

## Assign/End Date Advisor

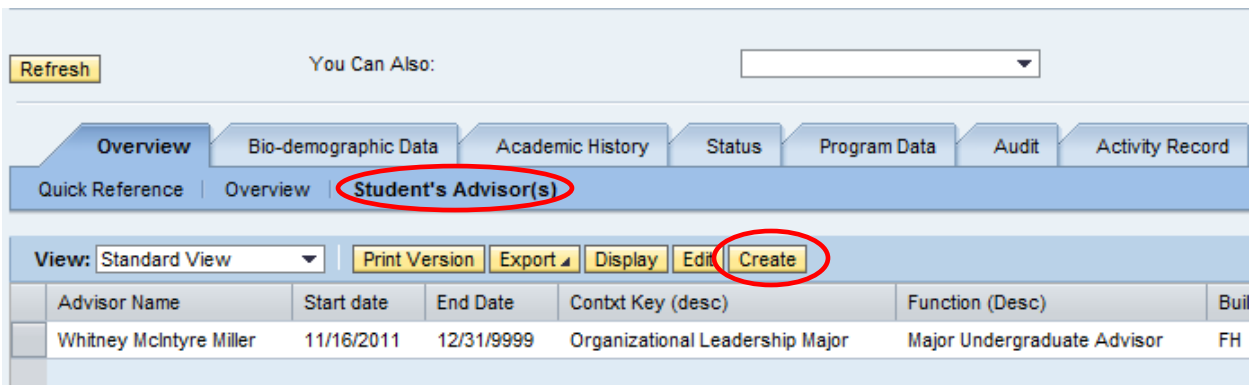
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Location(s):

myNKU

**Purpose:** Perform this procedure when you need to assign an advisor to specific student from within the student's record or "end date" the assignment of an advisor to a student's record.

1. Log into <http://myku.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Open the student record.
4. On the Overview Tab, Click Student Advisor(s) from the blue strip below the tab list.
5. Click Create.



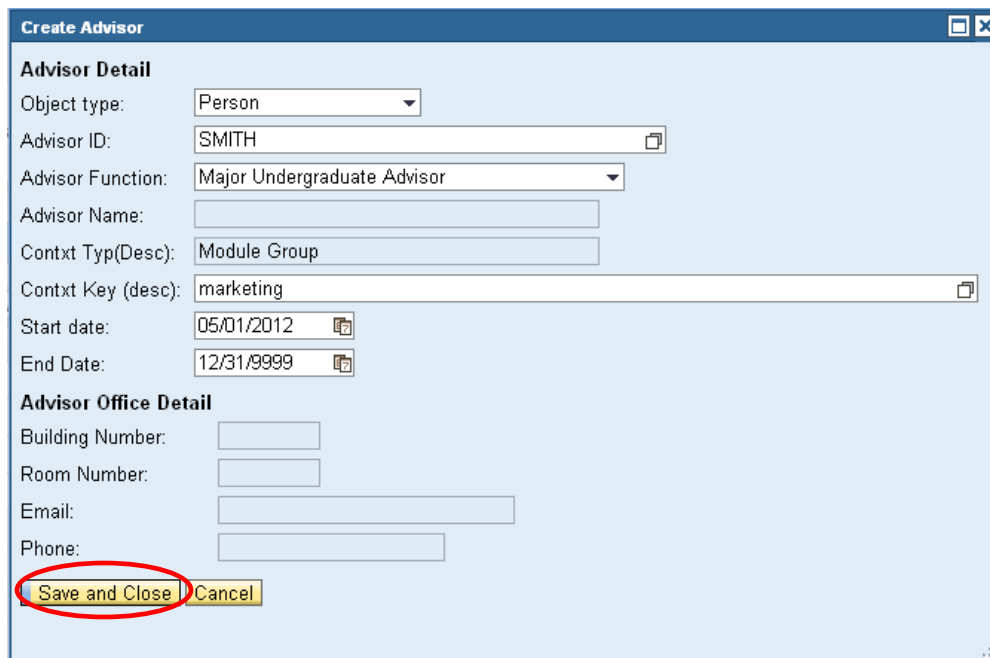
The screenshot shows the myNKU portal interface. At the top, there is a 'Refresh' button and a 'You Can Also:' section with a dropdown menu. Below this is a navigation bar with tabs: Overview, Bio-demographic Data, Academic History, Status, Program Data, Audit, and Activity Record. Under the 'Overview' tab, there is a sub-menu with 'Quick Reference', 'Overview', and 'Student's Advisor(s)'. The 'Student's Advisor(s)' tab is circled in red. Below the sub-menu, there is a 'View:' dropdown set to 'Standard View' and several buttons: 'Print Version', 'Export', 'Display', 'Edit', and 'Create'. The 'Create' button is circled in red. Below the buttons is a table with the following data:

Advisor Name	Start date	End Date	Contxt Key (desc)	Function (Desc)	Buil
Whitney McIntyre Miller	11/16/2011	12/31/9999	Organizational Leadership Major	Major Undergraduate Advisor	FH

6. Complete the required information.

Advisor Type	Person - select to assign a person as an advisor Organizational Unit - select to assign an office as an advisor (ex. Advising Center)
Advisor ID	Enter advisor last name or organizational unit To search for advisor, you can enter last name (smith), last name and first name (smith, john), or a portion of their last name or first name (smi) or (smith, j)
Advisor Function	Athletic, International, Major Undergraduate Advisor, Graduate Program of Study, Law Program of Study, Student Support Services
Context Key Description	Student specialization (undergraduate major, graduate specialization, or Law program) (ex. marketing)
Start Date	Start of advisor assignment. Default is today's date. You can change the start date for the assignment to start in the past or future. If you assign a future assignment, you will not see it on the Student File until the start date.
End Date	End date of advisor assignment. You cannot delete advisor assignments, but you can end date it. You can change the end date for the assignment to end in the past or future. You will not see advisor assignment on the Student File past the end date.

7. Click Save and Close.



**Create Advisor**

**Advisor Detail**

Object type:

Advisor ID:

Advisor Function:

Advisor Name:

Contxt Typ(desc):

Contxt Key (desc):

Start date:

End Date:

**Advisor Office Detail**

Building Number:

Room Number:

Email:

Phone:

## “End Date” an Advisor

In order to change an advisor assignment, you need to “end date” the current advisor assignment, follow the previous instructions to create a new advisor assignment.

1. Select the advisor you wish to end (click the grey box to the left of the row)
2. Click Edit

Overview   Bio-demographic Data   Academic History   Status   Program Data   Audit   Activity				
Quick Reference   Overview   Student's Advisor(s)				
View: Standard View   Print Version   Export   Display   Edit   Create				
Advisor Name	Start date	End Date	Contxt Key (desc)	
Jamey S Strawn	09/12/2011	12/31/9999	Theatre Arts Major	
Mary Beth Dawson	04/03/2012	12/31/9999	Theatre Arts Performance Major	

3. Change the end date from 12/31/9999 to the current date (or the date that the advisor assignment will end)
4. Save and Close

**Edit Advisor** [X] [Close]

**Advisor Detail**

Object type: Person

Advisor ID: 00004485

Advisor Function: Major Undergraduate Advisor

Advisor Name: Mary Beth Dawson

Contxt Typ(Desc): Major

Contxt Key (desc): Theatre Arts Performance Major

Start date: 04/03/2012

**End Date: 12/31/9999**

**Advisor Office Detail**

Building Number: GH

Room Number: 504D

Email: DAWSONM1@NKU.EDU

Phone: 859-572-7762

**Save and Close** | Cancel