

Advisor Assignment Maintenance WorkCenter

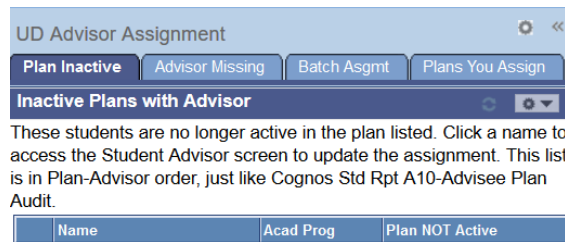
The Advisor Assignment WorkCenter supports initiatives around advising and student retention. It assists staff who have UDSIS security to assign advisors in the important task of keeping Advisor Assignments up-to-date.

This WorkCenter lists students who need advisor assignment updates for the academic plans you manage. Updates can be made one-by-one using the lists provided. If you have completed training for the Advisor Batch Assignment process, that option will also be available to you.

Login to UDSIS and go to

UDEL WorkCenters > Advisor Assignment Maintenance

The WorkCenter uses information you provided to the Registrar's Office (the Major/Minor plan codes you assign), to create your list of students who need plan/advisor updates. A description of the tabs follow.



Plan Inactive

These students **no longer have the plan code listed** on their Student Advisor record. They have either totally switched out of your major/minor OR they have switched into another plan in your department. This tab appears first, for often, correcting the assignment here for current students will automatically correct/remove them from the "Advisor Missing" list.

TO Correct the Advisor Information:


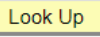

- Click on a Student Name in the list. The Student Advisor screen for that student will appear on the right-hand side of the page. If no names appear, you have no corrections to make!
- FIRST STEP, as always, is to **click the topmost blue plus sign to set a new effective date.**

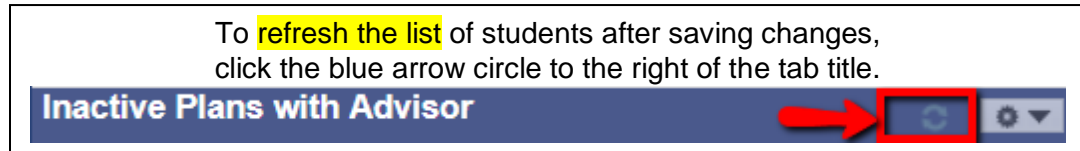
This will cause UDSIS to check the current status of the student's Academic Program and Plan:

You SHOULD, at minimum see "Plan not active" for the plan you manage.

- Click the "View All" link on the Advisors blue bar to view ALL advisors for the student.



- d) For "Plan Not Active", click the  magnifier and then  to see active plans. If the student has switched to a related major/minor and will retain the same advisor, you can just click the new plan code and then . If the new plan code requires a different advisor, enter the new plan code and Advisor ID and hit SAVE.
- e) If "Program Not Active", the NEW department must assign an advisor for the new major. You can delete your plan's advisor if there are multiple advisors for the most recent effective date. Remember to delete any blank rows before saving the record.



Advisor Missing

These students **do not have a valid advisor for a plan code you manage**. If no names appear, you have no advisors to add! If MANY appear, you probably will want to add these in batch mode.

TO Add an Advisor:

- Click on a Student Name in the list. The Student Advisor screen for that student will appear on the right-hand side of the page.
- If today's date appears on the right-hand screen (the first advisor assignment for the student), continue to c); otherwise click the topmost blue plus sign to set a new effective date.

If many students need advisors, you may want to add these in batch mode if you have the security.

- Use the magnifier glass or enter the Career, Academic Program, Plan and Advisor ID and hit SAVE.
- If a student's advisor record has this advisor:



change the Advisor ID to a valid advisor for your plan code.

Batch Asgmt

This tab provides quick links to the Advisor-related COGNOS reports, A8-A11, that are used to create the batch assignment files. A link is also provided for the UDSIS page to run the UD Student Advisor Load process if you have security to run the batch load.

Plans You Assign

This tab lists the academic plan codes you manage. This "setup" information determines the students presented to you on the preceding tabs. If changes are needed to this setup or you have questions about the Advisor Assignment WorkCenter, please click the [Registrar's Office](#) link at the bottom right of the WorkCenter home page.

To Return to UDSIS full navigation:

Click the HOME icon in the top right corner of your screen:

