ADVISOR ASSIGNMENT IN BANNER

To assign a new advisor (when advisor has not yet been entered):

*Once the students requiring advisor assignment have been identified, assign advisors using the **SGAADVR Multiple Advisors Form.***

1. Enter **SGAADVR** in the Search Bar on the Landing Page.

2. Enter the student's Banner ID in the ID field on the Key Block. This will populate the student name in the name field. If you do not know the ID, TAB out of the ID field and a Name field will appear (pictured below). This lets you search for a student by using the format of Last Name, First Name. Once the Name you would like to search for is entered, press Enter or Tab on your keyboard.

3. Once the ID is entered, enter the term for which the new advisor should begin in the Term field and click **Go** or *Next Section*.

4. Enter the advisor's Banner ID. (Click on the search icon if the ID is unknown). Enter **MAJ1** in the code field for a primary undergraduate advisor or **GRAD** for a primary graduate advisor, and check the **Primary** box. Click **SAVE**.

5. If you need to find an advisor's Banner ID, click in the ID field. This will take you to the **SIAIQRY Faculty Advisor Query form.**

6. Click **Go**. Customize your search by entering appropriate information in the listed fields. Click **Go**. This will give you a list of advisors. Then highlight the correct person and click on **File- Select or double-click on the name.** This will populate the *Multiple Advisor Form*, **SGAADVR** with the advisor's Banner ID and name. Click **SAVE**.

To change advisors for subsequent semesters:

1. Enter the student's Banner ID in the ID field. Click on **NEXT BLOCK.**

2. Click on the **MAINTENANCE** icon, which is located between the Term fields on the main block of the form. Click on **COPY ADVISOR**. "From Term" will read the same as the term you entered above in the key block.

    🛑 If you are attempting to change an advisor where the term entered in the Key Block = "From Term" in main block, omit Step 2. The

MAINTENANCE icon operates for subsequent semesters only and will be inactive in this case.

3. The current advisor's Banner ID will be highlighted. Click on the **REMOVE RECORD** icon on the toolbar. This will remove the current advisor.

4. Enter the new advisor's Banner ID in the "ID" field. To find the Banner ID of the new advisor, click on the search icon.

5. Once the correct advisor ID (with name) is in place, click on the inverted triangle under the **"Advisor Type"** field and choose **MAJ1** for a primary undergraduate advisor or **GRAD** for a primary graduate advisor. Then click inside the small square box under the "Primary Indicator heading."

6. Click on the **SAVE** icon. You will get a message at the bottom of the screen like the following: Transaction complete; 1 record applied and saved.

To add a second advisor (for subsequent term):

1. You may add secondary major advisors and/or minor advisors. Repeat steps 1 and 2 above (under "Changing Advisors"). When you do the **COPY ADVISOR**, the primary advisor will appear on the first line. Arrow down to the next line and enter the desired advisor's Banner ID. Click on the inverted triangle under the **"Advisor Type"** field to insert the advisor type. Choose **MAJ2** for a secondary major advisor, **MNR1** for a minor advisor and **MNR2** if there is a second minor for which you are adding an advisor.

   🛑 Do not attempt to add an advisor when the term in the key block does not = "From Term" in the main block without using the **MAINTENANCE** button. It will appear you have added an advisor, but you have overwritten the current advisor instead.