**Student Advisor**
**PeopleSoft Tool**

**PS Path:**
NavController > Records and Enrollment > Student Background Information > Student Advisor

1. **Enter student ID. Click Search.**

You will see there are two sections, Student Details and Student Academic Details.

The Student Details section will house each committee for students who have pursued multiple programs within the UH Systems (All Universities). If you see a student who already has a committee you will just click the “+” located in the Student Details section and add the University of Houston Academic Institution code 00730 and the effective date of the committee. This should prompt a new Student Academic Details section for you to enter information.

To add new committee members for a student, you will complete the Student Academic Details section by adding each committee member.
2. Add the committee chair and members. There are several Advisor Roles to select from.

3. Enter the Academic Career of the student. The only choice is GRAD (Graduate).

4. Enter the Academic Program of the student. There is a drop-down menu that is specific for each student. This is the college code. ***

5. Enter the Academic Plan code of the student. There is a drop-down menu that is specific for each student.

6. Academic Sub-Plan is not required, but if a college would like to add it there is a drop-down menu to choose the option(s) that are available.

7. Enter the faculty member’s ID # to the Academic Advisor cell. If you do not know the faculty member’s ID then you can search by clicking the magnifying glass icon. Search by the faculty member(s) last name and first name, just be sure if there is more than one faculty member in the University with the same name you need to be sure to choose the correct one.

8. NSM does not use the Advisor Percentage or Committee fields.

9. NSM does not use the four check boxes below. I am not sure if these are able to be set up to trigger something else in PS or added to Graduation Tracking to monitor anything at the time the degree is approved at graduation. I would assume these can be added to a query for tracking.
10. Once you enter the above information for one committee member you will need to click the “+” under the Student Academic Details section to add another section for an additional committee member. The Advisor number will increase for each new member who is added.

11. Repeat steps 2-7 for each member who needs to be added.
12. It is a good idea to click “View All” to do a final check on the listed committee.
13. Once all members are added and correct click “Save” at the bottom.
14. Correct History can be used if there is a change to the student’s committee if a change or correction is needed after the information has been previously saved.

**Queries to View Student Advisors**

**UHMEGR_ACTIVE_STDNTS_BYADVISOR - Stdnt with Advisors by Dept**

This one does not have the advisor’s role listed, however NSM usually lists the Committee Chair as the Advisor Number 1 when members are added.

Or

**ASSIGNED_ADVISORS**

This one pulls all the students in the University who have any advisor that has been input in PS. It however only lists the advisors ID #, not the advisors name. This would be helpful if added.