Welcome to the Advanced Advisor module! This module contains the information and tools needed to learn the common task an Advanced Advisor performs while working with students.

**Goal**
To have the skills and knowledge to Advise Students

**Participate**
at the end of this module, you will be able to ……..

**Objectives**
1. Enrollment Request Search
2. Program/Plan
3. Term Activation/Increase student unit load

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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# Navigation to Web-STaR

**Step 1.** Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

**Step 2.** Select the **Faculty & Staff** link.

[Image of University of New Orleans website]

**Step 3.** Select the **Web-STaR** logo.
Step 4. Select the Faculty/Staff link.

Step 5. Enter your UNO username and password. Note: Your user name is the same password used to login to your email, computer or blackboard course.
Add a New Plan to Student Record

**Step 1.** Navigation: Records and Enrollment, Career and Program Information, Student Program/Plan.

**Step 2.** Enter the Students ID number.

**Step 3.** Select the Program you desire to change.
Step 4. Click on the plus sign to add a new row.

Step 5. The Effective Date will default in with the current date. The date MUST be on or before the first of the term in which the plan is to be active for that student.
Step 6. Whether you are adding a plan the **Program Action** will be Prgc. Select the Look up magnifying glass to select Plan Change.
Step 7. Select the **Student Plan** tab.

Step 8. Plan data from the previous row will default in. Click the plus icon (+) to add a new row.
Step 10. Click the calendar icon to choose the Declare Date.
Step 11. Notice now there are two rows. Click the Save button.

Change a Student's Program

Step 1. Navigation: Records and Enrollment, Career and Program Information, Student Program/Plan.
Step 2. Enter the student ID number and Click the search button.

Step 3. If the student is Active click the plus sign to add a new row.
Step 4. The effective date will default in with the current date. This date must be on or before the first date of the term in which the program/plan is to be active.

Step 5. The Program Action will be Program Change (PRGC).

Note: If you forget to backdate a program/plan change, contact the Register’s Office or send and e-mail to jldavis2@uno.edu.

View Term Activation

Step 1. **Navigation:** Records and Enrollment, Student Term Information, Term Activate a Student.

Step 2. Enter the Student’s ID number and click search. If the ID is unknown search for the Student by last or first name.
**Advanced Advisor**

**Step 3.** View the Term Activation page to determine if the student is eligible to register for the term.

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**Increase Student Unit Load**

**Step 1.** **Navigation:** Records and Enrollment, Student Term Information, Term Activate a Student.
Step 2. Enter the **Student’s ID** number and click search. If the ID is unknown search for the Student by last or first name.

Step 3. Select, **Enrollment Limit** tab.

Step 4. Check the **Override Unit Limits** box.

Step 5. Enter new limits.

Step 6. Click **Save** button.