

Designees' Quick Guide to Adding the Advisor at the Evaluation page



The best time to add the Advisor is when the decision is being recorded in PeopleSoft

Refer to the Quick Guide to Recording Graduate Admission Decisions

This step is **necessary** for those programs where the designated Program Coordinator for data entry purposes is not actually the Graduate Coordinator.

The designated staff person will be called the “Program Coordinator” in PeopleSoft.

The actual Graduate Coordinator will be called the “Advisor” in PeopleSoft.

1. Notice that the “Program Coordinator’s” ID and name have been filled out on the Evaluation Screen for the applicant. The decision could have already been made.
2. Notice all the blue bars. Notice the View All, 1 of .. indicators on each blue bar.
3. Click the plus (+) button located in the **same** inner box where the decision has been or is going to be made.
4. Look up or key in the ID of the Advisor in the “Evaluator ID” field.
5. Select “Advisor” from the list in the “Committee Role” field. Leave the Evaluation Status field blank when adding an Advisor.
6. Click the Ok button. You should now see in the inner blue bar View All, 1 of 2

NOTE: The decision or Evaluation Status **MUST** be recorded with the Program Coordinator (PGCD) – NOT the Advisor (ADVR).