

PIQST00 Change Advisor

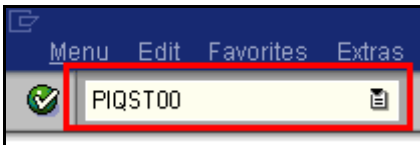
Process: Use this process to change a student's advisor. Instructions include deleting the former advisor. Please check with your Dean's Office to confirm that you should delete the former advisor.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

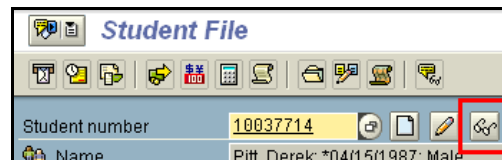
Student Number



Enter the student's **Student Number**

Press **Enter** to pull up the student's records

Click on the **Student Master Data Display** icon to the right of the **Student Number** field

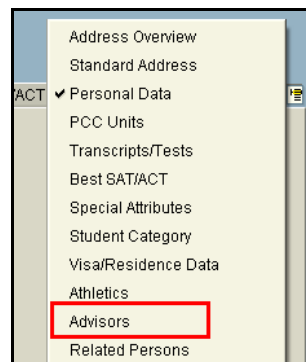



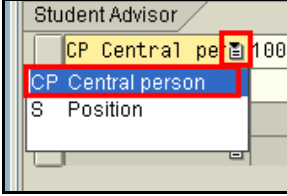
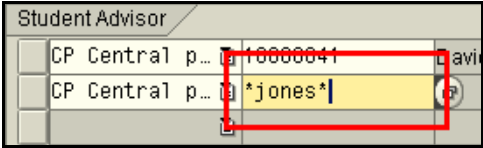
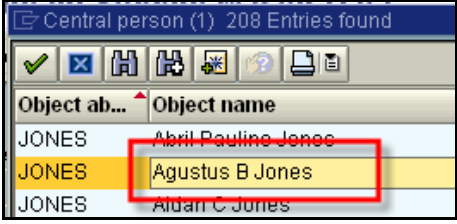
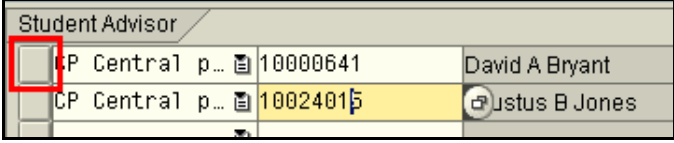
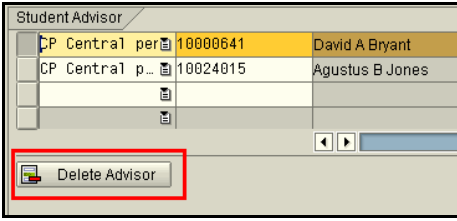

STUDENT MASTER DATA SCREEN

Click on the **Tab List** icon located to the right of the tabs



Select **Advisors**



ADVISOR TAB	
Click on the Display <-> Change toggle icon to move to change mode	
To add the new advisor, click on the Drop-Down List icon in the first field and select CP Central Person	
Click in the second field and type the partial last name of the advisor using a wildcard (*) Example: *jones*	
Press Enter to begin the search	
When the search box opens, double-click on the advisor's name	
To delete the former advisor, click on the Select icon to the left of the advisor's row	
Click on the Delete Advisor button	
Click on the Save icon located on the Standard Toolbar	
Exit the transaction	