


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".


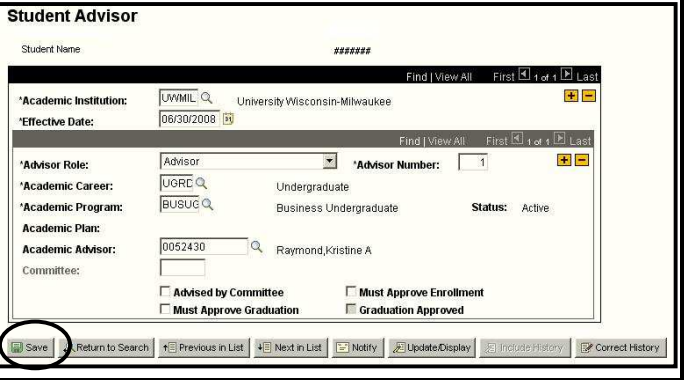
Adding First Student Advisor

Step	Action	Result
1.	Navigate to: Records and Enrollment > Student Background Information > Student Advisor	 <p>The screenshot shows a web application menu titled "Menu". The menu items are: <ul style="list-style-type: none"> Records and Enrollment (expanded) <ul style="list-style-type: none"> Enroll Students Student Term Information Career and Program Information Enrollment Summaries Term Processing Enrollment Reporting Enrollment Verifications Transcripts Graduation Transfer Credit Evaluation Transfer Credit Rules 3 C's Summaries Student Background Information (expanded) <ul style="list-style-type: none"> Student Advisor (highlighted) </p>




2.	Search for Student	<p>Student Advisor Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text" value="paws"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text" value="rit"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>
3.	Edit Effective date if necessary.	<p>Student Advisor</p> <p>Student Name: *****</p> <p>Find View All First 1 of 1 Last</p> <p>*Academic Institution: <input type="text" value="UWMIL"/> University Wisconsin-Milwaukee</p> <p>*Effective Date: <input type="text" value="06/30/2008"/></p> <p>Find View All First 1 of 1 Last</p> <p>*Advisor Role: <input type="text" value="Advisor"/> *Advisor Number: <input type="text" value="1"/></p> <p>*Academic Career: <input type="text"/></p> <p>*Academic Program: <input type="text"/></p> <p>Academic Plan: <input type="text"/></p> <p>Academic Advisor: <input type="text"/></p> <p>Committee: <input type="text"/></p> <p><input type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment <input type="checkbox"/> Must Approve Graduation <input type="checkbox"/> Graduation Approved</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Indicate Reason"/> <input type="button" value="Correct History"/></p>
4.	Verify Advisor Role equals Advisor .	*Advisor Role: <input type="text" value="Advisor"/>
5.	Verify Advisor Number equals 1 .	*Advisor Number: <input type="text" value="1"/>
6.	Enter the Academic Career of UGRD or GRAD .	*Academic Career: <input type="text" value="UGRD"/> Undergraduate
7.	Enter the appropriate Academic Program . Note: Academic Program must match Student Program/Plan page.	*Academic Program: <input type="text" value="BUSUG"/> Business Undergraduate
8.	Enter the Academic Advisor .	Academic Advisor: <input type="text" value="0052430"/> Raymond, Kristine A

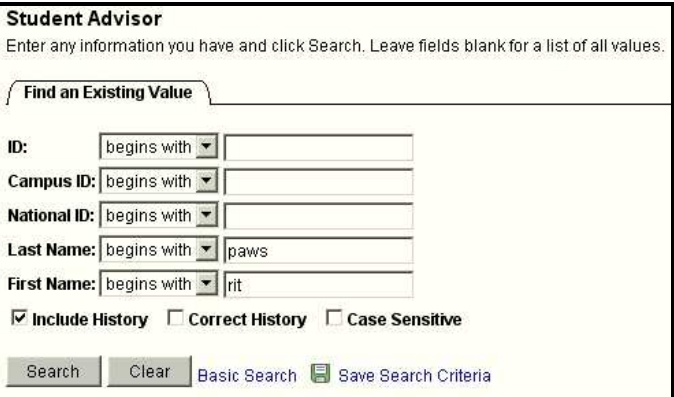

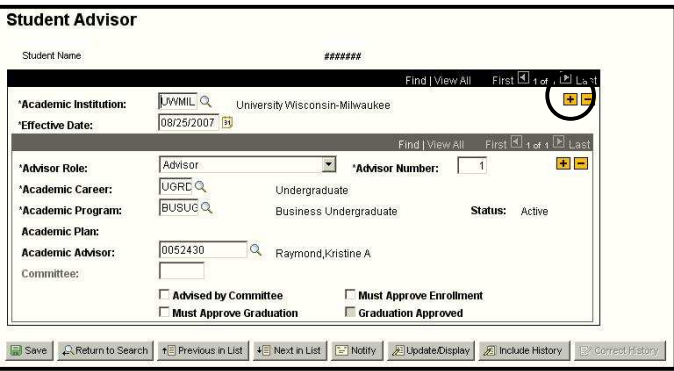
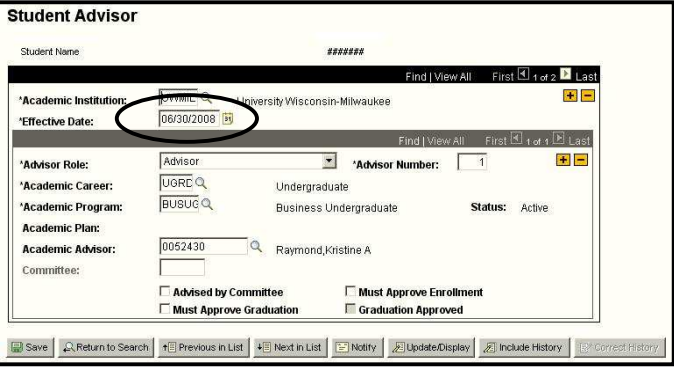
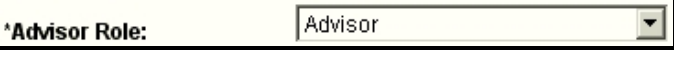





<p>9. Click the  button.</p>	 <p>The screenshot shows the 'Student Advisor' form. The 'Save' button at the bottom left is circled in red. The form contains fields for Academic Institution (UWMIL), Effective Date (06/30/2008), Advisor Role (Advisor), Academic Career (UGRC), Academic Program (BUSUG), Academic Advisor (0052430), and Status (Active). There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'.</p>
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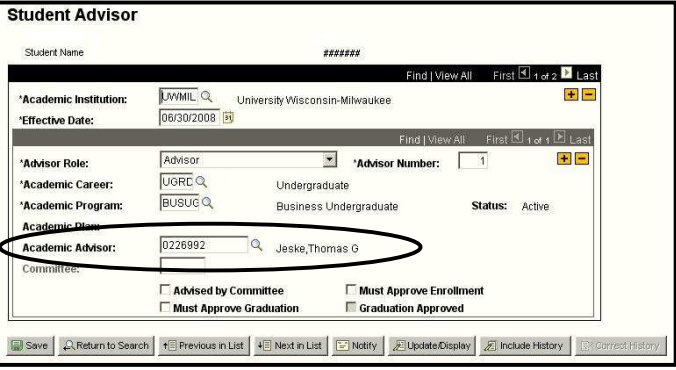
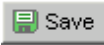
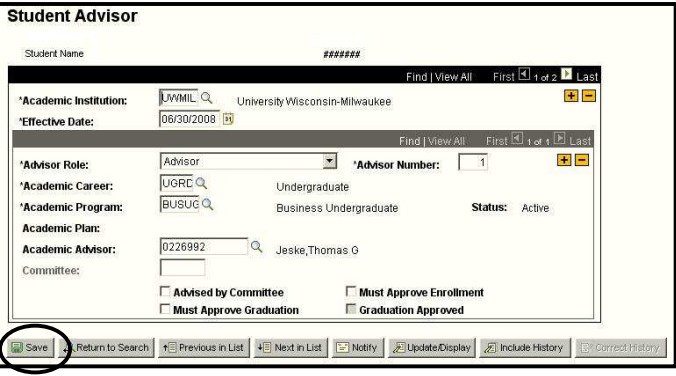
Replacing Current Student Advisor

Step	Action	Result
1.	<p>Navigate to:</p> <p>Records and Enrollment > Student Background Information > Student Advisor</p>	 <p>The screenshot shows a 'Menu' window with a list of options. The 'Student Advisor' option is highlighted in yellow. The menu items include: Records and Enrollment (with sub-items: Enroll Students, Student Term Information, Career and Program Information, Enrollment Summaries, Term Processing, Enrollment Reporting, Enrollment Verifications, Transcripts, Graduation, Transfer Credit Evaluation, Transfer Credit Rules, 3 C's Summaries), Student Background Information, and Student Advisor.</p>






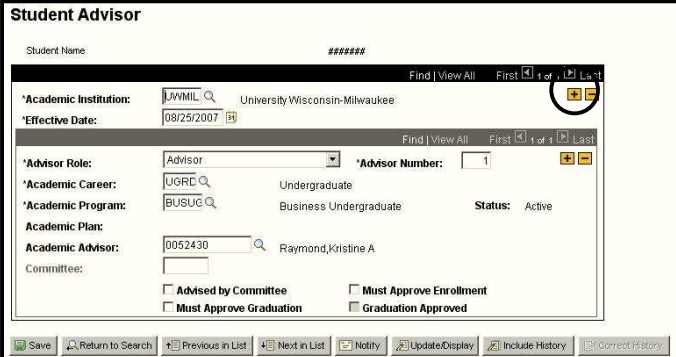
<p>2.</p>	<p>Search for Student</p>	
<p>3.</p>	<p>Click  button to add another effective dated row.</p>	
<p>4.</p>	<p>Edit Effective date if necessary.</p>	
<p>5.</p>	<p>Verify Advisor Role equals Advisor.</p>	
<p>6.</p>	<p>Verify Advisor Number equals 1.</p>	
<p>7.</p>	<p>Enter the Academic Career of UGRD or GRAD.</p>	
<p>8.</p>	<p>Enter the appropriate Academic Program.</p>	



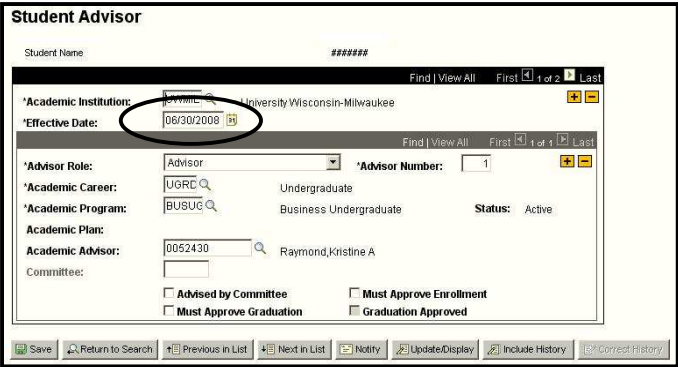
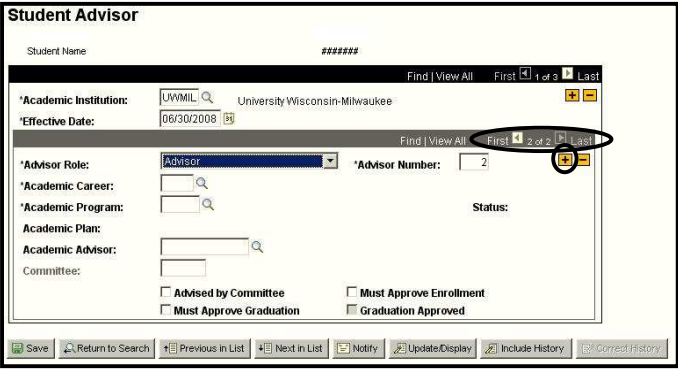



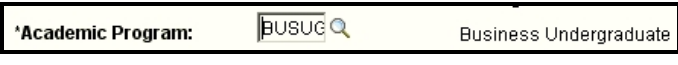
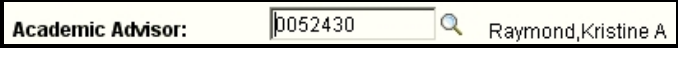
	<p>Note: Academic Program must match Student Program/Plan page.</p>	
<p>9.</p>	<p>Highlight and Replace the current Academic Advisor.</p> <p>Note: If a program change has been done the Academic Advisor will blank out. In that situation, enter Academic Advisor.</p>	 <p>The screenshot shows the 'Student Advisor' form. The 'Academic Advisor' field is highlighted with a red oval. The form includes fields for Academic Institution (UWMIL), Effective Date (06/30/2008), Advisor Role (Advisor), Academic Career (UGRC), Academic Program (BUSUG), and Academic Advisor (0228992, Jeske, Thomas G). There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'.</p>
<p>10.</p>	<p>Click the  Save button.</p>	 <p>The screenshot shows the same 'Student Advisor' form as above. The 'Save' button at the bottom left of the form is highlighted with a red oval.</p>




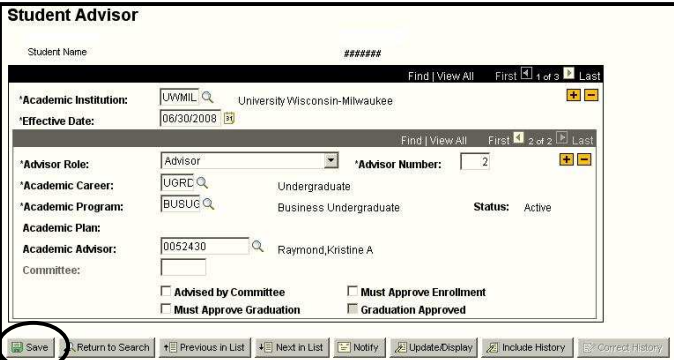
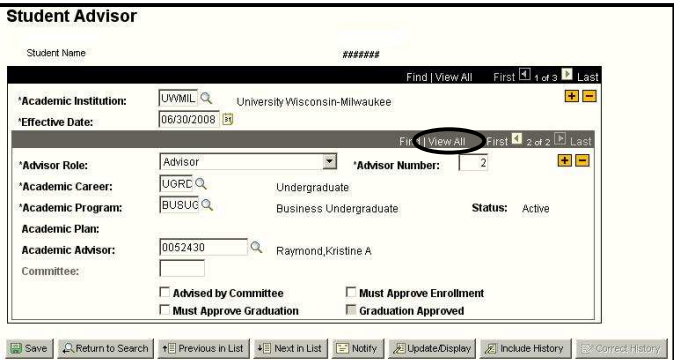
Entering Multiple Student Advisors

Step	Action	Result
1.	Navigate to: Records and Enrollment > Student Background Information > Student Advisor	
2.	Search for Student	
.	Click  button to add another effective dated row.	



<p>4.</p>	<p>Edit Effective date if necessary.</p>	
<p>5.</p>	<p>Click + button to add another advisor under the same effective date. Note: Second Advisor row appears blank.</p>	
<p>6.</p>	<p>Select Advisor from the Advisor Role drop down.</p>	
<p>7.</p>	<p>Type number in Advisor Number. (Example: Advisor Number 2.)</p>	
<p>8.</p>	<p>Enter the Academic Career of UGRD or GRAD.</p>	
<p>9.</p>	<p>Enter the appropriate Academic Program. Note: Academic Program must match Student Program/Plan page.</p>	
<p>10.</p>	<p>Enter the additional Academic Advisor.</p>	



<p>11.</p>	<p>Click the  button.</p>	 <p>The screenshot shows the 'Student Advisor' form for a student named '#####'. The form includes fields for Academic Institution (UWMIL), Effective Date (06/30/2008), Advisor Role (Advisor), Academic Career (UGRC), Academic Program (BUSUG), and Academic Advisor (0052430). The 'Save' button at the bottom left is circled in red.</p>
<p>12.</p>	<p>Select View All link to see all the Advisors effective at one time.</p>	 <p>The screenshot shows the same 'Student Advisor' form. The 'View All' link in the top right corner of the form is circled in red.</p>

