MAJOR ADVISOR ASSIGNMENTS & REMOVALS

We encourage departments to assign major advisors to their students in Albert. Advisor assignments clarify whom students should contact for guidance on the major. They benefit faculty/staff advisors by giving them quick access to their students’ academic records. The assignment of major advisors in addition to CAS advisors also helps academic departments and the CAS Dean’s Office communicate more efficiently about students of concern.

We ask that you assign a major advisor as part of the major declaration process. After you add the major to a student’s record in Albert SIS, you can then assign the major advisor as a second step. Once you assign an advisor, the student will see the advisor’s name in his or her Albert Student Center and the advisor will see the student’s name in his or her Advisor Center. From that Albert portal, an advisor can quickly access the student’s academic records.

If a student chooses to drop your major, you can remove the associated major advisor after you remove the major from the student’s record. Step-by-step instructions for both advisor assignment and removal can be found in the attached guide.

NEXT STEPS

1. Determine who will serve as major advisors in your department. Anyone with access to the Advisor Center portal of Albert can be assigned as an advisor. If faculty/staff in your department do not yet have Advisor Center access, an authorized Albert account requestor can submit an online form to grant it. See here for a list of authorized requestors. To update this list of account requestors on behalf of your department, contact James Mazza (james.mazza@nyu.edu), Assistant Dean for Academic Affairs.

2. Determine who will assign and remove major advisors in your department. We suggest that this be the same person who adds and removes the major in Albert SIS.

3. Ensure that your department’s advisor assignor has access to the necessary screen in Albert. This screen is accessed through Albert’s administrative portal at Albert SIS > Records and Enrollment > Student Background Information > Student Advisor. If access is needed, an authorized Albert account requestor can submit an online form to grant it. See #1 above for a link to the list of authorized requestors.

4. Give your department’s advisor assignor a copy of the attached “Major Advisor Assignment & Removal” guide. If the assignor has any questions about the process, s/he can contact Kenneth Drake (kenneth.drake@nyu.edu) or Scott Statland (scott.statland@nyu.edu) in the CAS Advising Center.
GUIDE: Major Advisor Assignment & Removal

1) Log into Albert’s administrative portal and navigate to Albert SIS > Records and Enrollment > Student Background Information > Student Advisor. Save this page as a Favorite for future use.

2) Search for the student by populating the Campus ID field with the student’s N#. Check the “Include History” box.

3) IMPORTANT: In most cases, a student will already have an assigned home school advisor (e.g., a CAS advisor). The student may also have an advisor assigned for another major. If a student would like to replace an existing major with your department’s major, please direct that student to first contact the old department to request removal of its major and any associated advisor. It is each department’s responsibility to add and remove its own major and advisor assignments. Departments should not modify assignments associated with other departments or the CAS Advising Center.

4) To add an advisor for your major without deleting the student’s other advisor assignment(s), first click on the plus sign (+) in the top row.
5) Next, click the plus sign (➕) in the bottom row to create space for a new advisor assignment.

6) Use the magnifying glass icon (🔍) to populate the student’s Academic Career, Academic Program, Academic Plan (code for the major), and Academic Advisor (advisor for the major). Click Save.

7) To delete or change the major advisor, first click on the plus sign (➕) in the top row and then click “View All” in the bottom row.
1) Click the plus sign in the top row.

2) Click “View All” in the bottom row.

8) Clicking “View All” will display all of the student’s assigned advisors. Find the section with your major advisor and either click the minus sign (−) to remove the advisor in this section only, or change the name of the academic advisor to modify the assignment in this section only. Click Save.

Click the magnifying glass next to current major advisor’s name to change advisor assignment.

Click the minus sign in the major advisor’s section to delete the major advisor.