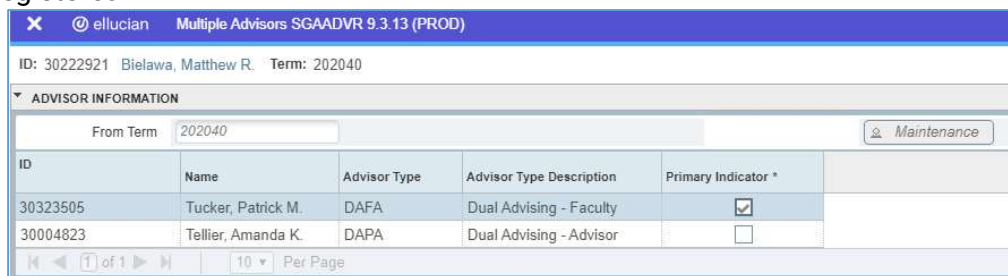


Quick Guide: Adding Advisors in Banner

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 effective term during which they are registered.



Multiple Advisors SGAADVR 9.3.13 (PROD)

ID: 30222921 Bielawa, Matthew R. Term: 202040

ADVISOR INFORMATION

From Term: 202040 Maintenance

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
30323505	Tucker, Patrick M.	DAFA	Dual Advising - Faculty	<input checked="" type="checkbox"/>
30004823	Tellier, Amanda K.	DAPA	Dual Advising - Advisor	<input type="checkbox"/>

1 of 1 Per Page

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 and the School of Education and Professional Studies' Social Work and Nursing majors will remain with the Professional Advisor as the Primary Advisor while the student is in a "lower division" or "pre-major" status.*

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

Add Advisor to a Student (if no advisor(s) are assigned)

Add advisors for the student following the Dual Advising Guidelines.

1. On SGAADVR, click in the first blank line under the ID column.
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 to search.
3. Tab to or click in the Advisor Type field, then enter one of the two valid advisor codes:
 - a. **DAFA** = Dual Advising – Faculty
 - b. **DAPA** = Dual Advising – Advisor

4. To add second advisor, click the Insert button, then click in the ID field and follow steps 2 and 3 above
5. Designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.
6. Click Save.

Changing an Advisor from a Previous Term

If advisor information exists on SGAADVRS from a previous term, and it needs to be changed, then you will need to end the assignment(s) and enter the new Advisors for the current term.

Note: 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).

Note: If a student has changed majors and is not advised in your department, end the current advisor(s) and do not add a new advisor.

To end advisor assignment(s):

1. Click on the Maintenance button.
Note: If the Maintenance button is not available (the word "Maintenance" is italicized), (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). Hit Save and proceed to Step 5 below.
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."
4. Click in the first blank line under the ID column.
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.
6. Tab to or click in the Advisor Type field, then enter one of the two valid advisor codes:
 - a. **DAFA** = Dual Advising – Faculty
 - b. **DAPA** = Dual Advising – Advisor
7. Click the Insert button to add a second row, then click in the ID field and follow steps 5 and 6 above to enter the second advisor.
8. Designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.
9. Click Save.

Replacing one Advisor from a Previous Term

If Advisor information exists from a previous term, and only one advisor needs to be replaced you will need to copy the advisors to the new term and then replace the one advisor. 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 copy Advisors:

1. Click on the Maintenance button.
2. Click on Copy Advisor and the advisors will be copied to the current term.
3. Select the Advisor that needs to be changed and delete the ID number.
4. Enter the new 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.
5. Designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.
6. Click Save.