

SGAADVR – Multiple Advisor Form

- Access **SGAADVR** and enter student **Banner ID** and **Term** in *Keyblock*

The screenshot shows the top portion of the SGAADVR Multiple Advisors form. The 'ID' field contains 'Test, Person' and the 'Term' field contains '201335'. The Oracle logo is visible in the top right corner.

- **Next Block** to populate *Advisor Information* block of the form
 - If advisor assignment exists, it will be displayed here.
 - Ensure that you are looking at the most up to date/accurate information
 - The **Term** you entered in the *Keyblock* will be displayed as the **From Term**.
 - The **To Term** is the end term for the advisor(s) listed. If the **To Term** is 999999, then the list is the most current.

The screenshot shows the 'Advisor Information' block of the form. The 'From Term' is 201335 and the 'To Term' is 201415. A table lists three advisors: 'Test, Advisor One', 'Test, Advisor Two', and 'Test, Advisor Three'. The 'Advisor Type' dropdown is set to 'General'. The 'Primary Indicator' column has a checked checkbox for the first advisor.

ID	Advisor Type	Primary Indicator
Test, Advisor One	GNRL General	<input checked="" type="checkbox"/>
Test, Advisor Two	MAJR Major	<input type="checkbox"/>
Test, Advisor Three	MINR Minor	<input type="checkbox"/>

- **NOTE:** During migration of advisor information into Banner, the first advisor (in alphabetical order) was marked as **Primary**. Please feel free to correctly identify the primary advisor upon accessing a student's record. To change the **Primary** indicator:
 - Click the **Checkbox** in the *Primary Indicator* column with your cursor.
 - **Save**
 - Only one advisor may be marked as **Primary**


The screenshot shows the 'Advisor Information' block of the form. The 'From Term' is 201335 and the 'To Term' is 201415. A table lists three advisors: 'Test, Advisor One', 'Test, Advisor Two', and 'Test, Advisor Three'. The 'Advisor Type' dropdown is set to 'Major'. The 'Primary Indicator' column has a checked checkbox for the second advisor.

ID	Advisor Type	Primary Indicator
Test, Advisor One	GNRL General	<input type="checkbox"/>
Test, Advisor Two	MAJR Major	<input checked="" type="checkbox"/>
Test, Advisor Three	MINR Minor	<input type="checkbox"/>

Adding/Removing Advisor

- Enter the effective term of the change in the **Term** field of the *Keyblock*
- **Next Block** to populate *Advisor Information* block of the form
- Click the **Maintenance** button in the *Advisor Information* block

Advisor Information

From Term: Maintenance  To Term:



ID	Advisor Type	Primary Indicator
<input type="text"/>	MAJR Major	<input checked="" type="checkbox"/>
<input type="text"/>	MINR Minor	<input type="checkbox"/>
<input type="text"/>	GNRL General	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- Select **Copy Advisor** from the pop-up *Option List*

Option List

- Copy Advisor**
- End Advisor

Cancel

- To remove an advisor
 - Highlight their name in the list and click the **Remove Record** button 
 - **Save**
- To add an advisor
 - Scroll to the first empty line or click the **Insert Record** button 
 - Enter the **Banner ID** for the advisor, or use one of the many search options to find the correct advisor Banner ID
 - **Save**
- Advisor list will now be effective from the new **From Term** entered in the *Keyblock* to the 999999 **To Term**.