

Student Advisor PeopleSoft Tool

PS Path:

NavBar: Navigator > 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**

National ID **begins with**

Last Name **begins with**

First Name **begins with**

Include History Correct History Case Sensitive

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

1. Enter student ID. Click Search.

Student Advisor

Mateen Ahmad 1850355 ★

Student Details Find | View All First 1 of 1 Last

*Academic Institution University of Houston

*Effective Date

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

*Advisor Role *Advisor Number

*Academic Career

*Academic Program

Academic Plan

Academic Sub-Plan

Academic Advisor

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

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).

*Academic Career  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. ***

*Academic Program 

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

Academic Plan 

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.

Academic Sub-Plan 

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.

Academic Advisor 

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

Advisor Percentage
Committee

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.

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

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.

*Advisor Number + -

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

Institution

Acad Org

Career

Row	Institution	Acad Org	Name	Career	ID	Status	Acad Plan	STDNT_ADVISOR_NBR	ADVISOR_NAME	Advisor	First Term Inst	TERM1_DESC	EnrolledCurrent	Decl Date	Plan Seq	Req Term	ChkoutStat	Email	Acad Prog	Eff Date	FTIC Semester	UGRD XFR Term	GRAD First Term	GRAD_TERM1_DESC	Spec Grad Term	PostBac 1st Trm
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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.