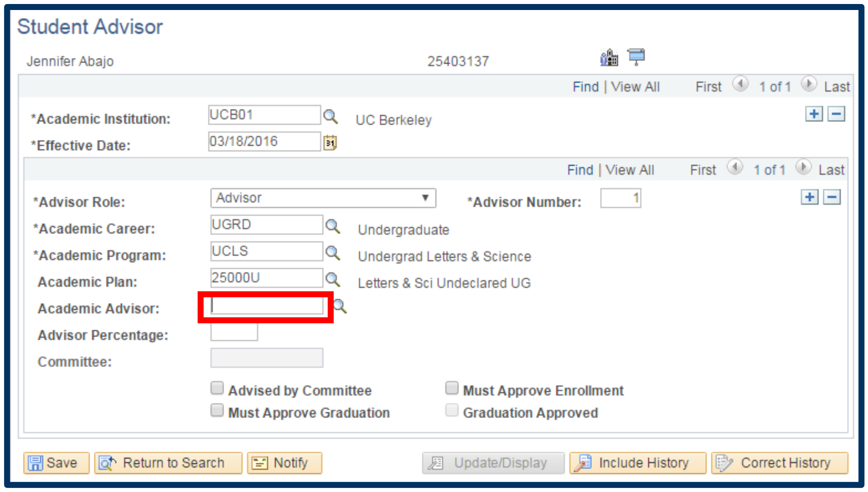
(The search results may display multiple rows, if the student is enrolled in more than one college/program.
Select the appropriate row for which the student is“**Active in Program**”.)



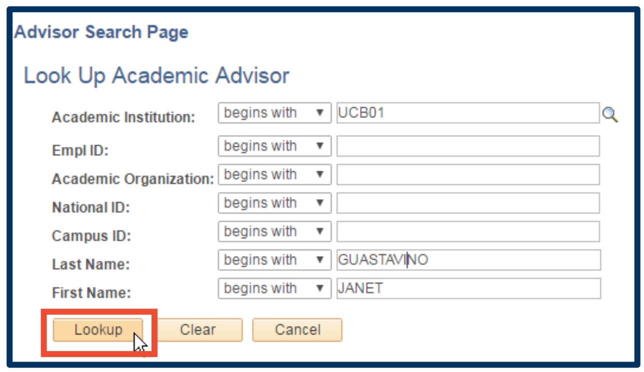
7. Select the **Academic Plan**



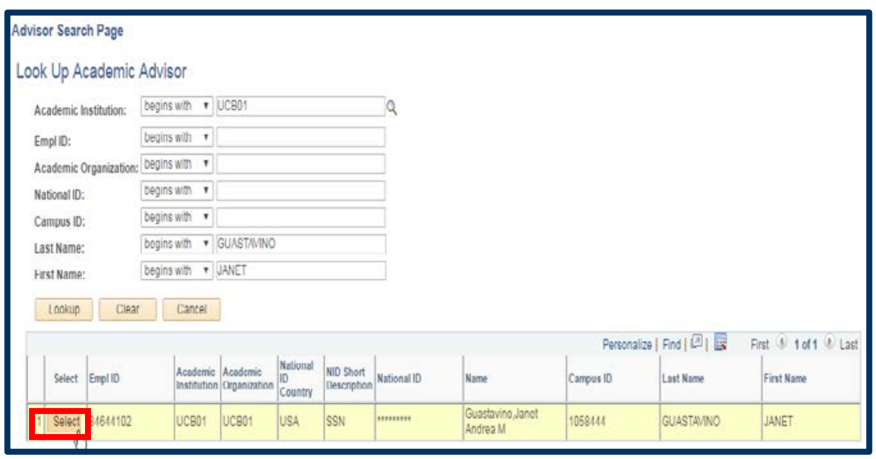
8. The next step is to select the advisor. If you know the advisor's ID, type it in the **Academic Advisor** text box.



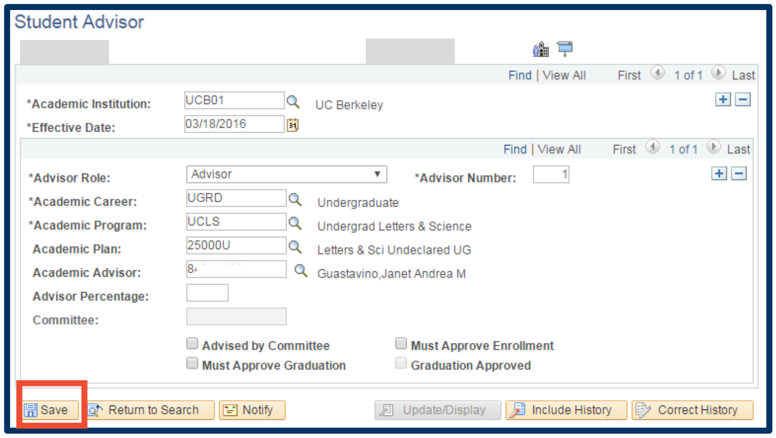
If you do not know it, use the **Look Up** icon to locate it. Then, in the Look Up **Academic Advisor** page, enter as much information as you know about the advisor, then click the **Lookup** button.



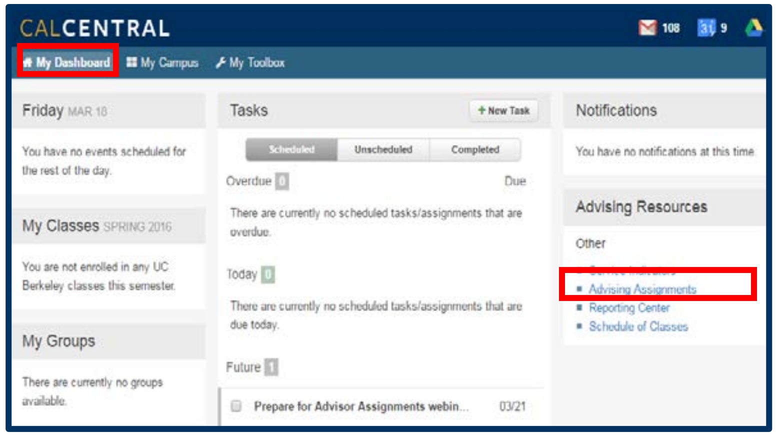
9. Click the **Select button** for the appropriate advisor.



10. Click the **Save** button.



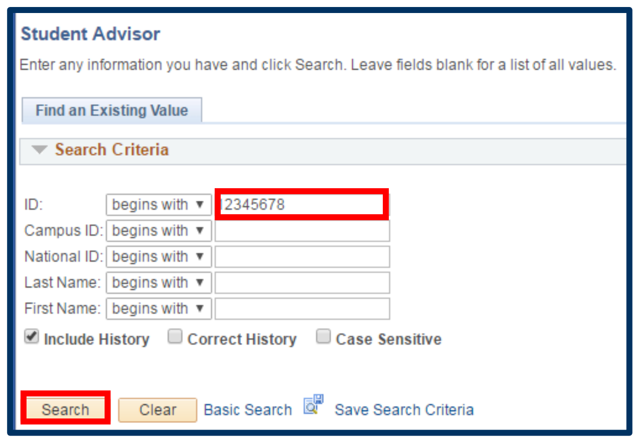
Replacing an Advisor



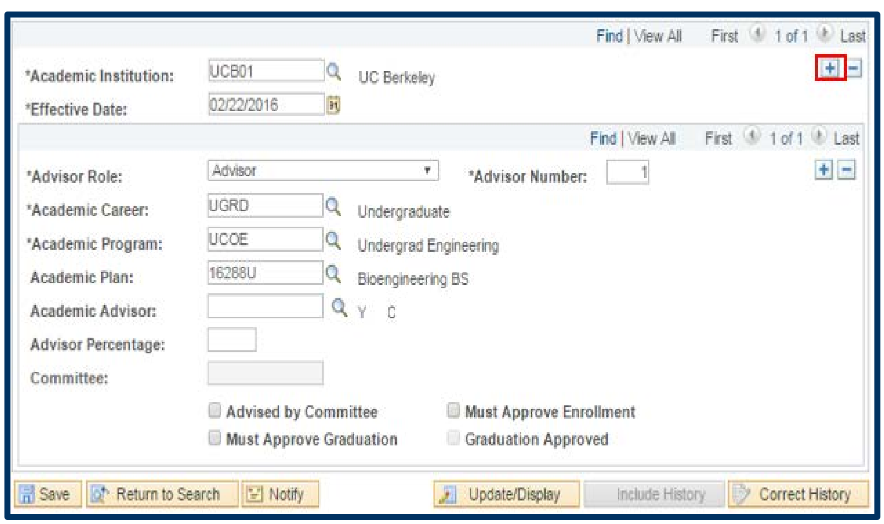
11. After logging in to CalCentral (calcentral.berkeley.edu) using your CalNet ID and passphrase, you arrive at your Cal **Central My Dashboard** page.

12. Click the **Advising Assignments** link.

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

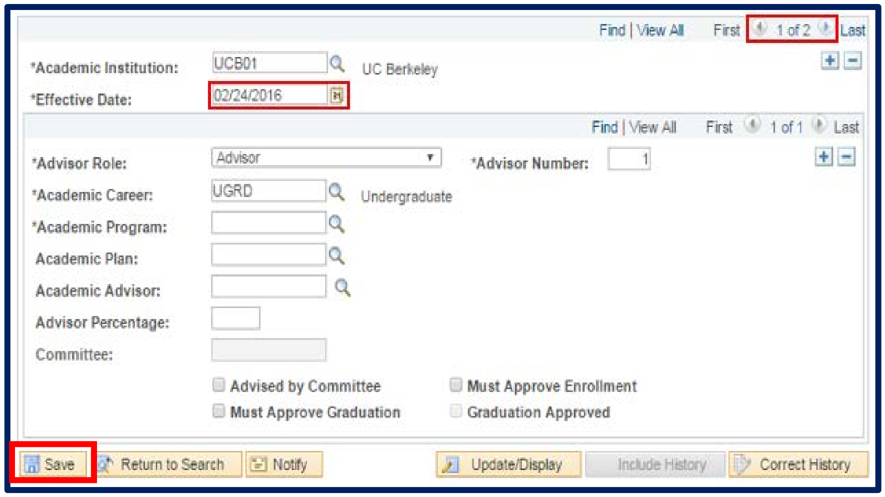


14. Select the **Add a Row** button (+) in the top right-hand corner of the **Effective Date** row.



15. 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. *The date cannot be equal to the effective date of previous advisor.*

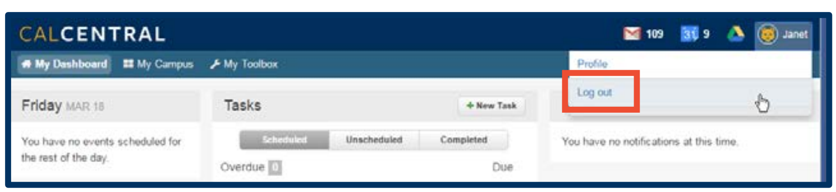
Note: The Advisor Role and Advisor Number fields will auto-populate.



16. Review **Steps 5–10** for instructions on how to populate the **Academic Career**, **Academic Program**, **Academic Plan**, and **Academic Advisor** fields.

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

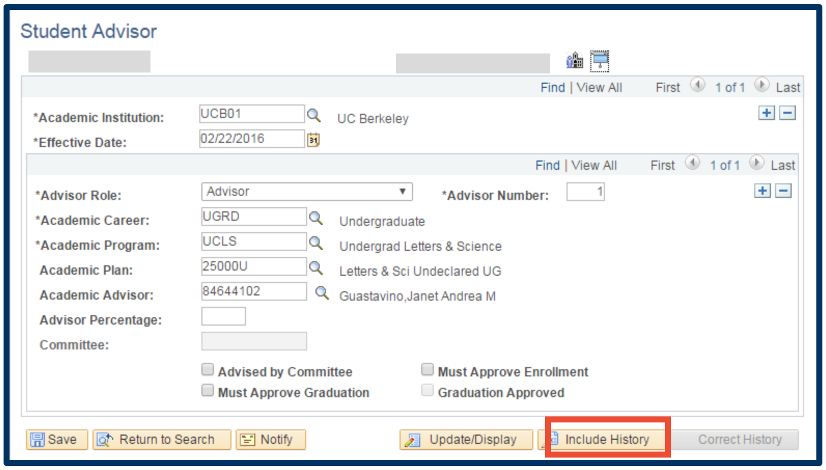
18. From within **My Dashboard**, you can carry out some other task or logout of *CalCentral* by clicking on your name in the upper right-hand corner of the page, and then clicking **Logout**.
(**Logout** capability is available from all three of your *CalCentral* pages.)



Adding Multiple Advisors

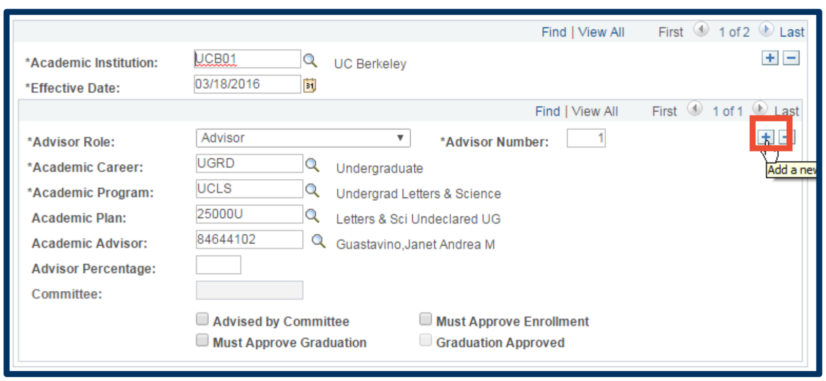
19. While you <u>*are still in*</u> the **Student Advisor** window for the same student, click the **Include History** button, if it is not already selected.

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 9** that follows.



20. Click the **Add a Row** button to the section for a new advisor.

21. Review **Steps 5–10** for instructions on how to populate the **Academic Career**, **Academic Program**, **Academic Plan**, **and Academic Advisor** fields.



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

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit: http://sis.berkeley.edu/training