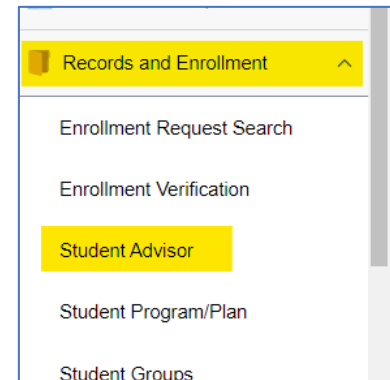
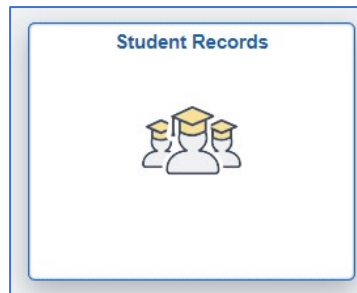


Instructions for adding an advisor to a student in Campus Connection

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

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

Empl ID	begins with ▼	1289926
*Academic Institution	= ▼	MISU1
*Academic Career	= ▼	Undergraduate
Campus ID	begins with ▼	
National ID	begins with ▼	
Last Name	begins with ▼	beaver
First Name	begins with ▼	buckshot

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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**.

Student Advisor

Beaver, Buckshot The 1289926 Dot ID: buckshot.beaver

Student Details

*Academic Institution MISU1 Minot State University

*Effective Date 06/18/2022

Student Academic Details

*Advisor Role Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program UGGST General Studies

Academic Plan

Academic Sub-Plan

Academic Advisor 0186872 Ringham, Rebecca

Advisor Percentage

Committee

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History

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.

Student Advisor

Beaver, Buckshot The 1289926 Dot ID: buckshot.beaver

Student Details

*Academic Institution MISU1 Minot State University

*Effective Date 07/21/2023

Student Academic Details

*Advisor Role Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program UGADD Addition 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

*Advisor Role Advisor *Advisor Number 2

*Academic Career UGRD Undergraduate

*Academic Program UGADD Addition Studies

Academic Plan ND-CNACCT Concentration-Accounting

Academic Sub-Plan

Academic Advisor 0221513 Solberg, Eileen

Advisor Percentage

Committee

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History

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 Addition 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

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 you 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.

Advisor Search Page
Look Up Academic Advisor

Academic Program: UGADD
 *Empl ID | begins with:
 Academic Plan | begins with:
 Academic Organization | begins with:
 National ID | begins with:
 Campus ID | begins with:
 Last Name | begins with:
 First Name | begins with:

Buttons:

Search Results

Select	ID	Name	Academic Plan	Academic Organization	National ID Country	Last Name	First Name
<input type="button" value="Select"/>	0317867	Michels, Vicki Jo	MISU1	USA	MICHELS	VICKI	
<input type="button" value="Select"/>	0317867	Michels, Vicki Jo	ND-MJADD	MISU1	USA	MICHELS	VICKI
<input type="button" value="Select"/>	0317867	Michels, Vicki Jo	BS-ADDSTU	MISU1	USA	MICHELS	VICKI

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.

Student Advisor
 Beaver, Buckshot The 1289926 Dot ID: buckshot beaver

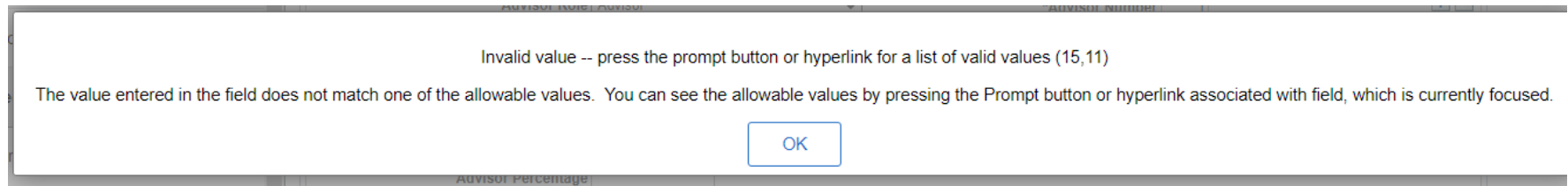
Student Details
 *Academic Institution: MISU1 Minot State University
 *Effective Date: 07/21/2023

Student Academic Details

*Advisor Role	*Academic Career	*Academic Program	Academic Plan	Academic Sub-Plan	Academic Advisor	Advisor Percentage	Committee	*Advisor Number
Advisor	UGRD Undergraduate	UGADD Addiction Studies	BS-ADDSTU BS-Addiction Studies		0317867 Michels, Vicki Jo			1
Advisor								2

Buttons:

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.



The screenshot shows a modal dialog box with a light gray background. At the top, there is a title bar with the text 'INVALID VALUE' on the left and 'ADVISOR NUMBER' on the right. The main content area of the dialog contains the following text: 'Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)' followed by '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.' At the bottom center of the dialog is a single button labeled '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.