Graduate Supervisor Assignment

The Graduate Supervisor Assignment form is used to manage and track graduate students’ supervisors. Please refer to McGill University Regulations for the rules governing supervisor eligibility.

The following instructions cover how:

- To Add a Graduate Supervisor to a Student Record
- To View Supervisor Information on the Student Worksheet

To Add a Graduate Supervisor to a Student Record

Step 1: Go to the myProgress Hub. Select Graduate Supervisor Assignment.

Step 2: Enter Student search criteria (McGill ID or Name) and click the Submit button.

- This form allows you to search for any person with a McGill ID. Type the McGill ID if available, and click on submit to find the record.
- If you don’t have the McGill ID, perform a search using any of the other fields, adding wildcards (%) to narrow your search.
- Please note that wildcards are only allowed on the Last Name, First Name and Middle Name fields.
- When using the birth date as part of your search, make sure to use the DD-MON-YYYY format.

<table>
<thead>
<tr>
<th>McGill ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>SIN</th>
<th>Permanent Code</th>
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Submit  Reset
Step 3: Click on the student’s McGill ID. The Graduate Supervisor Assignment screen will appear.

Step 4: Add the new supervisor.

1) Click on the Add New Supervisor link.

- The following search box will appear. Enter the supervisor search criteria (McGill ID or Name). Click the Search button.
→ Click on the faculty member’s McGill ID. The new supervisor will now appear on the supervisor list.

2) From the Type pick list, select the supervisor type.

3) Check the Primary button to flag the supervisor as the Primary Supervisor (Note: Only one active supervisor can be designated as Primary).
4) Click the Save button.

5) To add an additional supervisor for the same student, select the Add New Supervisor and repeat the steps.

To remove a supervisor, select the Remove link at the end of the row.

To update a record for a different student, select Change Student link at the bottom of the screen.

To View Supervisor Information on the Student Worksheet

The supervisor information update will process overnight. To view the changes immediately after supervisor information is modified, please proceed as follows. This step is optional.

Step 1: Go to the myProgress Hub landing page and select Degree Works Advising.

Step 2: Enter the student ID.
Step 3: The Supervisor information is located in the gray information block of the Student Worksheet.

Step 4: To immediately display the supervisor information you have just entered in Graduate Supervisor Management, click the **Dynamic Refresh** button, and then click the **Process New** button.

The new supervisor information will now be updated.

**Note:** You will not be able to view supervisor information on the student worksheet for students that started their program prior to Fall 2017 as they do not have a record on Degree Works Advising.