Title: Assigning Advisors to a Student

Quiz Questions:

1. Assigning an Advisor
   a. The effective term you enter in the Key Block will become the From Term, and this means it is the term the advisor assignment is effective. TRUE
   b. The Primary Advisor check box should be marked for:
      i. A) the major advisor always
      ii. B) based on the department's policy
      iii. Answer: B
   c. Can an advisor be assigned to a person who does not have an active student record for that term? YES or NO
      i. Answer: NO
   d. The Maintenance button and Copy Advisor function is used when adding an advisor when one or more already exist. TRUE
2. Removing an Advisor
   a. You should only ever use the Maintenance button and End Advisor function when there are no other advisors on the record that need to be maintained. TRUE
   b. If you want to remove one of several advisors, you should Record Remove and Remove the advisor before pressing the Maintenance button? FALSE
      i. To preserve the other advisors you must first press the Maintenance button. Once you have done that then you can Record Remove and Remove your advisor.
   c. If you see a wrong advisor listed for a student for another area, you should update the system to ensure the record is correct? FALSE
      i. You should not update advisors that are not for your area. Please contact the appropriate person to ensure the student's record is updated correctly.
3. Adding an Advisor and Removing an Existing Advisor
   a. Is this the correct order of steps to add a new advisor and remove an existing advisor? TRUE
      Input Effective Term
      Maintenance Button
      Copy Advisors
      Add New Advisor
      Record Remove Old Advisor
      Verify Primary Advisor
      Save
   b. Can a student have more than one primary advisor?   Yes or No
      i. Answer: NO
4. Changing the Primary Advisor Designation or Advisor Type
   a. If your term in the Key Block equals the term in the From Term the Maintenance button will be greyed out. This means you cannot make updates? FALSE
      i. If the terms are equal you do not have to use the Maintenance button but you can make updates to the form.

b. To make changes to the Advisor Type or Primary Indicator for a later term you should use the Maintenance button and then Copy Advisor. TRUE