

Designated Advisors

Overview

A designated advisor is a CWRU staff or faculty member chosen by a student for additional support. Once added by a student or a SIS administrator, this advisor can see academic and demographic information for the student in SIS; they are not able to release holds.

Add or Remove a Designated Advisor

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From **Student Home**, click the **Advisors** tile. The Advisor tile lists your advisor(s), including designated advisor(s).

Alternatively, from the NavBar, select Menu > Academics > Advisors.

2. On the left, click **Designated Advisors**.
3. Enter the CWRU Network ID of the advisor and click the **Add Designated Advisor ID** button.
4. A confirmation message will appear. If it is the correct person, click the **Confirm & Save Designated Advisor** button. You and the designated advisor will receive an email confirmation.
5. To remove a designated advisor, click the **Remove** button, and then **OK** to confirm. You and the designated advisor will receive an email confirmation.

This completes the process of adding or removing a designated advisor.