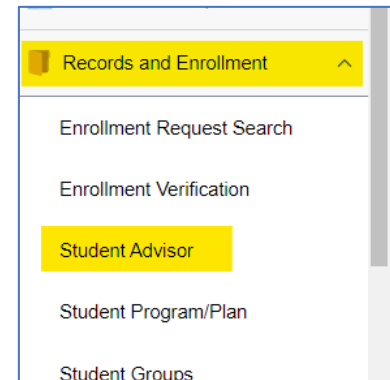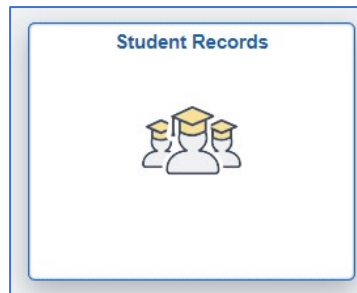# Instructions for adding an advisor to a student in Campus Connection

1. Campus Connection > Students Records Tile > Enrollment and Records > Student Advisor
   a. You can also save the Student Advisor tile to your Campus Connection homepage for easier access

2. Search Criteria
   a. Empl ID = the student's ID number if you know it
   b. *Academic Institution = MISU1
   c. *Academic Career = Undergraduate
   d. Last Name = if you don't know the student's ID number you can also search using their name
   e. First Name = if you don't know the student's ID number you can also search using their name
   f. Then hit enter on your keyboard, or click the Search button

3. Add a row to the Student Details by clicking the plus (+) sign at the top right corner. This will update the Effective Date to the date you are making the change.
   a. When the effective date is updated, the system will pull in the student's **current enrollment** information so that you can add advisors to their **active programs/plans.**

4. If the student already has an advisor for a different program (example: their major is History and so they have an advisor for that) and you are adding an additional advisor to them, you may have to add a row under the Student Academic Details after adding the row to Student Details. This will open an additional advisor section so you can add their new advisor using the same steps as above.
   a. If they don't already have an advisor, skip to the next step.

Clicking this plus sign adds a new row.

Student Advisor

Beaver,Buckshot The   1289926   ★   Dot ID: buckshot.beaver

Student Details

Find | View All   First ◀ 1 of 2 ▶ Last

*Academic Institution MISU1 🔍   Minot State University   ➕ ➖

*Effective Date 07/21/2023 📅

Student Academic Details

Find | View All   First ◀ 1 of 1 ▶ Last

*Advisor Role Advisor ⌄   *Advisor Number 1   ➕ ➖

*Academic Career UGRD 🔍   Undergraduate

*Academic Program UGADD 🔍   Addiction Studies

Academic Plan BS-ADDSTU 🔍   BS-Addiction Studies

Academic Sub-Plan 🔍

Academic Advisor 0317867 🔍   Michels,Vicki Jo

Advisor Percentage

Committee

☐ Advised by Committee   ☐ Must Approve Enrollment

☐ Must Approve Graduation   ☐ Graduation Approved

💾 Save   🔍 Return to Search   🗐 Update/Display   🗎 Include History

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5. Now you can make your changes in the Student Academic Details
   a. *Advisor Role = Advisor (should be there automatically)
   b. *Advisor Number = If they are the only advisor, make sure they are number 1
   c. *Academic Career = UGRD (undergraduate)
   d. *Academic Program = This is where you will put the student's current primary program. Use the magnifying glass to open the dialog box that will show all the student's programs, and make sure the one you are choosing says **Active in Program** in the Program Status. If it says Completed or Discontinued you will get an error message when you try to save.
   e. Academic Plan = This is where put the plan you are adding the advisor for. This might be a major/2nd major/minor/concentration. Make

Look Up Academic Program ✕

Help

Empl ID   1289926

Academic Institution   MISU1

Academic Career   Undergraduate

Academic Program begins with ⌄

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◀ 1 of 1 ▶ Last

Academic Program	Description	Program Status
UGADD	Addiction Studies	Active in Program

Look Up Academic Plan ✕

Help

Empl ID   1289926

Academic Institution   MISU1

Academic Career   Undergraduate

Academic Plan begins with ⌄

Description begins with ⌄

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◀ 1-2 of 2 ▶ Last

Academic Plan	Description	Program Status
BS-ADDSTU	BS-Addiction Studies	Active in Program
ND-CNACCT	Concentration-Accounting	Active in Program

sure you are selecting the program you want, and again, make sure it says **Active in Program**.

f. Academic Advisor = If you know the advisors EMPLID number you can type it in and hit enter to bring them up. If not, use the magnifying glass to search for them by their name.

g. Once everything is filled in, click Save.

TROUBLESHOOTING

6. If you try to save and receive the error message below, chances are there is a row under the Student Academic Details that has empty information.

An Academic Advisor or an Advising Committee must be specified. (14600,194)

Either an Academic Advisor or an Advising Committee must be selected for each Advising Role before a record can be saved. Select a valid Academic Advisor or Advising Committee then save the record.

a. This frequently happens if the student had previously had multiple advisors in multiple programs, and then when you add a row to the top to update the effective date and now that student only has one active program, those other rows stay and you will have to delete them.

   i. To figure out if that is the issue, click on View All under the Student Academic Details and see if there is a row with blank information. If there is, you can delete the row by clicking the minus (-) sign in the top right corner of that specific row. Then you should be able to save like normal.

   ii. You should **never** delete a row that has information filled in.
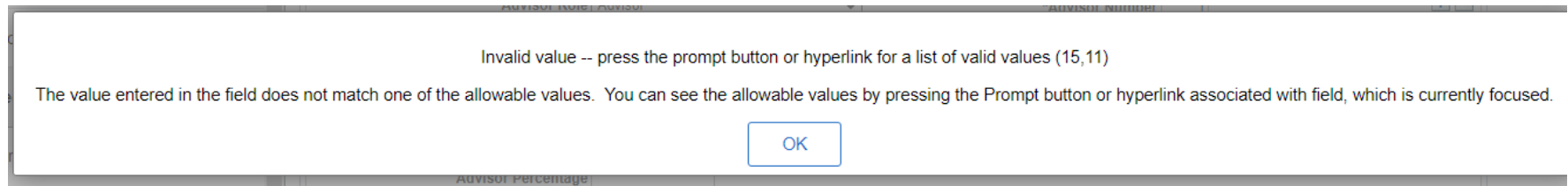
7. If you are receiving the "Invalid Value" error message below after trying to put in an advisor's ID number, it may be that that faculty member has not had their role set up to advise for that specific program/plan combination.

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.

OK

   a. This may happen if a faculty member is new, or if a student has a program that a faculty member wouldn't typically advise for. In this case you'll need to contact the Registrar's Office (at this time Kacey Donamaria) to update the advisors role before you are able to add them.
      i. They will need an email with the student's ID number, the advisor's Id number if you have it, and what program/plan you want to advisor to be set up form.