Viewing a Student’s Advisor

Business Process Guide

Updates

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Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing a Student’s Advisor

1.1 Accessing a Student’s Advisor

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Student Background Information > Student Advisor

Follow the navigation path listed above to access the search page for Student Advisor.

1. On the search page for Student Advisor, enter the student’s CWU ID number into the ID field. Or, if the ID of the individual is not known, you may search using the student’s Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.

Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each). If you wish to use the First Name field to search, you must also enter at least a portion of the last name into the Last Name field.

2. Click the Search button.

3. To clear the information you entered into the fields on this page, click the Clear button.
4. The **Effective Date** listed indicates the last date that the **Student Advisor** page was updated for this student.

5. If the student has more than one Advisor (second title bar displays 1 of 2, 1 of 3, etc.), then click on the **View All** link in the second title bar of the **Student Advisor** page. This will allow you to see each Advisor and the associated Plan vertically down the page.
6. In the example above, the student has three Advisors: Susan Donahoe is the student's Major Advisor for Elementary Education, Yukari Amos is the student's Minor Advisor for TESL and Rodney Bransdorfer is the student's Minor Advisor for Spanish.

7. To locate Advisor information for a different student, click the button to return to the search page for Student Advisor. Return to the directions at the beginning of section 1.1 above.