

Adding Advisors in Banner

Dual Advising Model for Undergraduate Students

Multiple Advisors Form - SGAADVR

The SGAADVR Multiple Advisors form is used to assign advisors to a student for the terms they are enrolled.

🗙 🔘 ellucian	Multiple Advisors SGA	ADVR 9.3.13 (PR)		
ID: 30222921 Bielawa	a, Matthew R. Term: 2	02040			
ADVISOR INFORMATIC	N				
From Term	202040				<u> </u>
ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *	
30323505	Tucker, Patrick M.	DAFA	Dual Advising - Faculty		
30004823	Tellier, Amanda K.	DAPA	Dual Advising - Advisor		
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Dual Advising Guidelines for Undergraduate Students

The Professional Advisor will serve as the Primary Advisor for the initial stages of the students' academic career. As students progress through their degree and their advising needs shift, the Faculty Advisor will assume the Primary Advisor role.

	Primary	Secondary
Freshman Year	Professional	Faculty
Sophomore Year	Faculty or Professional*	Professional or Faculty*
Junior Year	Faculty	Professional
Senior Year	Faculty	Professional

*Students in the School of Business, School of Education, & College of Health & Rehabilitation Sciences will remain with the Professional Advisor as the Primary Advisor while the student is in a "lower division" or "pre-major" status.

View a Student's Current Advisors

- 1. Access SGAADVR.
- 2. In the ID field, enter the student's 8-digit ID number or press the Tab key to view the name field and enter the person's name (in last name, first name order).

×	@ ellucian	Multiple Advisors SGAADVR 9.3.7 (PROD)		ADD	A RELATED	🔆 TOOLS
	ID:	m	Term:)		Go

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
 - If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
 - Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.
- 3. Enter the current Term code (or future term if the student is a new incoming or transfer student) or click on the Search button (the ellipsis ...) next to Term to select the current term.

Search Detail		
Press To See Results	Extended Search	
Person Search Detail	Criteria Q	
Reduce Search By	Name and ID	
Group Type O Person O Non-Person O	Smith, John Charles 30091654 Smith, John E. 30091083 Smith, John E. 30091508 Smith, John F. 30092170	
State or Province	Smith, John H. 30092488 Smith, John Joseph 30297984	
ZIP or Postal Code	Smith, John K. 30093126 Smith, John W. 30094737	
Press Enter Query or select button to clear search.	Smith, John 30094966	Becard 1 of 11



4. Click on the Go button to view the Advisor Information section. If no Advisor information has been entered for the current term, you will receive a message saying, "Query caused no records to be retrieved."

×	@ ellucian Multiple Advisors SGAADVR 9.3.13 (PROD				DDA 🔝		👗 RELATED	🛠 TOOLS	s 4
ID: 30	399527 Connecticut, Barbara Term: 202410			1	Query	caused no records to	be retrieved. R	e-enter.	
- ADV	ISOR INFORMATION					🖬 Ins	ert 🗖 Delete	Ра Сору	Y. Filter
	From Term 202410		Maintenance	To Term	999999				
ID	Name	Advisor Type	Advisor Type Description		Prim	ary Indicator *			
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Add Advisor to a Student (if no advisor(s) are assigned)

You will be entering two advisors for the student:

1. Click in the first blank line under the ID column.

× @	ellucian Multiple Advisors SGAADVR 9.3.13 (PROD)		_	🖹 ADD	🖺 RETRIEVE 🛛 🎍	RELATED	🗱 TOOLS	4
ID: 30399	527 Connecticut, Barbara Term: 202410			Query c	aused no records to b	e retrieved. Re	enter.	
- ADVISOR	RINFORMATION				🚼 Inser	t 🗖 Delete	Га Сору	Ϋ Filter
	From Term 202410	4	Maintenance To Te	m 999999				
ID	Name	Advisor Type	Advisor Type Description	Primar	ry Indicator *			
· ·	•							
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- 2. Enter the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.
 - a. If there are multiple matches on the Name you entered, then the Extended Search window will open. Click on the down arrow next to Search Results, then click on the Name you are looking for. This will fill in the Advisor line with the ID number and Name. If the name you are looking for is not listed in the Extended Search window, click on the X to exit this window.
 - b. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis ...) next to the ID field to be directed to the

ID: 30	100627	Dellars Term: 202410				
101: 30	200051 Connoce	cur, parbara 14060 202010				
* ADVIS	SOR INFORMATION					
	From Term	202410		A Manfenançe		To Term
10	Name		Advisor Type	Advisor Type Description		
	Tucker, Patri	ick				
	< () of t 🕨 🕨	If w. Par Pana				
		ID and Name Extended Sear	2410			
		Search Detail		Extended Search	×	
		Prass To See Results				1
		Person Search Detail		Criteria Q		
		Reduce Search By				
		City]	Name and ID		Advanc
		State or Province		Tucker, Patrick M. 30323605		
		ZIP or Postal Code		Tucker, Patrick M. pt8355		
		Name Type	***	Tucker, Patrick M. plucker4		
		Group Type () P	erson 🔘 Non-Person 🔘	Tucket, Patrick Russell 30200697		
		Press Enter Query or sole	t button to clear search. 🚺			
		Enter search criteria then p	ress Execute Query or sele-			
		17				
		0.5				
				the set of	Record 1 of 4	
				THE RECORD FOR THE COURSE		
				Con	OK OK	

SIAIQRY Faculty/Advisor Query form to query for an advisor.

- 3. Tab to or click in the Advisor Type field, then enter the Advisor code For the Dual Advising model, you will enter two advisors coded as follows:
 - a. **DAFA** = Dual Advising Faculty
 - b. **DAPA** = Dual Adivsing Advisor
- Click the Insert button to add a second row, then click in the ID field and follow steps 2 and 3 above to enter the second advisor.

× @ ellucian	Multiple Advisors SGA	ADVR 9.3.13 (PR	DD)	
ID: 30222921 Bielaw	a, Matthew R. Term: 2	02040		
* ADVISOR INFORMATIC	DN			
From Term	202040			
ID	Name	Advisor Type	Advisor Type Description	Primary Ir
30323505	Tucker, Patrick M.	DAFA.	Dual Advising - Faculty	

			🚦 Insert	Delete	🖬 Сору	Y. Filter
	To Term	999999				
ption		Primary In	dicator *			

5. Following the guidelines on page 1, designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.

ID: 30222921 Bielaw	a, Matthew R. Term: 2	02040			
ADVISOR INFORMATIC)N				
From Term	202040				🛕 Maintenance
ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *	
30323505	Tucker, Patrick M.	DAFA	Dual Advising - Faculty		
30004823	Tellier, Amanda K.	DAPA	Dual Advising - Advisor		

6. Click on Save (lower right corner or press F10 on your keyboard).

1	× @	ellucian Multiple Advisors SGAADVR 9.3.13 (PROD)			🛐 ADI	D 🖺 RETRIEVE	A RELATED	TOOLS	40
	ID: 303995	27 Connecticut, Barbara Term: 202410			🕑 Sav	red successfully (1 row:	saved)		
	- ADVISOR	INFORMATION				C) In	sert 📮 Delete	📲 Сору	9, Filter
	1	From Term 202410	± 4	To Terr	m 99999	99			
	ID	Name	Advisor Type	Advisor Type Description	Pr	rimary Indicator *			
							-		

Changing an Advisor from a Previous Term

If Advisor information exists from a previous term, you will need to end this Advisor's designation as Advisor and enter the new Advisor for the current term. Watch the "From" and "To" Terms. If the "To" term is not "999999" (which means to the "end of time"), then you may need to update the advisor in the following term (or the "To" term).

To end an Advisor's designation:

1. Click on the Maintenance button.

ID: 303	32436 TEST TEST Term: 201940	TEST, TEST Term: 201940					First O	
ADVIS	SOR INFORMATION				C Ins	ert 🗖 Delete	Copy	Ÿ, Filt
	From Term 201910		🚊 Maintenance	To Term	999999			
ID	Name	Advisor Type	Advisor Type Description		Primary Indicator	1		

<u>Note: If the Maintenance button is not available (the word "Maintenance" is italicized)</u>, (meaning, if the "From Term" is the SAME as the Current Term), then highlight the original advisor and click on the Delete button (the button in the upper right just under the "Start Over" button). Click Save and proceed to Step 5 below.

Questions? Contact the Office of the Registrar at 860-832-2236 or regstaff@ccsu.edu

9. Click Save.

4

- 2. Click on End Advisor and the To Term will be updated with the advising Term.
- 3. Click on Start Over to return to the Key Block, then immediately click the Go button Do not change any information in the Key Block. You will receive a message saying, "Query caused no records to be retrieved."

X @ ellucian Multiple Advisors SGAADVR 9.3.13 (PRC	D)				ADD 😭	RETRIEVE	📇 RELATED	🗱 TOOLS	40
ID: 30399527 Connecticut, Barbara Term: 202410			1	Query o	aused no records t	o be retrieved. Re	e-enter.		
▼ ADVISOR INFORMATION						🖸 In	sert 🗖 Delete	Copy	Y, Filter
From Term 202410		A /	Maintenance	To Term	999999				
ID Name	Advisor Type		Advisor Type Description		Prima	ry Indicator *			
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4. Click in the first blank line under the ID column.

× @	ellucian Multiple Advisors SGAADVR 9.3.13 (PROD)					DDA 🗐		👗 RELATED	🗱 TOOLS	4
ID: 30399	527 Connecticut, Barbara Term: 202410					Query c	aused no records to	be retrieved. Re	e-enter.	
- ADVISOR	INFORMATION						🕻 Ins	ert 🗖 Delete	Ра Сору	Y, Filter
	From Term 202410		≜ <i>18</i>	laintenance	To Term	999999				
ID	Name	Advisor Type		Advisor Type Description		Prima	ry Indicator *			
N 4	1 of 1 ▶ ▶ 10 ∨ Per Page								Recor	rd 1 of 1

- 5. Enter the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.
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 Faculty/Advisor Ouery form to query for an

Faculty/Advisor Query form to query for an advisor.

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End Advisor

Cancel

8. Following the guidelines on page 1, designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.

ID: 30222921 Bielawa	a, Matthew R. Term: 2	02040			
ADVISOR INFORMATIO	N				
From Term	From Term 202040				🖉 Maintenance
ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *	
30323505	Tucker, Patrick M.	DAFA	Dual Advising - Faculty		
2000 (022	Tollior Amonda K	DADA	Dual Advising Advisor		

be field, then enter dvising model, you follows: Faculty