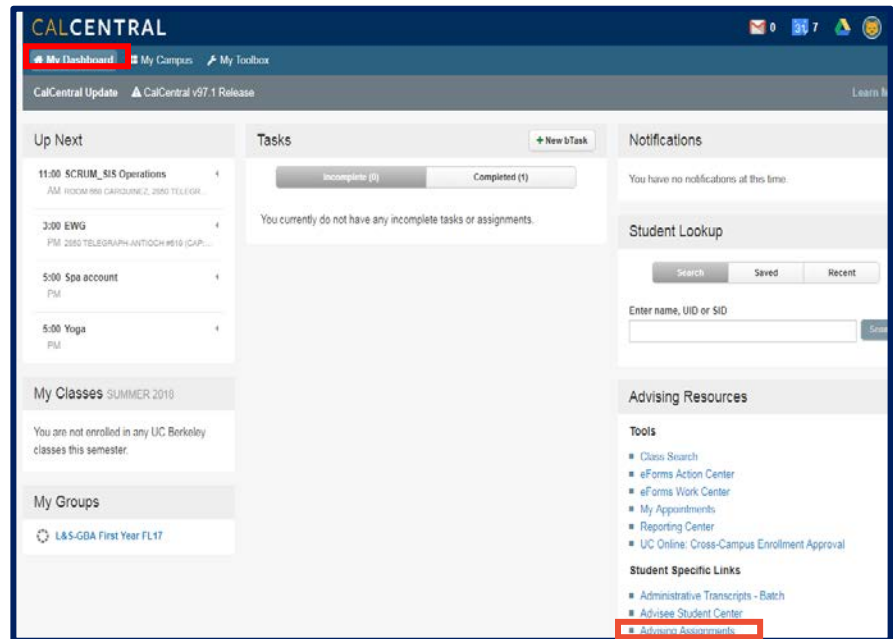


How to Assign Advisors to Students

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**.

The screenshot shows the 'Student Advisor' search form. The 'ID' field is filled with '12345678'. The 'Last Name' and 'First Name' fields are highlighted with red boxes. The form includes a 'Search Criteria' section with dropdown menus for 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. The 'Search' button is highlighted in orange.

4. Click the **Search** button.

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 ▼ 12345678
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

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

Student Advisor
Jennifer Abajo 25403137 UC Berkeley

*Academic Institution: UCB01 UC Berkeley
*Effective Date: 03/18/2016

*Advisor Role: Advisor
*Academic Career:
*Academic Program:
Academic Plan:
Academic Advisor:
Advisor Percentage:
Committee:
 Advised by Committee
 Must Approve Graduate

Save Return to Search Notify

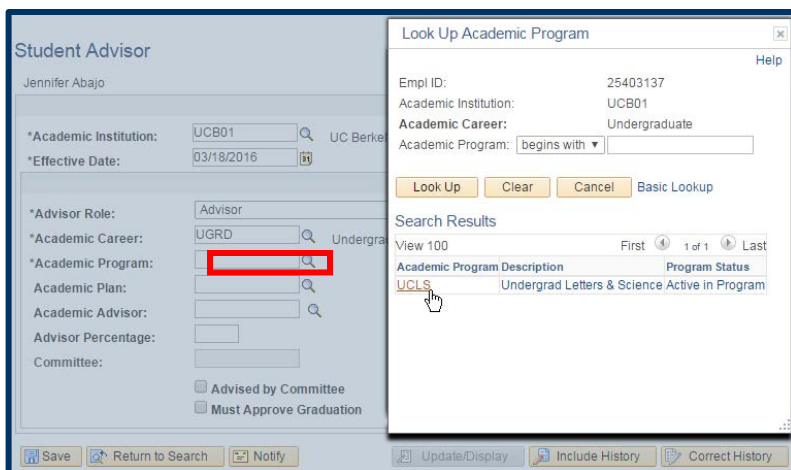
Look Up Academic Career

Empl ID: 25403137
Academic Career: =
Look Up Clear Cancel Basic Lookup

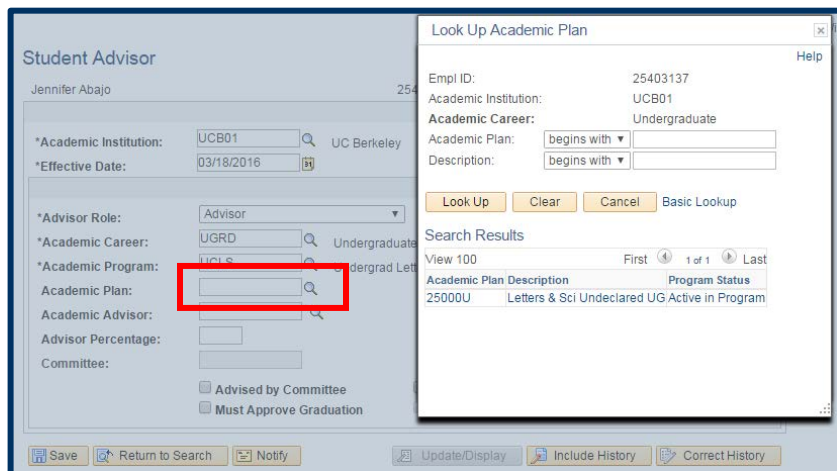
Search Results
View 100 First 1 of 1 Last
Academic Career
Undergrad

- 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**”.)



- Select the **Academic Plan**



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

Student Advisor

Jennifer Abajo 25403137

Find | View All First 1 of 1 Last

*Academic Institution: UCB01 UC Berkeley

*Effective Date: 03/18/2016

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UCLS Undergrad Letters & Science

Academic Plan: 25000U Letters & Sci Undeclared UG

Academic Advisor:

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

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.

Advisor Search Page

Look Up Academic Advisor

Academic Institution: begins with UCB01

Empl ID: begins with

Academic Organization: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with GUASTAVINO

First Name: begins with JANET

Lookup Clear Cancel

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

Advisor Search Page

Look Up Academic Advisor

Academic Institution: begins with UCB01

Empl ID: begins with

Academic Organization: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with GUASTAVINO

First Name: begins with JANET

Lookup Clear Cancel

Select	Empl ID	Academic Institution	Academic Organization	National ID Country	NID Short Description	National ID	Name	Campus ID	Last Name	First Name
Select	84844102	UCB01	UCB01	USA	SSN	*****	Guastavino, Janet Andrea M	1058444	GUASTAVINO	JANET

Personalize Find First 1 of 1 Last

10. Click the **Save** button.

The screenshot shows the 'Student Advisor' form in a web application. The form is titled 'Student Advisor' and contains several fields for data entry. The fields are: *Academic Institution (UCB01), *Effective Date (03/18/2016), *Advisor Role (Advisor), *Academic Career (UGRD), *Academic Program (UCLS), Academic Plan (25000U), Academic Advisor (8), and Advisor Percentage. There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. The 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

*Academic Institution:	UCB01	UC Berkeley
*Effective Date:	03/18/2016	
*Advisor Role:	Advisor	*Advisor Number: 1
*Academic Career:	UGRD	Undergraduate
*Academic Program:	UCLS	Undergrad Letters & Science
Academic Plan:	25000U	Letters & Sci Undeclared UG
Academic Advisor:	8	Guastavino, Janet Andrea M
Advisor Percentage:		
Committee:		
	<input type="checkbox"/> Advised by Committee	<input type="checkbox"/> Must Approve Enrollment
	<input type="checkbox"/> Must Approve Graduation	<input type="checkbox"/> Graduation Approved

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

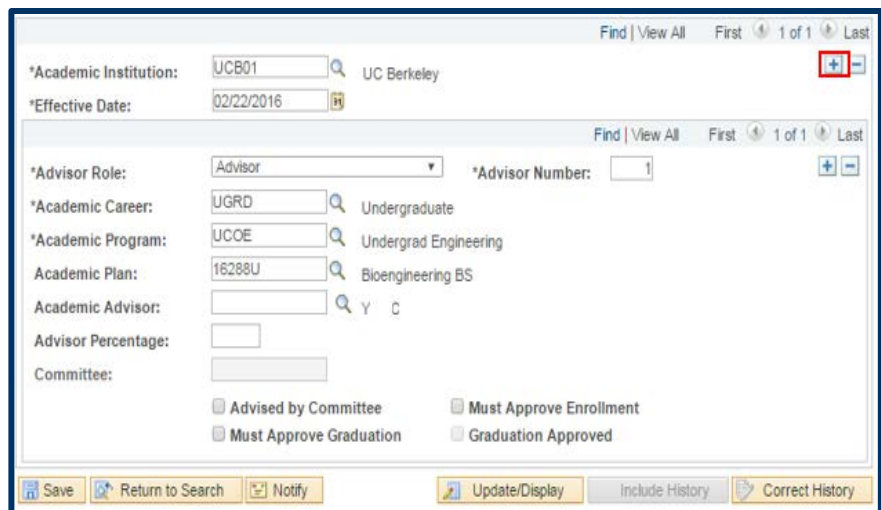
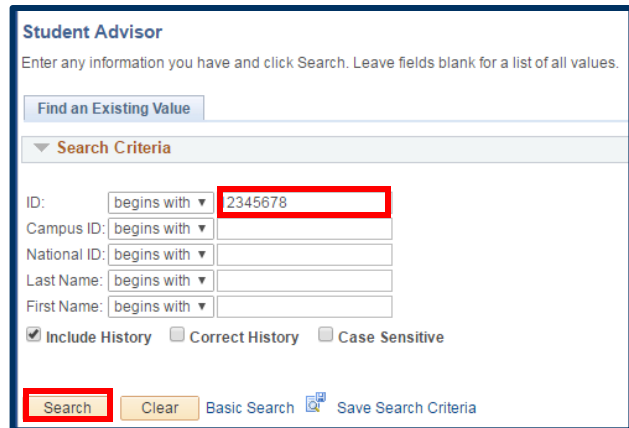
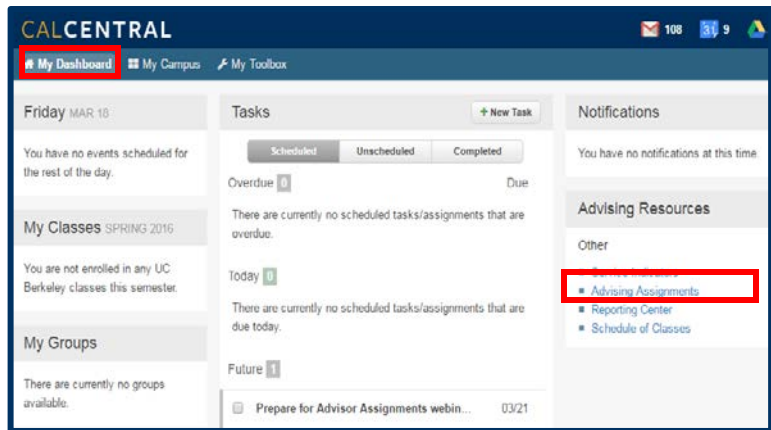
Replacing an Advisor

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.



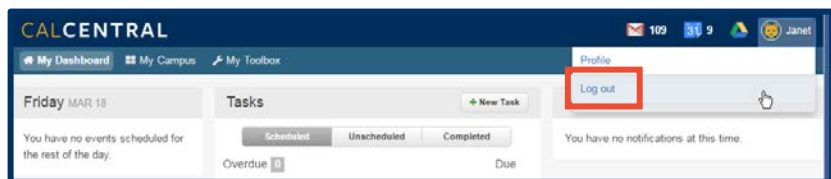
- The new **Effective Date** row number will appear between the arrow toggles at the top right-hand corner. The **Effective Date** will default to the current date. *The date cannot be equal to the effective date of previous advisor.*

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

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

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

- 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.

The screenshot shows the 'Student Advisor' window for a student at UC Berkeley. The form includes fields for Academic Institution (UCB01), Effective Date (02/22/2016), Advisor Role (Advisor), Advisor Number (1), Academic Career (UGRD), Academic Program (UCLS), Academic Plan (25000U), and Academic Advisor (84644102). At the bottom, the 'Include History' button is highlighted with a red box.

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.

This screenshot is similar to the previous one but shows the 'Add a new' button highlighted in red. The Effective Date is now 03/18/2016. The 'Add a new' button is located in the top right corner of the form area.

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

A close-up of the bottom navigation bar of the Student Advisor window. The 'Save' button is highlighted with a red box.

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>