



Replacing or Removing Advisors

On occasion, you will need to replace or remove advisors for a student. When this occurs, you will encounter two scenarios:

- Replacing an existing advisor
- Leaving a student with no advisor

Replacing an Existing Advisor	
1.	Navigate to the Records and Enrollment > Student Background Information > Student Advisor
2.	<p>The search page opens.</p> <ul style="list-style-type: none"> • Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. • Click the <input checked="" type="checkbox"/> Include History box • Click the Search button to continue.
3.	<p>On the Student Advisor page, click the + button to the right of the Academic Institution to add a new effective dated row.</p> <p>Note:</p> <p><i>If the student does not have an advisor, you will need to add an advisor, to do so see the Assigning the First Advisor Job Aid.</i></p>
4.	<p>In the Academic Advisor, use the icon to retrieve the desired advisor or enter the CSUB ID number of the advisor.</p>
5.	<p>When you are satisfied with your entries, click the Save button.</p>

Find an Existing Value

Limit the number of results to (up to 300):

ID:

Campus ID:

Local Campus ID:

National ID:

Last Name:

First Name:

Include History **Case Sensitive**

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

Find | View All | First 1 of 1 | Last

*Academic Institution: BKCOMP Cal State Univ., Bakersfield

*Effective Date: 11/15/2011

Find | View All | First 1 of 1 | Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UBAC UGRD - Baccalaureate

Academic Plan:

Academic Advisor:

Committee: GENADV Generic Advising Committee

Advised by Committee **Must Approve Enrollment**

Must Approve Graduation **Graduation Approved**

Find | View All | First 1 of 2 | Last

*Academic Institution: BKCOMP Cal State Univ., Bakersfield

*Effective Date: 12/19/2011

Find | View All | First 1 of 1 | Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UBAC UGRD - Baccalaureate

Academic Plan:

Academic Advisor: 000005135

Committee:

Advised by Committee **Must Approve Enrollment**

Must Approve Graduation **Graduation Approved**

Enter the CSUB ID of the advisor or use the Look up icon and click Save

Advised by Committee **Must Approve Enrollment**

Must Approve Graduation **Graduation Approved**

Save **Return to Search** **Notify**



Leaving a student with no Advisor

Please note that once an advisor is assigned to a student, you cannot leave a student with no advisors. The workaround is to assign a generic advising committee to the student as an advisor.

1. Navigate to the **Records and Enrollment > Student Background Information > Student Advisor**

2. The search page opens.

- Enter in your criteria to search for the desired student, such as the student’s CSUB ID or last and first name.
- Click the **Include History** box
- Click the **Search** button to continue.

Find an Existing Value

Limit the number of results to (up to 300): 300

ID: begins with

Campus ID: begins with

Local Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Case Sensitive

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

3. On the **Student Advisor** page, click the **+** button to the right of the **Academic Institution** to add a new effective dated row.

Note:

*If the student does not have an advisor, you will need to add an advisor, to do so see the **Assigning the First Advisor Job Aid**.*

Find | View All First 1 of 6 Last

*Academic Institution: BKCMP Cal State Univ., Bakersfield **+**

*Effective Date: 11/15/2011

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UBAC UGRD - Baccalaureate

Academic Plan:

Academic Advisor:

Committee: GENADV Generic Advising Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

4. On the **Student Advisor** page, perform the following steps:

1. Click the **Advised by Committee** box (Once you click this box the Committee box will become active and the previous Academic Advisor will disappear).
2. Use the icon to retrieve the desired committee, **GENADV** or enter the committee, **GENADV**

Find | View All First 1 of 3 Last

*Academic Institution: BKCMP Cal State Univ., Bakersfield

*Effective Date: 12/20/2011

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UBAC UGRD - Ba

Academic Plan:

Academic Advisor:

Committee: GENADV Generic Advising Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

1. Click **Advised by Committee** box.
2. Use the Look up icon to select the **GENADV** committee.
3. Click Save.

5. When you are satisfied with your entries, click the **Save** button.

Advised by Committee **Must Approve Enrollment**

Must Approve Graduation **Graduation Approved**

Save **Return to Search** **Notify**