



Advisors/Managers: Change your List of Concentration Advisors

Stephanie Obodda - 2022-08-30 - Comments (0) - ASK

Access: Anyone with a role of "concentration manager" in ASK may update the list of concentration advisors that appears on Focal Point and in ASK. In most departments, department/student affairs managers have this level of access, and some concentration advisors do as well.

The screenshot shows the 'Declaration of Standard Concentration Program' form in ASK. The form includes a navigation bar at the top with links for Home, Advising, Events, Degree Progress, Student Petitions, Incoming Students, and More. On the left, there is a sidebar with 'Declarations' and 'My Declarations' sections. The main form area contains the following information:

- Student Name:** [Redacted] (Advising Detail | Internal Academic Record)
- Banner ID:** [Redacted]
- Est. Completion:** 2022-2023 - Spring
- Writing Requirement:** WRQ 1: Completed WRQ 2: Not Completed
- Declaration Status:** New
- Progress Status:** Available when the declaration has been saved and there are courses in the plan.

The 'Program Selection' section includes dropdown menus for Concentration (Economics), Degree (A.B.), and Track (None). A dropdown menu for 'Preferred Advisor' is open, showing a list of advisors: [select an advisor], Blaum, Joaquin, Chay, Kenneth, Forrester, Kellie, Friedberg, Rachel, Friedman, John, Gibbs, Bradford, Knight, Brian, Kuo, Sylvia, Lancastrre, Manuel, Mekonnen, Teddy, Poterack, Alex, Putterman, Louis, and Weil, David. A red box highlights the dropdown menu and the 'Set Program Selection' button. Below the dropdown menu, there is a yellow information box with an 'i' icon and the text: 'Once you've made your selection above, click "Set Program Selection" to continue.'

Economics

The study of economics helps students understand markets, firms, financial organizations and public debate about economic policy, including taxation, government expenditure, trade, globalization, health and welfare.

DEGREE TYPE
A.B.

DEPARTMENT
[Department of Economics](#)

MORE INFORMATION

[← ALL PROGRAMS](#)

RELATED ACADEMIC AREAS
[Applied Economics](#)

Economics is the study of how individuals, businesses and governments allocate resources to satisfy their objectives. The concentration in economics prepares students for graduate study in fields such as business and law, for graduate study leading to teaching and research in economics, and can be a stepping stone to employment in finance and non-profit organizations and government agencies. Students may also wish to consider

Director of Undergraduate Studies

[→ Rachel Friedberg](#)

Advisors

- [→ Joaquin Blaum](#)
- [→ Kellie Forrester](#)
- [→ John Friedman](#)
- [→ Brian Knight](#)
- [→ Manuel Lancastre](#)
- [→ Alex Poterack](#)
- [→ David Weil](#)
- [→ Kenneth Chay](#)
- [→ Rachel Friedberg](#)
- [→ Bradford Gibbs](#)
- [→ Sylvia Kuo](#)
- [→ Teddy Mekonnen](#)
- [→ Louis Putterman](#)

STEP 1: Log on to [ASK](#). Navigate to Degree Progress > Declarations > Concentrations/Certificates, then click the Advisors link (the Options link allows you to change what students see when they begin a declaration, including whether & how faculty advisors are assigned).

Home Advising Events **Degree Progress** Student Organizations Incoming Students Admin More

Declarations

- Declarations
- Shared Declarations
- CPT Requests
- Concentrations/Certificates**
- Overrides
- Advisor Pre-Assignments
- Honors
- My Declarations

Declarations

- Writing Requirement

Actions

- Options | Programs | Advisors**
- Options | Programs | Advisors
- Options | Programs | Advisors

STEP 2: From here you may add or remove faculty members, assign them to particular tracks (if your concentration has any), and determine whether or not a faculty member is publicly visible as an advisor on Focal Point and ASK. If the “public” box is

unchecked, a faculty member may still approve declarations, but will not be visible on Focal Point or be listed in ASK among the options presented to students (if your concentration allows students to select an advisor or indicate an advisor preference).

Edit Concentration Advisors ?

Concentration	Contemplative Studies	
Advisors *	Advisor Name	Public
	Christopher Hill <i>Humanities</i>	<input checked="" type="checkbox"/> (remove tracks)
	Monica Linden <i>Sciences</i>	<input checked="" type="checkbox"/> (remove tracks)
	John Marston <i>Sciences</i>	<input checked="" type="checkbox"/> (remove tracks)
	Harold Roth <i>Humanities</i> <i>Sciences</i>	<input checked="" type="checkbox"/> (remove tracks)
	Add: <input type="text"/>	

Once you've clicked "save," your advising roster will be updated in Focal Point and ASK.

Optional steps:

STEP 3: Update your concentration options. If your concentration makes automatic advisor assignments, you must also update your selections to ensure students are assigned to your new advisors. If you do not make this change, students will continue to be assigned based on your previous settings.

STEP 4: Reassign students to advisors as necessary. Changing your list of advisors does not automatically update advisor assignments. If your students are to be assigned to a new advisor, you must make this change manually by navigating to the list of declarations and clicking "set advisor" by each student's name in [ASK](#). The student and the new advisor will then receive an automatic message to let them know that their advising assignment has been changed.

Questions? Email advising_sidekick@brown.edu