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.

![Student Advisor search interface](image1.png)

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

![Student Advisor academic career look up interface](image2.png)
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 (.addButton) 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.


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 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 9 that follows.

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


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