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## 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.

Home Advising Events Degree Progress	s   Student Petitions  Incoming Students  More				
Declaration of Standard Concentration Program					
Declarations Student Name	(Advising Detail   Internal Academic Record )				
My Declarations Banner ID					
Shared Users Est. Completion	2022-2023 - Spring				
Writing Requirement	WRQ 1: Completed WRQ 2: Not Completed				
My CPT Requests Declaration Status	New				
Progress Status	Available when the declaration has been saved and there are courses in the plan.				
Program Selection					
Concentration	Economics V				
Degree	A.B. •				
Track	None				
Preferred Advisor	✓ [select an advisor]				
Assigned Advisor	Blaum, Joaquin				
Date Submitted	Chay, Kenneth				
	Forrester, Kellie				
	Friedberg, Rachel				
Conce you've ma	Friedman, John Is above, click "Set Program Selection" to continue.				
•	Knight Brian				
	Kug, Svivia				
	Lancastre, Manuel				
	Mekonnen, Teddy sonal Statement				
	Poterack, Alex				
Please address the follo	Putterman, Louis et of 500 to 1000 words.				
A. Choice of concentra	Weil, David				



STEP 1: Log on to <u>ASK</u>. 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 Ev	ents Degree Progress <del>▼</del> Student retitio	ns ▼ Incoming Students ▼ Admin ▼ More ▼
Declarations	Declarations Writing Requirement	
Declarations	Co	Actions
Shared Declarations	American Studies	Options   Programs   Advisors
CPT Requests	Ethnic Studies	Options   Programs   Advisors
Concentrations/Certificates	Science, Technology, and Society	Options   Programs   Advisors
Overrides		
Advisor Pre-Assignments		
Honors		
My Declarations		

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).

		Contemplative Studies	Concentration
	Public	Advisor Name	Advisors *
(remove   tracks	2	Christopher Hill	
		Humanities	
(remove   tracks)		Monica Linden	
		Sciences	
(remove   tracks)		John Marston	
		Sciences	
(remove   tracks)		Harold Roth	
		Humanities Sciences	
		Add:	
Cancel Save			

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 <u>ASK</u>. 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