

Add or Change Assigned Advisor

1. Log in to PeopleSoft and go to Records and Enrollment – Student Background Information – Student Advisor.
2. Enter the student's ID and click Search.

Student Advisor

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

Find an Existing Value

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

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Case Sensitive

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

3. **If this is the student's first advisor assignment and no advisor is already listed:**
Proceed to step 4.



If this student has been assigned to an advisor previously: Click the “+” icon under the first box with the blue header to add a new row for a new advisor.

Student Advisor

Student Test 1251014

Student Details Find | View All First 1 of 1 Last

*Academic Institution UOFL1 University of Louisville

*Effective Date 09/18/2019

Student Academic Details Find | View All First 1 of 2 Last

*Advisor Role Professional Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program MUDEG Music Degree Program Not Active

Academic Plan MUEDBMEKEY Music Education/BME/Keyboard Plan Not Active

Academic Sub-Plan

Academic Advisor 1375262 Metzger,Christy Ann

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

NOTE: You will see the “Effective Date” field change to the current date. You can change the information listed (next steps).

Student Advisor

Student Test 1251014

Student Details Find | View All First 1 of 2 Last

*Academic Institution UOFL1 University of Louisville

*Effective Date 10/19/2020

Student Academic Details Find | View All First 1 of 2 Last

*Advisor Role Professional Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program ASDEG Arts & Sciences Degree

Academic Plan COMMBA O Communication - BA-online

Academic Sub-Plan

Academic Advisor 0000000 Russell,Rikki Lee

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

4. Select the **Professional Advisor** role under the Advisor Role dropdown.
5. Enter “UGRD” for Academic Career.
6. Hit the magnifying glass icon next to the Academic Program field, then hit Look Up, then click on the student’s program to select it.

Look Up Academic Program
✕

[Help](#)

Empl ID: 1251014

Academic Institution: UOFL1

Academic Career: Undergraduate

Academic Program: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ⬇ 1-2 of 2 ⬆ Last ⬆

Academic Program	Description	Program Status
ASDEG	Arts & Sciences Degree	Active in Program
BUDEG	Business Degree	Active in Program

7. Hit the magnifying glass icon next to the Academic Plan field, then click on the student’s plan to select it.

Look Up Academic Plan
✕

[Help](#)

Empl ID: 1251014

Academic Institution: UOFL1

Academic Career: Undergraduate

Academic Plan: begins with

Description: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ⬇ 1-2 of 2 ⬆ Last ⬆

Academic Plan	Description	Program Status
ANTHMINSOC	Anthropology Minor/Socio-Cult	Active in Program
COMMBA O	Communication - BA-online	Active in Program



8. Enter the EMPLID for the Academic Advisor or select the magnifying glass icon next to the Advisor field and search for the advisor.
9. Hit Save.
10. The student will then see the advisor's name and contact information on the ULink Student Center and in CardSmart.

Assign Additional Advisor(s) to a Student

1. Log in to PeopleSoft and go to Records and Enrollment – Student Background Information – Student Advisor.
2. Enter the student’s ID and click Search.

Student Advisor

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

Find an Existing Value

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

ID: begins with 1251014

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. Click the “+” icon under the first box with the blue header to add a new row of data for the additional advisor.

Student Advisor

Student Test 1251014

Student Details Find | View All First 1 of 1 Last

*Academic Institution UOFL1 University of Louisville

*Effective Date 09/18/2019

Student Academic Details Find | View All First 1 of 2 Last

*Advisor Role Professional Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program MUDEG Music Degree Program Not Active

Academic Plan MUEDBMEKEY Music Education/BME/Keyboard Plan Not Active

Academic Sub-Plan

Academic Advisor 1375262 Metzger,Christy Ann

Advisor Percentage

Committee

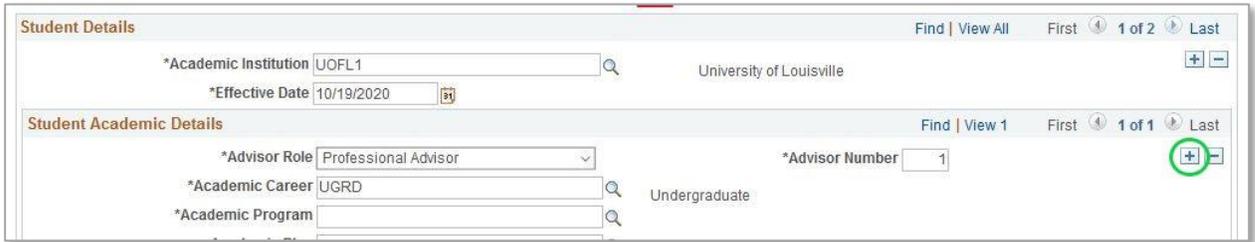
Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

NOTE: You will see the “Effective Date” field change to the current date.

4. Click the “+” icon under the second box with the blue header to add the additional advisor.



The screenshot shows the 'Student Details' form. The 'Academic Institution' is set to 'UOFL1' (University of Louisville) and the 'Effective Date' is '10/19/2020'. Below this is the 'Student Academic Details' section. The 'Advisor Role' is set to 'Professional Advisor', the 'Advisor Number' is '1', and the 'Academic Career' is 'UGRD' (Undergraduate). The 'Academic Program' field is empty. A green circle highlights the '+' icon in the top right corner of the 'Student Academic Details' section.

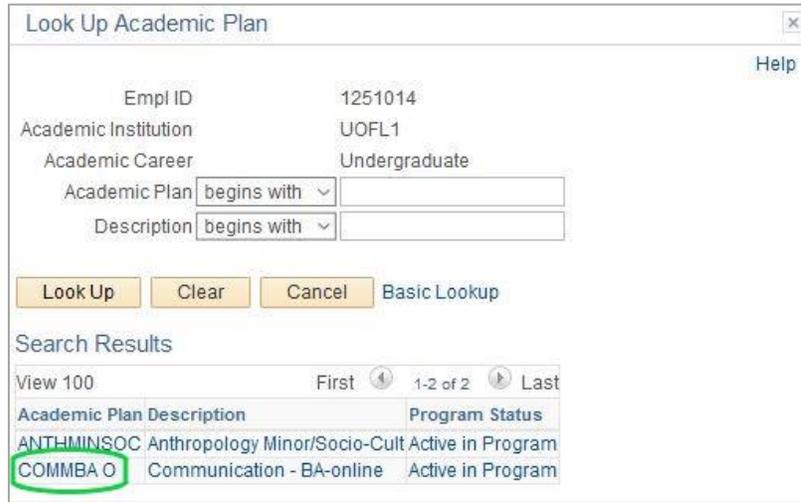
5. Select the **Professional Advisor** role under the Advisor Role dropdown.
6. Enter “UGRD” for Academic Career.
7. Hit the magnifying glass icon next to the Academic Program field, then hit Look Up, then click on the student’s program to select it.



The screenshot shows the 'Look Up Academic Program' dialog box. It contains the following information: Empl ID: 1251014, Academic Institution: UOFL1, Academic Career: Undergraduate, and Academic Program: begins with. There are 'Look Up', 'Clear', and 'Cancel' buttons. Below the buttons is a 'Search Results' section with a table showing two results: ASDEG (Arts & Sciences Degree) and BUDEG (Business Degree), both with a status of 'Active in Program'. A green circle highlights the 'ASDEG' entry in the table.

Academic Program	Description	Program Status
ASDEG	Arts & Sciences Degree	Active in Program
BUDEG	Business Degree	Active in Program

8. Hit the magnifying glass icon next to the Academic Plan field, then hit Look Up, then click on the student's plan to select it.



Look Up Academic Plan

Empl ID 1251014
Academic Institution UOFL1
Academic Career Undergraduate
Academic Plan begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Academic Plan Description	Program Status
ANTHMINSOC Anthropology Minor/Socio-Cult	Active in Program
COMMBA O Communication - BA-online	Active in Program

9. Enter the EMPLID for the Academic Advisor or select the magnifying glass icon next to the Advisor field and search for the advisor.
10. Hit Save.
11. The student will then see the advisor's name and contact information on the ULink Student Center and in CardSmart.