

How To Update Student Advisor

Navigation:

Student Information Systems > Student Background Information > Student Advisor

The screenshot displays the MyPACK web application interface. At the top, there is a navigation bar with links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. Below this is a search bar and a MyLinks dropdown menu. The main navigation area includes tabs for MyPACK HOME, FOR FACULTY & STAFF, and MyTAB. A left sidebar menu is visible, with the following items: Student Information Systems, Faculty Services, Admin Services, Campus Community, Student Admissions, Records and Enrollment (highlighted in red), Enroll Students, Student Term Information, Career and Program Information, Term Processing, Graduation, Transfer Credit Evaluation, Student Background Information (circled in red), Custom Graduate Records, Custom Records and Enrollment, Curriculum Management, and Monitoring Tools & Reports. The main content area is titled RECORDS AND ENROLLMENT and contains several modules: Enroll Students, Student Term Information, Career and Program Information, Term Processing, Graduation, Transfer Credit Evaluation, Student Background Information (with Student Advisor circled in red), Custom Graduate Records, and Custom Records and Enrollment. The interface is designed with a red and white color scheme.

Once you click Student Advisor, you will have to enter the student ID or search by name to get to the student's advisor information.

Once you find and select the student, you will be on the Student Advisor page (see the following page):

NC STATE UNIVERSITY

FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT

MYPACK

MyLinks: Logged

MyPACK HOME FOR STUDENTS FOR FACULTY & STAFF MyTAB

Information

- Enrollment Summaries
- Term Processing
- Enrollment Verifications
- Transcripts
- Graduation
- Transfer Credit Evaluation

Student Background Information

- Student Advisor
- Extracurricular Activity

Custom Records and Enrollment

- Curriculum Management
- Student Financials
- Academic Advising
- Set Up SACR
- Monitoring Tools & Reports
- Class Search/Browse Catalog

PeopleSoft Environments

Content Management

Student Advisor

Student, Joe 000XXXXXX

Find | View All First 1 of 1 Last

*Academic Institution: NCSU1 NC State University + -

*Effective Date: 09/30/2008

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1 + -

*Academic Career: UGRC Undergraduate

*Academic Program: COE Engineering

Academic Plan: 14CSCU Computer Sci Unmatriculated

Academic Advisor: 000XXXXXX Advisor, John

Committee:

Advised by Committee Must Approve Enrollment

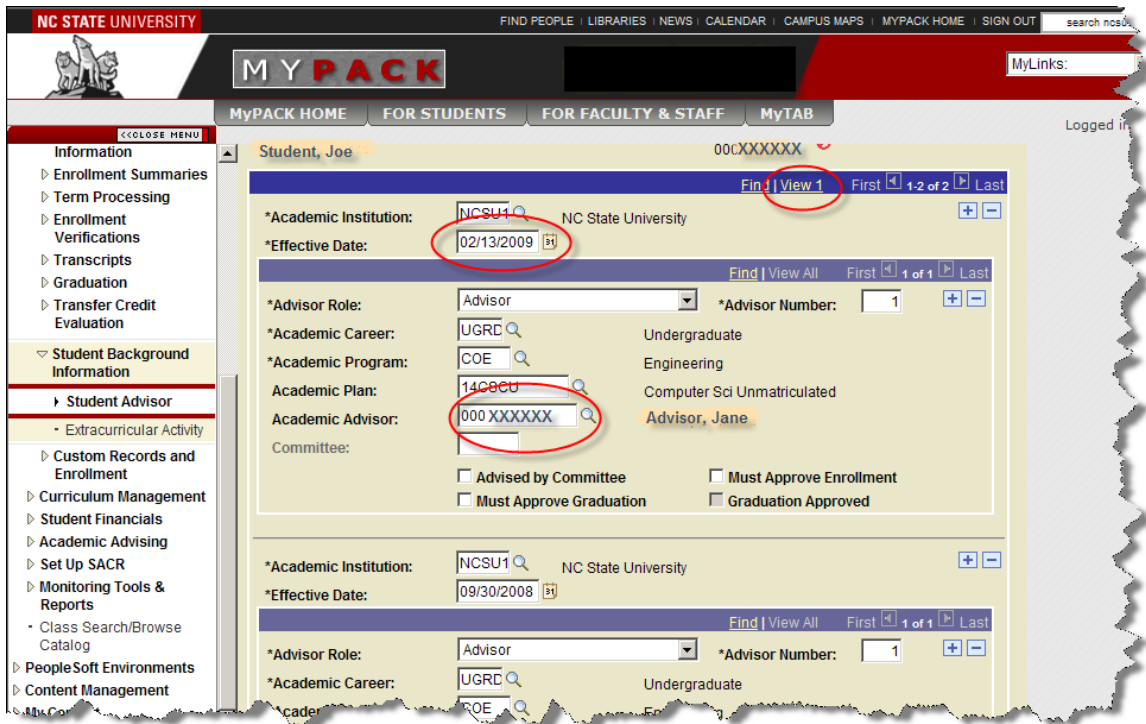
Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History

You must click the + button at the very top to create a new effective date for the information you are updating (there must be a record of the old and new).

Next, you may click the “View All” link on the top row so you can see the old information (in this case, dated from 9/30/2008) and view the space at the top to enter the new information.

The next page provides a view of this:



You will then proceed to enter the Advisor ID number in the “Academic Advisor” field. You can also search for this by clicking the search icon to the right. Just make sure the correct information is entered above (Academic Program and Academic Plan fields) for the search.

Once you have entered the correct information in the new row, click SAVE at the bottom of the screen.