Adviser Substitution

This process allows students to be transferred from a named adviser to a new adviser (or to multiple advisers).

Main Menu>Records & Enrolment > Student Background Information > Student Advisor Substitution

Complete the fields with details of the adviser whose students are to be transferred. If the adviser EmplId is not known, the name can be typed into the relevant fields, using the look-up icon. The look-up will offer a list of career, program and adviser role possibilities. Then click the box ‘Find Students & Advisers’.

All advisers who can advise on the nominated program, in the nominated role, will be listed. Select View All (or first 100 if there are more than 100 advisers returned).

The table shows all advisees already attached to each adviser in the chosen role. It also lists the adviser’s total number of advisees in all roles (eg Enrolment adviser, PGR Supervisor etc).

Scroll further down the page, and the list of advisees assigned to the Academic Advisor (above) appears. Remember to click View All to see all advisees.
Identify the advisees to be transferred by ticking the box under Active Flag. Note that you could Select All, or select students individually. Now scroll back to the top of the page and click the box beside the Adviser of Studies to whom students are being re-allocated. Now click on Reallocate Students.

Note: On clicking the Save button below, the found students or ad