



## ASSIGNING AND CHANGING STUDENTS' PROGRAMS

If a student is not in the correct program or his/her program is not assigned, you can do this in the advisement module.

1. Log into CampusTools™ HigherEd.
2. Click the Advisement Tab
3. Enter the student's First Name and Last Name *or* Personal ID Number and click Search.

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Advisement

- Students
- Search
- Browse
- Assign/Change Program
- Advisement Reports
- My Students

**Students**

**Search For Students**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Program	View all Programs <input type="button" value="v"/>
Personal ID Number	<input type="text"/>
Year	Any <input type="button" value="v"/>
Classification	Any <input type="button" value="v"/>

- Place a ✓ in the box beside the student's name and click **Select**.

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**Advisement**

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**Students**

**Search For Students**

First Name: marsha  
Last Name: anders  
Program: View all Programs  
Personal ID Number:   
Year: Any  
Classification: Any

Search

**Students Found**

	Name	Program	Year	Classification
<input checked="" type="checkbox"/>	MARSHA J ANDERSON	Unassigned	Senior	

Select Cancel

- Click the drop-down box beside **Select Program** and select the appropriate program for the student.

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**Assign/Change Program**

**Selected Students**

Name	Username	Personal ID Number	F
ANDERSON, MARSHA J	manderson0002	592107291	Stude

**Program Information**

Select Program: View all Programs  
Admission date: 03 16 2006  
Expected graduation date: 03 16 2006

Change Cancel

6. Click **Change**.

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**Assign/Change Program**

**Selected Students**

Name	Username	Personal ID Number	R
ANDERSON, MARSHA J	manderson0002	592107291	Stude

**Program Information**

Select Program: Agriculture 6-12

Admission date: 03 16 2006

Expected graduation date: 03 16 2006

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