

MyInfo Advisor Management Tool – Directions for Department Staff

This tool allows staff members to enter advisors for graduate students and that information feeds directly into Banner form SGAADVR (the advisor form in Banner) and displays in DegreeWorks. Recording this in Banner helps with communications intended for advisors, especially at the beginning of the graduate student's time at MSU before the student has submitted their full committee. Staff can make mass updates in this tool—that is, they can search for all of their graduate students, see who does not have an advisor, and update the student's advisor all in the same MyInfo screen.

We ask that departments assign master's and doctoral students an advisor as early as possible, and this advisor be entered in the Advisor Management tool in MyInfo. This advisor can change. Note, certificate students, some master's programs, and Nursing are already automatically assigned an advisor in the first semester.

Students will still complete the Graduate Committee form in MyInfo which records the full committee (including the committee chair) by the deadline for their level (master or doctoral).

To use the tool:

Log in to MyInfo and select the Advisor tab. The Advisor Management Tool is linked at the bottom of the list. Don't have access? Submit a HelpDesk (helpdesk@montana.edu) ticket requesting it. The request goes through The Office of the Registrar.



Advising Services

The data contained within the links below is generally considered part of your memory by visiting the [FERPA website](#). As an MSU employee you are educational interest. If you have FERPA related questions, please contact [r](#)

DegreeWorks

Please clear your cache before using DegreeWorks; this may resolve issues because of a recent update. Please use Google Chrome to access DegreeWorks. DegreeWorks is an electronic degree audit, academic advising, and enrollment planning tool for [navMSU](#)

[Advising Student Profile](#)

[Transfer Equivalency Worksheet](#)

[Student Menu](#)

Display student information; View a student's schedule; Process registration overrides; Process

[Advisor Menu](#)

View a student's transcript; View a student's grades; Display your security setup.

[Course Prerequisite check](#)

[Course Enrollment Summary Tool](#)

[Capacity v Enrollment Report: Sections and Rooms](#)

[Advisor Dashboard](#)

[Undergrad Admissions Checklist](#)

Check a student's admissions status

[Instructor List Report](#)

[Section List Report](#)

[Common Hour Exam Calendar / Conflicts](#)

[CatCourse - Guest Mode](#)

[Late Drop Section Withdrawal](#)

[Advisor Orientation Tools](#)

[Advisor Management](#)

[Curriculum Change](#)

1. Click the drop-down options at the top to perform your search. Always make sure to set the level to GR – graduate.

Examples:

- In this example, College of AG, Level GR, and Department AGED are selected. This produced a list of students with advisors and students without.

Advisor Management

Search Criteria

Use any combination of search criteria, leave blank to include all

College AG - College of Agriculture	Department AGED - Agricultural Education	Major All	Minor All
Level GR - Graduate - Semester	Student Type All	Class All	
Advisor Type All	Advisor	Student GID	Only Students Without An Advisor <input type="checkbox"/>

Search Clear

Search Results

- If you only want to see students without advisors, you can click the slider to the right:

Only Students Without An Advisor



Not selected

Only Students Without An Advisor



Selected

- Below is an example of results without the slider clicked. This list shows students with an advisor and students without:

Search Results

Update Primary Advisor Update Major Advisor Update Secondary Major Advisor Update Minor Advisor

	<input checked="" type="checkbox"/>	GID	Student Name	Current Advisor Effective Term	Primary Advisor	Major Advisor	Secondary Advisor	Minor Advisor
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	2023 Fall	Arnold, Shannon [REDACTED]			
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	2021 Fall	Perry, Dustin [REDACTED]			
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]					
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]					
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]					
	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]					

Note: we are only concerned with the Primary Advisor field at the graduate level.

2. To update an advisor, click the boxes on the left to select or de-select students. If you keep multiple students selected, you can update a group of students to the same advisor. To change one at a time, make sure you only have one student selected.

3. Click "Update Primary Advisor":

Level: GR - Graduate - Semester Student type: All Class: All

Advisor Type: All Advisor: Student GID Only Students Without An Ac

Search Results

Update Primary Advisor Update Major Advisor Update Secondary Major Advisor Update Minor Advisor

	<input checked="" type="checkbox"/>	GID	Student Name	Current Advisor Effective Term	Primary Advisor	Major Advisor	Secondary Advisor	Minor Advisor	College and Department
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An “Update Advisor” pop-up window will open:

Update Advisor

Update All Students That Match Selection

College
AG

Department
AGED

Level
GR

Only Students without an Advisor Assigned
Y

Number of Entries to Update
1

Advisor Selection

New Advisor

Leave "New Advisor" field empty to remove advisors

Actions

Cancel Save

4. In the “Advisor Selection” section, click the “New Advisor” down arrow or start typing to search for the advisor you want to add for the student(s):

Advisor Selection

New Advisor

Leave "New Advisor" field empty to remove advisors

Actions

Cancel Save

5. Select the correct advisor. Then click Save. This will update Banner and overnight will refresh/update to DegreeWorks.