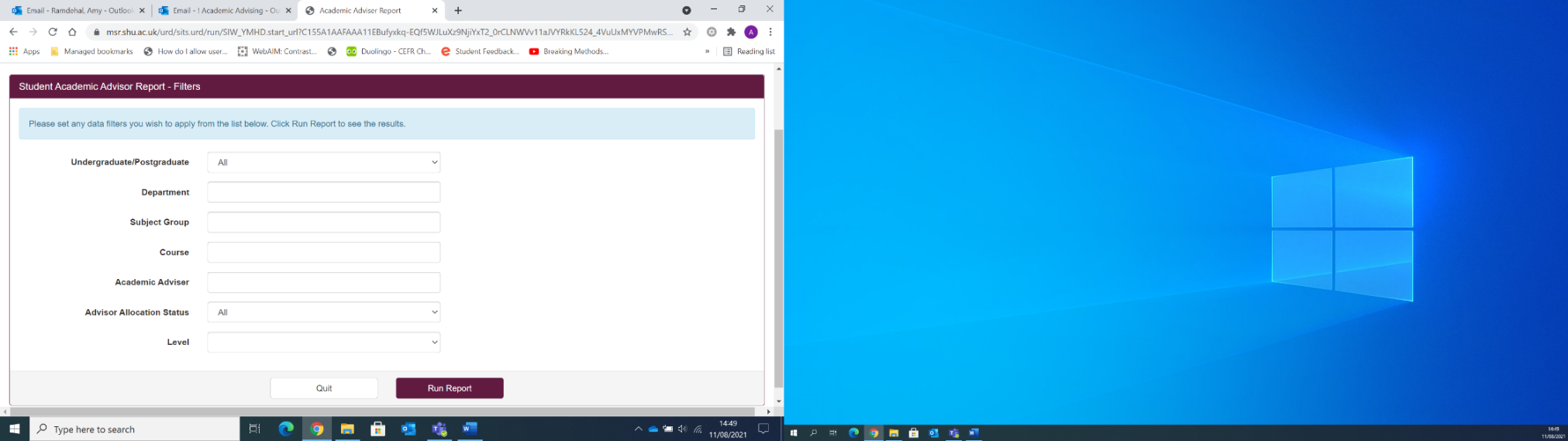
# **Academic Adviser Allocations – Process and Guidance**

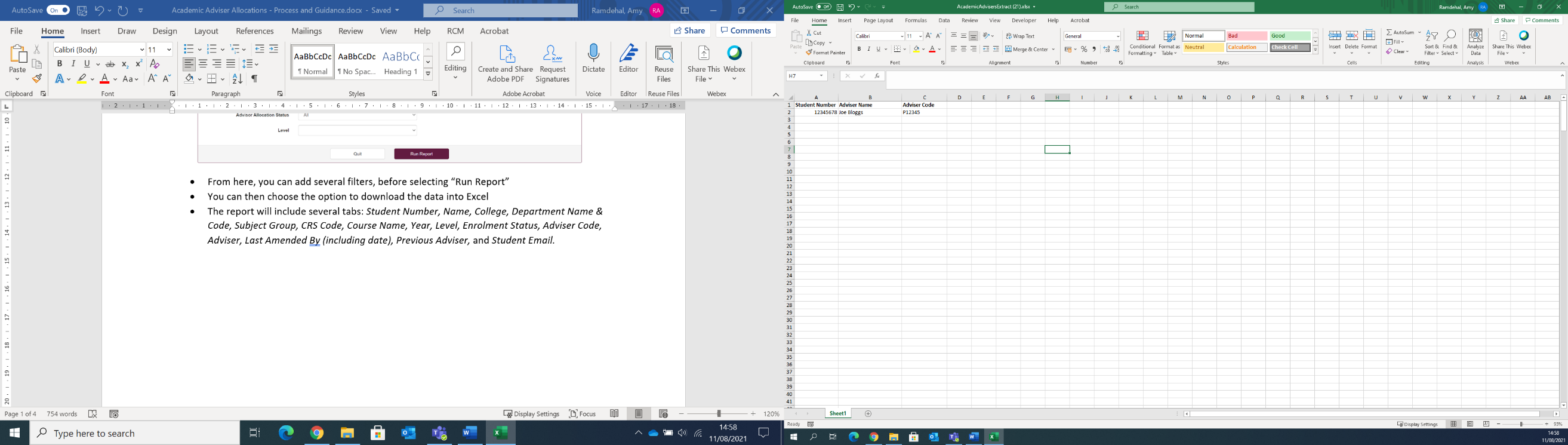
Any amendments or updates to your Academic Advising allocations should be sent to the [! Academic Advising](mailto:%20steer-academicadvising-mb@exchange.shu.ac.uk)mailbox.

You should use the Academic Adviser Report to check the data and allocations within SITS and use this as a template to send any updates.

## Using the report.



* To access the report, go to SITS Online Curriculum and Fees Data Academic Adviser Report
* From here, you can **add several filters**, before selecting **“Run Report”**
* You can then choose the option to **download the data into Excel**
* The report will include several columns: Student Number, Name, College, Department Name & Code, Subject Group, CRS Code, Course Name, Year, Level, Enrolment Status, Adviser Code, Adviser, Last Amended by (including date), Previous Adviser, and Student Email.**Much of this information is not necessary to update AA allocations.**
* You can filter the report to just update your allocations, but it might be useful to ensure there are not any other changes that need to be made by checking with your Course Leader or [departmental lead](https://docs.google.com/spreadsheets/d/1VVvZ23eoGaY_xQcvf-n-Fyg06RU0oASPqJGMkfUmYm4/edit?usp=sharing) for Academic Advising.



* You therefore may find it easier to hide the other columns as appropriate, all we really need is the student number and Academic Adviser name.
* If you know the Adviser Code it would be useful to update that too – you should be able to find it from other allocations on the report in the Adviser’s name, if you don’t have the code, please delete any codes contained in that field from a previous adviser to avoid confusion. (Adviser Codes can also be found in SITS Online: Curriculum and Fees Data Student Academic Adviser Maintenance)

## Important:

If you are not the Academic Adviser for a student that has been allocated to you, you should speak to your [departmental lead](https://docs.google.com/spreadsheets/d/1VVvZ23eoGaY_xQcvf-n-Fyg06RU0oASPqJGMkfUmYm4/edit?usp=sharing) for Academic Advising to enable the correct AA to be identified.

It is not possible to remove a students’ AA without replacing them with another. Once the correct AA has been identified details (as identified above) should be sent to [! Academic Advising](mailto:%20steer-academicadvising-mb@exchange.shu.ac.uk).