

# Quick Reference Card - Basic

## PIQST00 Delete Advisor



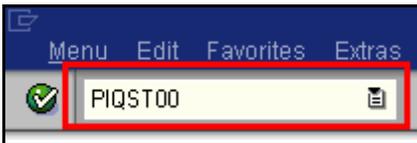
**Process:** Use this process to change a student's advisor. Instructions include deleting the former advisor. Please check with your Dean's Office to confirm that you should delete the former advisor.

**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

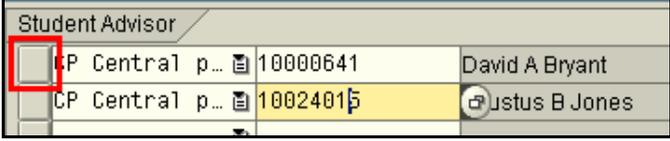
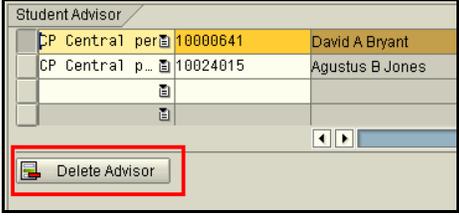


Select **Advisors**



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**PIQST00 Delete Advisor**



ADVISOR TAB	
Click on the <b>Display &lt;-&gt; Change</b> toggle icon to move to change mode	
To delete the former advisor, click on the <b>Select</b> icon to the left of the advisor's row	
Click on the <b>Delete Advisor</b> button	
Click on the <b>Save</b> icon located on the <b>Standard Toolbar</b>	
Exit the transaction	