

Adding a Faculty Mentor to a Student’s Program Advisor Field

A Faculty Mentor may be added to a student’s account along with the student’s advisor. Once added and saved, the Faculty Mentor’s name and contact information will display from the View My Advisor page under the UA Degree Audit tile. *This document also contains instructions for removing the Faculty Mentor role.*

Navigation: NavBar > Navigator> Records and Enrollment > Student Background Information > Student Advisor

1. Type in the student’s ID number or search by name.

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

2. Click the **Plus** button in the **top** blue navigation ribbon to add a new effective dated row.

Student Advisor

*Academic Institution THEUA The University of Arkansas

*Effective Date 06/15/2018

*Advisor Role Advisor *Advisor Number 1

*Academic Career UGRD Undergraduate

*Academic Program EDUC Education & Health Professions

Academic Plan PNURS Nursing (Pre-Nursing)

Academic Advisor 010

Advisor Percentage

Committee

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

3. The **Effective Date** defaults to the current date. You may adjust this if necessary by either typing in the new date or using the calendar icon to select a date.

- If an advisor already exists, click the **Plus** button in the second blue navigation ribbon to add the row for **Faculty Mentor**. If there is no advisor, Faculty Mentor information can be added on the existing row.
- Select **Faculty Mentor** from the **Advisor Role** drop-down menu.

The screenshot shows the 'Student Advisor' form. At the top, there are search fields for '*Academic Institution' (THEUA) and '*Effective Date' (07/26/2019). Below these, there are two navigation ribbons. The first ribbon shows '1 of 2' and the second shows '2 of 2'. The second ribbon has a red circle around the plus button. The '*Advisor Role' dropdown menu is open, showing options like 'Faculty Mentor', 'Advisor', 'Advisory Committee', etc. The '*Advisor Number' field contains the value '2'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

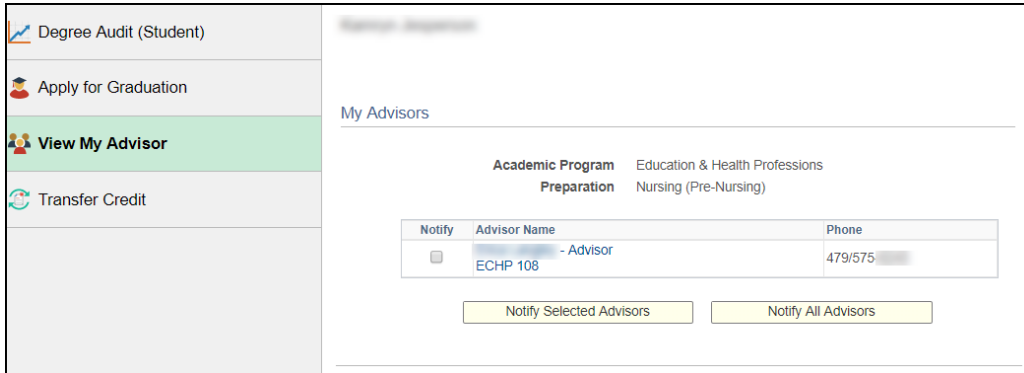
- Type in or use the magnifying glass icon to populate the **Academic Career**, **Academic Program**, **Academic Plan**, and **Academic Advisor** fields. The information returned from the magnifying glass search is based on the student's ID. Click the result value to populate that field.

It is important to select the *Active* academic plan from the search results. *An error will display if an inactive plan is selected.*

The screenshot shows the 'Student Advisor' form with the following fields populated: '*Academic Career' (UGRD), '*Academic Program' (EDUC), 'Academic Plan' (PNURS), and 'Academic Advisor' (010). The '*Advisor Role' is set to 'Faculty Mentor' and the '*Advisor Number' is '2', which is circled in red. The same navigation ribbons and bottom buttons as in the previous screenshot are visible.

- Click **Save**.

- The **Faculty Mentor's** name and contact information now appears on the *View My Advisor* page under the **UA Degree Audit** tile.



Removing a Faculty Mentor from a Student's Program Advisor Field

- Click the **Plus** button in the **top** blue navigation ribbon to add a new effective dated row.
- Scroll to the **Faculty Mentor** role in the second blue navigation ribbon. Faculty Mentor should display in the Advisor Role field.
- Click the **Minus** button on the **second** blue navigation ribbon to remove the **Faculty Mentor** role.
- Click **Save**. This information will no longer display on the student's *View My Advisor* page.