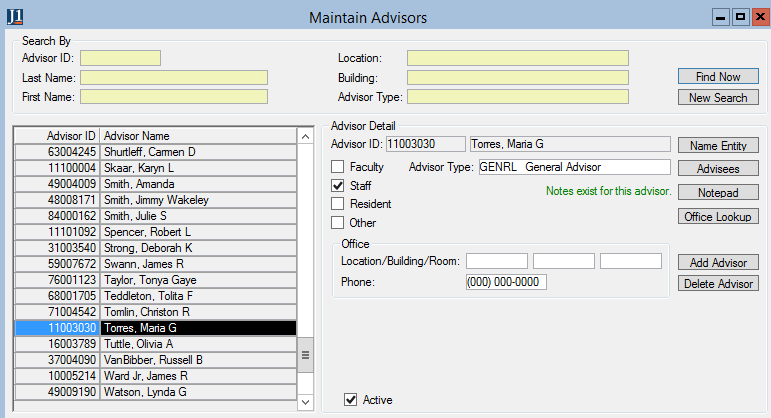
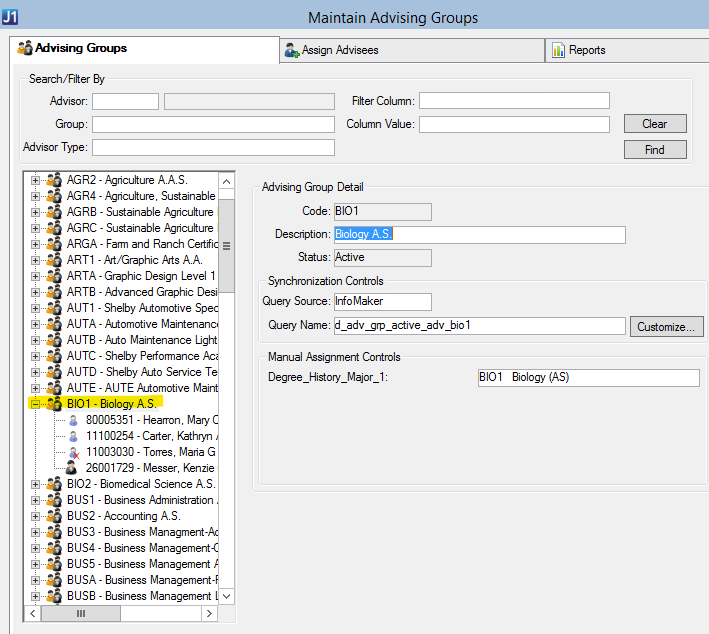
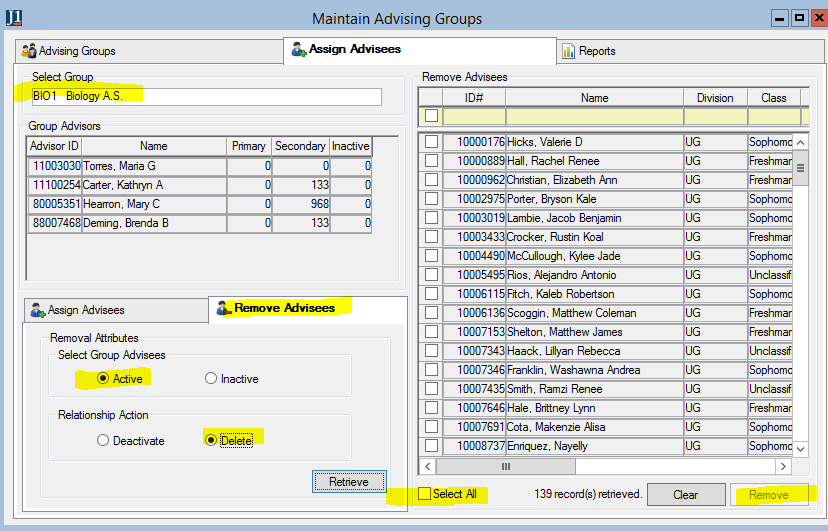
1. Add any new advisors to the advisor master.



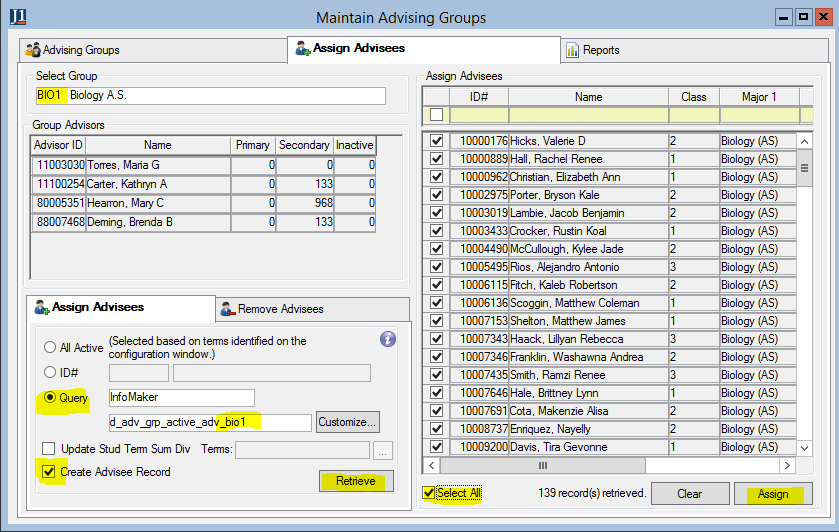
1. Add/remove advisors to specific groups as necessary. Right-click on the group name and select the appropriate action.



1. Remove existing advisees
   1. In Maintain advising groups window, select the group and then go to the ‘remove advisees’ tab first.
   2. Select active advisees and choose to delete the relationship.
   3. Click retrieve.
   4. Check the ‘select all’ box.
   5. Click remove.



1. Assign advisees
   1. Go to the assign advisees tab
   2. Select the ‘query’ radio button and confirm the custom query is for the correct major.
   3. Check the ‘create advisee record’.
   4. Click ‘retrieve’.
   5. Check the ‘select all’ box
   6. Click ‘assign’.



1. Repeat for all advising groups.