Steps Needed for Making Advisor Assignments in eCampus for the Use of CONNECT in Starfish

All information in Starfish is uploaded from eCampus. In order for students to see their assigned Advisor(s) in Starfish, they must first be assigned in eCampus. The assignment process in eCampus entails several steps that will require each department to identify individuals that will be granted access in eCampus to make the Advisor assignment once students have officially been moved into their chosen major.

Part I
Advisors must be designated as advisors in e-Campus and mapped to academic programs and/or plans and/or subplans. Multiple individuals may be mapped to the same careers, programs, plans or subplans.

Dean’s Offices or departments, please provide the names, employee IDs and what programs, plans and subplans each advisor will handle to New Student Programs in University College.

Part II
1. Dean’s Offices in conjunction with departments determine who will match advisors to students.

2. Run a query in eCampus using the query name, U_ACA_DEAN_ENRL_ALL_BY_PLAN, to get a current list of students in a specified program. Enrollment Services can grant access to run a query in eCampus under Reporting Tools > Query Viewer.

3. Once you have a list of students, each department has a process or will need to develop a process for determining which students will be assigned to each advisor. For instance, some departments make assignments by alpha order, e.g., student names A-B will be assigned to X Advisor. Yet other departments assign students to Advisor by subplan.
4. To assign students to an Advisor, you must have access to the page in eCampus where you connect a student to an advisor or advisors - Record and Enrollment > Student Background Information > Student Advisor

You can assign multiple Advisors to a student (e.g. double major) and if the list of students you have has discrepancies, this page will indicate the most update information on the student, for example, it will indicate with the student has graduated or is on a LOA.

Note: You cannot assign a student to yourself.

Students are assigned one by one. The University is working on developing a system that will assign students to an Advisor in bulk. The step above will still need to be done for students that move into their Degree Granting College or change their major during the semester.

Additional Benefits to Advisor Assignments in eCampus:

Aside from being able to use CONNECT in Starfish (the appointment making feature), assigning students to an Advisor in eCampus offers other benefits:

1. Advisors will be able to view their list of Advisees in eCampus under the Advisor Center tab.

2. Students will now be able to see their Advisor's name and phone number right on their eCampus main page in the Program Advisor box.

3. Administrators can view advisee rosters, either by Advisor or by Plan, by running the following queries in eCampus:

U_SSA_ADVISEES_BY_ADVISOR - Allows you to input an advisor's employee ID number and displays the list of students assigned to that advisor. This is not a "flat" file so students may appear twice if they have more than one academic plan (major/minor). The plan shown is the student's current plan.

U_SSA_ADVISEES_BY_PLAN - Allows you to input a plan and see the advisor(s) attached to students currently in the plan inputted. This is not a "flat" file so students may appear twice if they have more than one academic advisor.