1 Find an Existing Value

The Instructor/Advisor Table page allows a user to identify instructors and advisors, as well as record the career(s) and program(s) that the faculty member can advise in.

Curriculum Management > Instructor/ Advisor Information > Instructor/ Advisor Table

Enter Search Criteria, click search and select an advisor from the search results

1.1 Instructor/ Advisor Table

Enter the following information:
- **Instructor Type** – Adjunct Instructor, Instructor, Advisor Only, etc.
- **Academic Institution** – NCSU1 (default)
• **Primary Academic Organization**  
• **Instructor Available** – Available, Sabbatical, Unavailable  
• **Advisor (check box)** – Check this box if the instructor is also an advisor.  
• **Advisor Number** – A sequential number automatically assigned for each career/program combination. Do not change.  
• **Academic Career** – Enter the career that the advisor can advise in.  
• **Academic Program** – Required, enter the program that the advisor can advise in.  
• **Academic Plan** – Not used  
• **Academic Sub-Plan** – Not used  
• **Percent Appointment** – Not used

If the advisor can advise in multiple programs, select the box in the Instructor/Advisor Role scroll area and repeat the previous step.

### 1.2 Approved Courses

![Course table image]

Enter the following information to record the courses that this person can teach:

• **Seq Nbr** – A sequential automatically assigned number for each row. Do not change  
• **Acad Org** – Enter the academic organization(s) for which this person can teach courses. When assigning instructors to classes, this person will only appear for classes owned by this academic organization.  
• **Subject Area** – Not used  
• **Course ID** – Not used  
• **Offer Nbr** – Not used  
• **Catalog Nbr** – Not used  
• **Campus** – Not used

Select to add additional academic organization rows.

### 2 Update Student Advisor Information

Records and Enrollment > Student Background Information > Student Advisor

#### 2.1 Find an Existing Value

Select the student for whom you wish to update advisor information.
The Student Advisor page allows you to identify the advisor(s) associated with a student.

Enter/update the following information:

- **Academic Institution** – Always ‘NCSU1’
- **Effective Date**

**Note:**
The Student Advisor page records effective dated changes to advisor information. By default, when new advisor information is entered the effective date will be the current date. Any changes to advisor information should be made by adding a new effective dated row (select in the outer scroll area).

Add and/or delete advisor information by selecting or in the inner scroll area.

- **Advisor Role** – Select the advisor role. Advisor, Athletic Advisor, Mentor, and various graduate committee roles.

**Note:**
A student can have multiple advisors with different advisor roles.

- **Advisor Number** – A sequential number automatically assigned. Do not change.
- **Academic Career** – Select the career for this student/advisor relationship.
- **Academic Program** – Select the program for this student/advisor relationship.
- **Academic Plan** – Select the plan for this student/advisor relationship.
- **Academic Advisor** – Find the academic advisor (EmpID) for this student.
- **Advised by Committee** – Not used
- **Must Approve Enrollment** – Not used
- **Must Approve Graduation** – Not used
- **Graduation Approved** – Not used

2.2 **Save**