New MyKU
Assigning Advisors (Staff)
Assign Advisor to New Student (1/4)

Select **Assign Advisor** from the **Academic Support Services** tile.

This will bring you to the **Assign Advisors** screen.

Enter the student’s ID number or click ... to look them up using the search utility (SOAIDEN).
Assign Advisor to New Student (2/4)

Enter the student’s first and last name and click **Go** to search.

**Double-click** the **ID** for the student you are trying to access or click their row and then click **Select** in the lower right corner.

You will be returned to the previous screen, with the student’s ID filled in.

**Notes:**

% is a wildcard.

Current, previous, and alternate names are included in the search.
Assign Advisor to New Student (3/4)

Enter the term in which the new advisor will start and click Go.

Now click the ... in the ID field. This will bring you to SIAQRY to search for the advisor. Click Go to open the filter menu.

Notes:

Terms codes are formatted as the year followed by a 2-digit term code.

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>10</td>
</tr>
<tr>
<td>Summer</td>
<td>20</td>
</tr>
<tr>
<td>Fall</td>
<td>30</td>
</tr>
<tr>
<td>Winter</td>
<td>40</td>
</tr>
</tbody>
</table>

Names in the filter menu are case sensitive.
Assign Advisor to New Student (4/4)

Highlight the correct advisor and click **Select**.

Specify whether they will be the major or minor advisor by clicking ... and selecting the appropriate option.

Ensure that one advisor is checked as **Primary**, and click **Save** to commit the change.

**Notes:**

Names in the filter menu are case sensitive.

Use the **Start Over** button to reset the form.
Immediate Advisor Changes

To change a student’s advisor for the current term, navigate to the student’s advisor list.

Remove the current advisor by selecting their row and clicking on the – button. To add a new advisor, add row (if the student has other advisors) or click the … on a blank row.

Use SIAQRY to search for the advisor and follow the steps from the previous slide to confirm their appointment.

Notes:
The form will automatically add a row if the only advisor is deleted.

If other advisors are assigned to the student, you may have to add a new row with +.
Upcoming Advisor Changes

To change a student’s advisor for an upcoming semester, update the From Term to match the new advisor’s first term.

You will get a message stating the active term for the student does not match the term you entered. To update the term, click Maintenance.

Use the Copy Advisor button to copy current advisors to the next term.

Select End Advisor to end all current advisors after the current term. Save and re-enter this screen to add the upcoming advisor(s).

Notes:
To apply a change after the fall semester, enter the term code for winter (YYYY40).
Errors

You may run into an error message that reads “From term not equal to key block term. Press DUPREC to update.”

This error may be dismissed by interacting with any of the editable fields.

To resolve the issue, click on **Copy** (under the Start Over button on the upper right).

Click on + (to the left of Copy in the grey bar).

Alternatively, you can click on the existing KU ID number and use the down arrow.