Pathway help: Assign Advisors to Students

UNIVERSITY OF MISSOURI-KANSAS CITY   OFFICE OF REGISTRATION & RECORDS

Path: Records and Enrollment > Student Background Information > Student Advisor

1. Search for the student

Favorites | Main Menu > Records and Enrollment > Student Background Information > Student Advisor

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

ID: begins with ▼ [ ]

Campus ID: begins with ▼ [ ]

Alt ID: begins with ▼ [ ]

Last Name: begins with ▼ [ ]

First Name: begins with ▼ [ ]

☐ Include History   ☐ Correct History   ☐ Case Sensitive

2. If assgined advisor information already exists you must add a row with today's effective date.

Casey Roo

| | Find \| View All | First ◄ 1 of 1 ► Last |

Add a new row. ➔ [+] [−]

| | | Find \| View All | First ◄ 1 of 2 ► Last |

*Advisor Role: Academic Advisor ▾   ***Advisor Number:** 1   [+] [−]

*Academic Career: UGRD Undergraduate

*Academic Program: UA&S Undergraduate Arts & Sciences   Program Not Active   Completed

Academic Plan:

Academic Advisor: Swink,Douglas E

Committee:

☐ Advised by Committee   ☐ Must Approve Enrollment
☐ Must Approve Graduation   ☐ Graduation Approved

3. Fill in the required information on the page (indicated by an asterisk). You can use the magnifying glass to look up the valid values for each of these fields.
   a. Academic Career
   b. Academic Program – if you see the warning message below this means that the students major has not been changed and they are not "active" in the program. The advisor update will still be saved however please follow up to ensure proper documentation has been completed to change the students major in Pathway.

Message

Warning -- The academic program is not active for the student (14600,871)

The academic program entered is not active for the student based on the effective date of the student's academic program record.

[OK]

4. Select the student's advisor by inputting the advisor's employee ID number (or use the magnifying glass to search for the advisor by name).
   a. Note: If you cannot find the advisor by ID number or name, they may need to be set-up in the system as an approved advisor. E-mail Amy Cole (coleamy@umkc.edu) to request that a faculty/staff member be "marked" as an advisor in the system. Being "marked" as an advisor in the system is unrelated to an individual's Pathway security/access.
5. Click **Save** to save the assigned advisor.
6. If you need to assign multiple (or additional) advisors, click the plus sign to add more rows.
   a. Note: The Degree Audit will only show the first assigned advisor on the DARS report.
7. Always click **Save** when you are done to save any changes to the page.

Casey Roo

| | | Find \| View All | First ◄ 1 of 3 ► Last |

*Academic Institution: KCITY 🔍 Univ of Missouri - Kansas City

*Effective Date: 09/30/2013 📅 **Date you are making the change**

Find \| View All   First ◄ 1 of 1 ► Last

*Advisor Role: Academic Advisor ▼   ***Advisor Number:** 1

*Academic Career: UGRD 🔍 Undergraduate

*Academic Program: UB&PA 🔍 Undergraduate Business   Program Not Active

Academic Plan: 🔍

Academic Advisor: ▓▓▓▓▓ 🔍 Swink,Douglas E

Committee:

If more than one advisor should be assigned you will need to add additional rows.

☐ Advised by Committee   ☐ Must Approve Enrollment
☐ Must Approve Graduation   ☐ Graduation Approved

💾 Save   🔍 Return to Search   ✉ Notify   📄 Update/Display   📄 Include History   📝 Correct History

8. In order to see students assigned to you, the advisor, you must have the advising role in Pathway.
9. Navigate to **Self-Service > Advisor Center > My Advisees**
10. Students currently assigned to you AND who are active in the career/program selected will appear on the list.