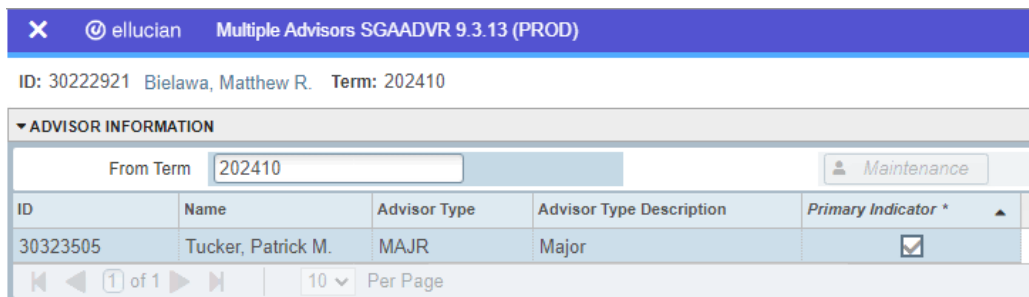# Adding Advisors in Banner
Graduate & Doctoral Students

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.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
30323505	Tucker, Patrick M.	MAJR	Major	☑

Multiple Advisors SGAADVR 9.3.13 (PROD)
ID: 30222921 Bielawa, Matthew R. Term: 202410
ADVISOR INFORMATION
From Term 202410 — Maintenance

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 is assigned)

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 the **Advisor code MAJR** (for Major).
4. Click the **Primary Indicator** checkbox.
5. Click Save.

Changing an Advisor from a Previous Term

If advisor information exists on SGAADVR 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 the **Advisor code MAJR** (for Major).
7. Click the **Primary Indicator** checkbox.
8. Click Save.