

To Add an Advisor in Campus Connection

Select the **Student Records** tile.

Click on **Records and Enrollment**.

Click on **Student Advisor**.

Enter the student ID in the **Empl ID** box and click **Search**.

Student Advisor

Student Name Student ID

Find | View All First 1 of 1 Last

*Academic Institution MISU1 Minot State University

*Effective Date 07/16/2019

Find | View All First 1 of 1 Last

*Advisor Role Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program UGGST General Studies

Academic Plan BGS-GENSTD BGS-General Studies

Academic Advisor Martin, Heather Leah

Advisor Percentage

Committee

Must Approve Enrollment

Graduation Approved

Save Return to Search Update/Display Include History Correct History

Please reference the above graphic for the following steps:

1. Click the to change the Effective Date to today's date.
2. If two or more advisors are needed (i.e. Honors, POWER, dual majors, minors, etc.), click the
OR
If only one advisor is needed, stay on this page.
3. Click the to select the academic career (UGRD), new program, plan and advisor.
4. Click **Save**.

*The **Advisor Number** must show as number 1 if there is only 1 advisor.

On occasion the following error may appear after attempting to save:

Message

An Academic Advisor or an Advising Committee must be specified. (14600,194)

Either an Academic Advisor or an Advising Committee must be selected for each Advising Role before a record can be saved.
Select a valid Academic Advisor or Advising Committee then save the record.

OK

There may be a blank row, so select **View All** to see if any fields are blank.
Complete missing information or if the entire section is not necessary, click to delete the entire row.
Click **Save**.