MANAGING ADVISOR CHANGES

Overview

Advisors are assigned to students according to the Program, Plan, and/or Sub-Plan a student is pursuing. Some students may have one or more advisors assigned to him/her at one time. Advisor assignment can be seen on the Student Center Page or on the Student Services Center (Student) page in PAWS. In addition, the first three Advisors assigned to a student are listed on the Student’s Transcript.

The following procedures will allow you to efficiently manage Advisor changes on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website (www.pawstraining.uwm.edu) and review the PAWS manual titled “Student Records Basic Update” or for correction mode users review the “Student Records Advanced Update”.

Adding First Student Advisor

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| 1.   | Navigate to: Records and Enrollment > Student Background Information > Student Advisor | }

...
2. **Search for Student**

   - **Student Advisor**
     - Enter any information you have and click Search. Leave fields blank for a list of all values.
     - **Find an Existing Value**
       - ID: 
       - Campus ID: 
       - National ID: 
       - Last Name: 
       - First Name: 
       - Include History: 
       - Correct History: 
       - Case Sensitive: 

   - **Search**
   - **Clear**
   - **Basic Search**
   - **Save Search Criteria**

3. **Edit Effective date** if necessary.

4. **Verify Advisor Role equals Advisor.**

5. **Verify Advisor Number equals 1.**

6. **Enter the Academic Career of UGRD or GRAD.**

7. **Enter the appropriate Academic Program.**

   **Note:** Academic Program must match Student Program/Plan page.

8. **Enter the Academic Advisor.**

   **Academic Advisor:** 0652420  Raymond J. William A
9. Click the **Save** button.

### Replacing Current Student Advisor

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to: <strong>Records and Enrollment &gt; Student Background Information &gt; Student Advisor</strong></td>
<td></td>
</tr>
</tbody>
</table>
2. Search for Student

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

Find an Existing Value

ID: 
Campus ID: 
National ID: 
Last Name: 
First Name: 

○ include History  ○ Correct History  □ Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

3. Click button to add another effective dated row.

4. Edit Effective date if necessary.

5. Verify Advisor Role equals Advisor.

6. Verify Advisor Number equals 1.

7. Enter the Academic Career of UGRD or GRAD.

8. Enter the appropriate Academic Program.
9. Highlight and Replace the current Academic Advisor.

**Note:** If a program change has been done the Academic Advisor will blank out. In that situation, enter Academic Advisor.

10. Click the Save button.
# Entering Multiple Student Advisors

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| 1.   | Navigate to: Records and Enrollment > Student Background Information > Student Advisor | ![Menu](image) **Student Advisor**<br>Enter any information you have and click Search. Leave fields blank for a list of all values. **ID:** begins with **Campus ID:** begins with **National ID:** begins with **Last Name:** begins with **First Name:** begins with | ![Student Advisor](image) **Student Advisor**<br>Below is a screenshot of the Student Advisor page with fields for ID, Campus ID, National ID, Last Name, and First Name. Users can search for a student by entering any information they have. The fields can be left blank for a list of all values. | **University of Wisconsin-Milwaukee**

2. Search for Student

   - Click **button to add another effective dated row.**

   ![Student Advisor](image) **Student Advisor**<br>Below is a screenshot of the Student Advisor page with fields for ID, Campus ID, National ID, Last Name, and First Name. Users can search for a student by entering any information they have. The fields can be left blank for a list of all values. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Edit <strong>Effective date</strong> if necessary.</td>
</tr>
</tbody>
</table>
| 5.   | Click + button to add another advisor under the same effective date.  
**Note:** Second Advisor row appears blank. |
| 6.   | Select **Advisor** from the Advisor Role drop down. |
| 7.   | Type number in **Advisor Number**. (Example: Advisor Number 2.) |
| 8.   | Enter the **Academic Career** of **UGRD** or **GRAD**. |
| 9.   | Enter the appropriate **Academic Program**.  
**Note:** Academic Program must match Student Program/Plan page. |
| 10.  | Enter the additional **Academic Advisor**. |
11. Click the **Save** button.

12. Select **View All** link to see all the Advisors effective at one time.