UAConnect
Knowledge Center

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.

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

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.

4. 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.

5. Select **Faculty Mentor** from the **Advisor Role** drop-down menu.

Student Advisor

Find | View All	First 1 of 2 Last

*Academic Institution THEUA   The University of Arkansas

*Effective Date 07/26/2019

Find \| View All   First 2 of 2 Last

*Advisor Role: Faculty Mentor   *Advisor Number 2

Drop-down menu:
- Advisor
- Advisory Committee
- Dissertation Committee
- Educational Specialist Comm
- Faculty Mentor
- Honors Advisor
- Honors Thesis Committee
- Qualifying Exam Committee
- Thesis Committee

*Academic Career

*Academic Program

Academic Plan

Academic Advisor

Advisor Percentage

Committee

☐ Advised by Committee   ☐ Must Approve Enrollment
☐ Must Approve Graduation   ☐ Graduation Approved

| Save | Return to Search | Notify | Update/Display | Include History | Correct History |

6. 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.*

Find \| View All   First 1 of 2 Last

*Academic Institution THEUA   The University of Arkansas

*Effective Date 07/26/2019

Find \| View All   First 2 of 2 Last

*Advisor Role: Faculty Mentor   *Advisor Number 2

*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

| Save | Return to Search | Notify | Update/Display | Include History | Correct History |

7. Click **Save**.

8. The **Faculty Mentor's** name and contact information now appears on the *View My Advisor* page under the **UA Degree Audit** tile.
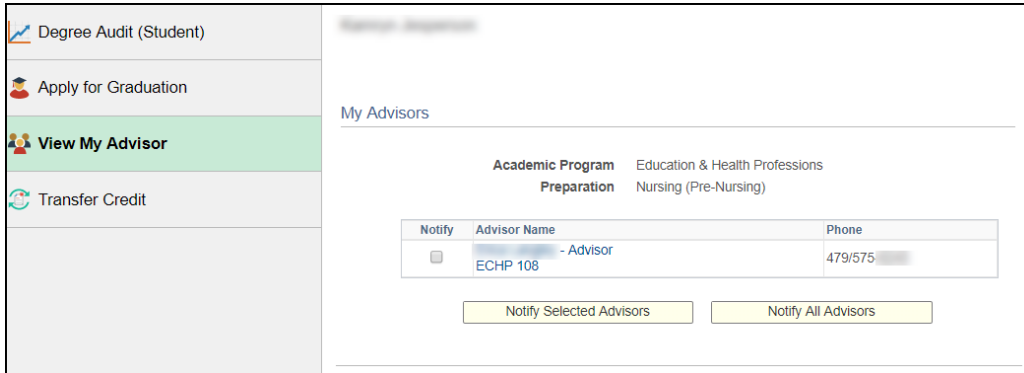
Removing a Faculty Mentor from a Student's Program Advisor Field

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

2. Scroll to the **Faculty Mentor** role in the second blue navigation ribbon. Faculty Mentor should display in the Advisor Role field.

3. Click the **Minus** button on the **second** blue navigation ribbon to remove the **Faculty Mentor** role.

4. Click **Save.** This information will no longer display on the student's *View My Advisor* page.