Viewing Student Advisor Assignment
Bowling Green State University

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Overview

Multiple advisors may be assigned to a student in PeopleSoft. These can be college advisors or faculty and program advisors. To be assigned, the person has to exist in the PeopleSoft system (must have an EMPL ID).

Process Steps

**NAVIGATE:** Records and Enrollment>Student Background Information>Student Advisor

Enter the BGSU Student ID and all other known search information.

![Student Advisor Form](image-url)
Viewing Student Advisor Assignment

View:
- Academic Institution
- Effective Date
- Career and Program
- Advisor Name
Viewing Multiple Advisors Under the Same Effective Date:

To know if there are multiple advisors look on the navigation bar for the record count. In this example you are on the first record of eight.

Clicking the view all link will display all of the advisor records at once.
Here you see the first two advisor records associated with the student.

You can see additional records by scrolling down the page.
You can also use the navigation arrows to scroll through the records.
Field Descriptions

NAVIGATE: Records and Enrollment>Student Background Information>Student Advisor

Search Page

**Student Advisor**
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>The user can enter a specific Empl ID or a partial ID. If a match on the specific ID is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>This field is not being maintained at BGSU.</td>
</tr>
<tr>
<td>National ID:</td>
<td>This field is the Social Security Number. The user can enter a specific Empl ID or a partial ID. If a match on the specific ID is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.</td>
</tr>
<tr>
<td>Last Name:</td>
<td>This field is used in conjunction with the First Name field. Data must be entered in both for the search to process correctly. The user can enter a specific name or a partial name. If a match on the specific name is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.</td>
</tr>
<tr>
<td>First Name:</td>
<td>This field is used in conjunction with the Last Name field. Data must be entered in both for the search to process correctly. The user can enter a specific name or a partial name. If a match on the specific name is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.</td>
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**ID:** The user can enter a specific Empl ID or a partial ID. If a match on the specific ID is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.

**Campus ID:** This field is not being maintained at BGSU.

**National ID:** This field is the Social Security Number. The user can enter a specific Empl ID or a partial ID. If a match on the specific ID is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.

**Last Name:** This field is used in conjunction with the First Name field. Data must be entered in both for the search to process correctly. The user can enter a specific name or a partial name. If a match on the specific name is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.

**First Name:** This field is used in conjunction with the Last Name field. Data must be entered in both for the search to process correctly. The user can enter a specific name or a partial name. If a match on the specific name is found the user will be taken directly to that record. For a partial search, a list of possible record matches will be displayed. The user should use the Operators (“begins with”, “contains” etc.) to control the information that will be returned in the search.
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**Include History:** Checking this box will result in all information (active and inactive) being displayed in the search.

**Correct History:** Checking this box will enable the user to be in “correct history” mode when a record is selected. Under “correct history” mode, the user is able to actually change a record that has already been saved instead of updating the record with an effective dated row. This mode will be tightly controlled due to its impact of referential integrity of data.

**Case Sensitive:** Checking this box results in the search obeying case matching. Therefore if a code is entered with a capital letter in the first position, the search will only display results that have the exact capital letter in the code. It is suggested that this not be checked so all results will be returned.

**Search Button:** Pressing this button will initiate the search using the input parameters entered by the user.

**Clear Button:** Pressing this button will clear all information entered in the search fields.

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**Student Advisor Page**

![Student Advisor Page](image)
• **Student Name:** Displays the name of the student selected in the search.
• **Empl ID:** Displays the BGSU ID of the student selected in the search.
• **Academic Institution:** Selected from the prompt or defaults from user settings. Since we are a single institution, the only valid selection is 'BGSUN'.
• **Effective Date:** The date of 01/01/1910 indicates a record brought over in the conversion process. The user will use the appropriate date of the action once institution is processing transactional data.
• **Advisor Role:** The role the advisor serves for the selected student. Values delivered include Advisor, Qualifying Exam Committee and Thesis Committee. These values are translate values and may be inactivated or values added. For business processes at this time, the value should be set to ‘Advisor’.
• **Advisor Number:** Sequentially assigned number. There is no programming around this number. The user should let the system default this number. There is no need to manually enter this number.
• **Academic Career:** Select the career from the student’s record with which to associate this advisor. This field is a system requirement and is not used for security or any other process at this time.
• **Academic Program:** Select the Program from the student’s record with which to associate this advisor. This field is a system requirement and is not used for security or any other process at this time.
• **Academic Plan:** The Plan from the student’s Program/Plan stack with which to associate this advisor. This field is not required for the business process at BGSU.
• **Academic Advisor:** The BGSU ID of the advisor associated with the student record. The system will provide a list of all BGSU ID numbers in the CSS system. The user will want to narrow the selection once they are on the search page or will want to enter the number directly into the field.
• **Committee:** If a specific committee has been assigned to this student, it will be listed in this field. There is no known business process at this time which uses this field.
• **Advised By Committee:** There is no programming around this check box. It can be used for reporting to identify students for which committee advisement has been indicated. There is no known business process at this time which uses this field.
• **Must Approve Graduation:** There is no programming around this check box. It can be used for reporting to identify students for which advisor approval is needed as part of graduation processing. There is no known business process at this time which uses this field.
• **Must Approve Enrollment:** There is no programming around this check box. It can be used for reporting to identify students for which advisor approval is needed before enrollment takes place. There is no known business process at this time which uses this field.
• **Graduation Approved:** There is no programming around this check box. It can be used for reporting to identify students for which advisor approval has been received for graduation processing. There is no known business process at this time which uses this field.