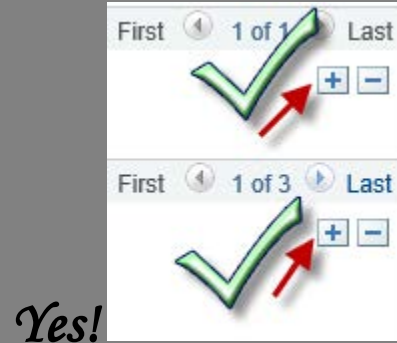


## Updating Advisor Assignments

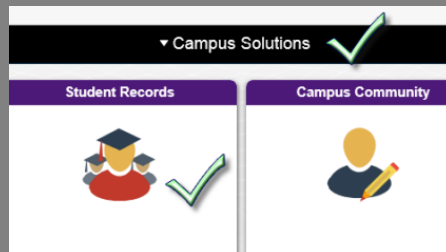
*\*Special Note:*

*Never delete an advising record. Only add a new record, or update a new advisor to an existing record by adding a row:*

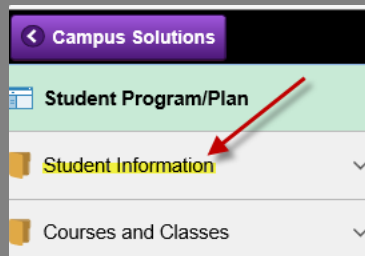


## Let's Get Started!

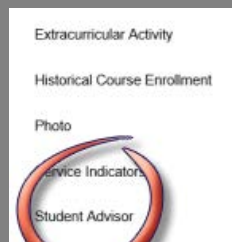
- *Login to my.tcu.edu*
- *Click Campus Solutions*
- *Click Student Records:*



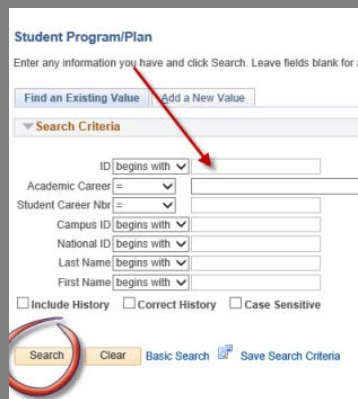
- *Click Student Information:*



- *Scroll all the way down to Student Advisor:*



- *Enter the student's TCU ID number, then search:*



- *Add a row:*



- The effective date should be the current date
- If the student has more than one advisor assigned, you will need to use the arrows to scroll through and update the correct one or add a new row for a new advisor:

Student Advisor

Curry, Julie M 101360116

\*Academic Institution TCU01 Texas Christian University

\*Effective Date 11/03/2015

\*Advisor Role Advisor \*Advisor Number 1

\*Academic Career UGRD Undergraduate

\*Academic Program FA-UG Fine Arts - Undergraduate

Academic Plan INDE-BS B S - Interior Design

Academic Advisor 106939248 Roeht, Amy Elizabeth

Advisor Percentage

Committee

- For updating the career, program, and plan, use the magnifying glass on the right hand side to choose from the available options:

Student Advisor

Curry, Julie M

\*Academic Institution TCU01 Texas Christian University

\*Effective Date 12/04/2017

\*Advisor Role Advisor

\*Academic Career UGRD Undergraduate

\*Academic Program

Academic Plan

Academic Advisor

Advisor Percentage

Committee

Advised by Committee

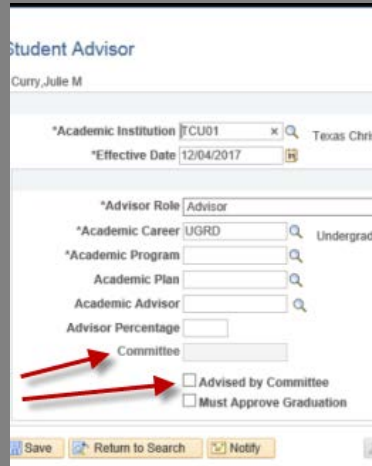
Must Approve Graduation

Save Return to Search Notify

- Enter the TCU ID for the advisor
- Save

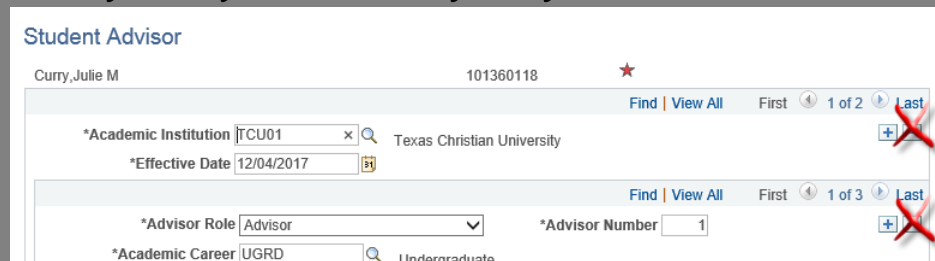
## Special Notes:

- *Some departments use committee's for advising. If this is the case, you click the Advised by Committee box, then enter the Committee and save:*



The screenshot shows the 'Student Advisor' form for Julie M. Curry. The form includes fields for Academic Institution (TCU01), Effective Date (12/04/2017), Advisor Role (Advisor), Academic Career (UGRD), Academic Program, Academic Plan, Academic Advisor, and Advisor Percentage. A red arrow points to the 'Committee' text field, and another red arrow points to the 'Advised by Committee' checkbox. Below these are buttons for 'Save', 'Return to Search', and 'Notify'.

- *To make sure we keep an accurate record of the student's advising history, avoid deleting changes:*



The screenshot shows the 'Student Advisor' form for Julie M. Curry. The form includes fields for Academic Institution (TCU01), Effective Date (12/04/2017), Advisor Role (Advisor), Academic Career (UGRD), and Advisor Number (1). Red X marks are placed over the 'Find' and 'View All' buttons in the top right corner of the form.

- *It is possible for a student to have multiple advisors. Some students have an advisor for their primary major, secondary major, minor, honors, or a combination of these options.*