**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 Menu Edit Favorites Extras PIQST00 <- Two zeros on the end PIQST00 Ē) **STUDENT FILE SCREEN** Student Number Enter the student's Student Number Student number 10037714 Press Enter to pull up the student's records 🕫 🗈 Student File Click on the Student Master 17 2 6 🕏 👪 🖩 🗲 🗗 🖅 🕵 Data Display icon to the right of the Student Number field 10037714 🕑 🗋 🥖 65 Student number Pitt. Derek: \*04/15/1987: Mal 🏇 Name STUDENT MASTER DATA SCREEN Click on the Tab List icon located Special Attrib... 📊 💽 🗎 📳 to the right of the tabs Address Overview Standard Address ACT 🗸 Personal Data PCC Units Transcripts/Tests **Best SAT/ACT** Select Advisors Special Attributes Student Category Visa/Residence Data Athletics Advisors Related Persons

1



*Quick Reference Card - Basic* **PIQSTOO Delete Advisor** 



## ADVISOR TAB

Click on the <b>Display &lt;-&gt;</b> <b>Change</b> toggle icon to move to change mode	P ■ Disp P Account
To delete the former advisor, click on the <b>Select</b> icon to the left of the advisor's row	Student Advisor P Central p 10000641 David A Bryant CP Central p 10024015 Oustus B Jones
Click on the <b>Delete Advisor</b> button	Student Advisor P Central per 10000641 David A Bryant CP Central p 10024015 Agustus B Jones I I I I I I I I I I I I I I I I I I I
Click on the <b>Save</b> icon located on the <b>Standard Toolbar</b>	
Exit the transaction	