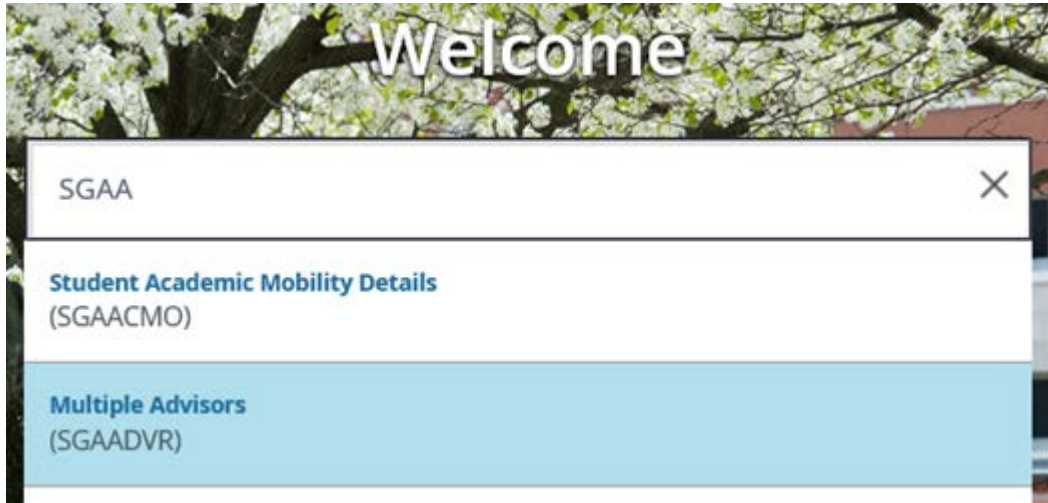


Banner: Student Advisor Maintenance

The Multiple Advisors form, shown below, is used to look up or assign advisors to a student for the effective term during which they are registered.

Open the Page

Search by page name 'SGAADVR' or description and select Multiple Advisors.



Find the Student

Enter the Student ID, enter Term, and click 'Go'.

A screenshot of a search interface. At the top, there is a blue header bar with the text "ellucian" and several icons: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header bar, there are two input fields: "ID:" followed by a text box with an ellipsis (...) to its right, and "Term:" followed by a text box with an ellipsis (...) to its right. To the right of these fields is a "Go" button. Below the input fields, there is a grey box containing the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

If you do not know the Student ID or Term click the ellipsis (...) to open the Person Search.

A screenshot of the "Person Search" interface. At the top, there is a blue header bar with the text "ellucian" and "Person Search SOAIDEN 9.3.12 (PROD)", and icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header bar, there is a section titled "PERSON SEARCH" with two tabs: "Basic Filter" (selected) and "Advanced Filter". Under the "Basic Filter" tab, there are five input fields: "ID", "Last Name", "First Name", "Middle Name", and "Change Indicator". Each field has a dropdown arrow to its right. To the right of these fields is a button labeled "Add Another Field ...". At the bottom right of the form, there are two buttons: "Clear All" and "Go".

- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

Banner: Student Advisor Maintenance

Remove a Former Advisor

If no Major Advisor exists, or if the student is going to be a dual degree/major and the existing Major Advisor should remain, you may skip this step and proceed to 'Add New Advisor'.

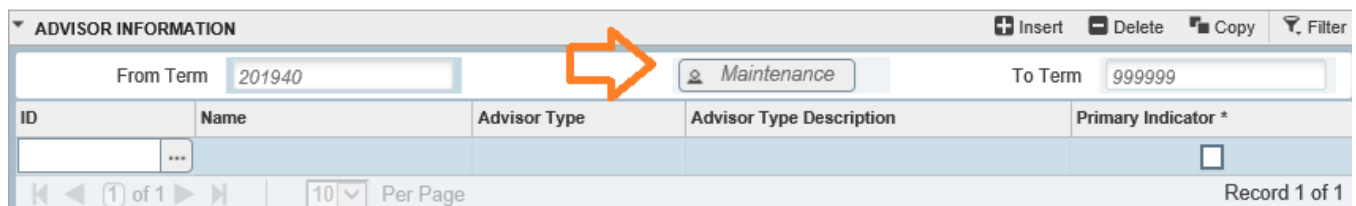
To remove an Advisor who exists in the same term:

Select the Major Advisor and click '-Delete'



To remove an Advisor who exists from a previous term:

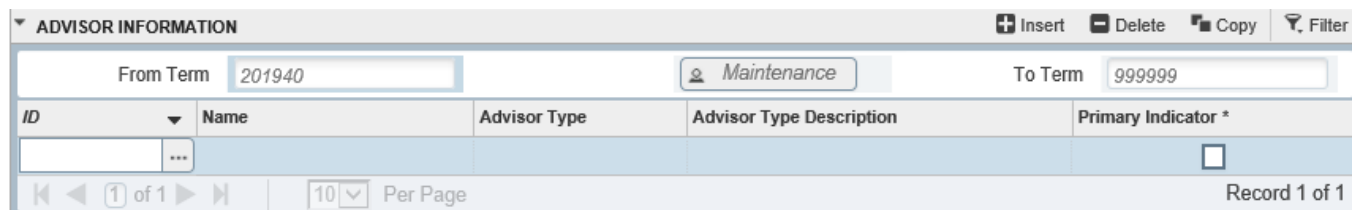
To end a Major Advisor with a 'From Term' equal to a term prior to the term you are entering, click the Maintenance button and select 'End Advisor'.

A screenshot of the 'ADVISOR INFORMATION' form. The 'From Term' is set to '201940' and the 'To Term' is '999999'. An orange arrow points to the 'Maintenance' button. Below the form is a table with columns: ID, Name, Advisor Type, Advisor Type Description, and Primary Indicator *. The table is currently empty. At the bottom, there are navigation controls showing '1 of 1' records and '10 Per Page'.

- You will notice the end term updates.
- Click the 'Start Over' button
- Click the 'Go' button to refresh the page

Add New Advisor

Enter the Advisor's ID

A screenshot of the 'ADVISOR INFORMATION' form. The 'From Term' is set to '201940' and the 'To Term' is '999999'. The 'Maintenance' button is visible. Below the form is a table with columns: ID, Name, Advisor Type, Advisor Type Description, and Primary Indicator *. The table is currently empty. At the bottom, there are navigation controls showing '1 of 1' records and '10 Per Page'.

Banner: Student Advisor Maintenance

If you do not know the Advisors ID click the ellipsis (...) and click 'Go' to open the search.

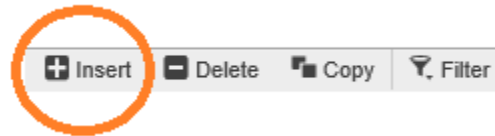


- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select to return to SGAADVR

To add an Advisor when a primary already exists in the same term (dual degree/major):

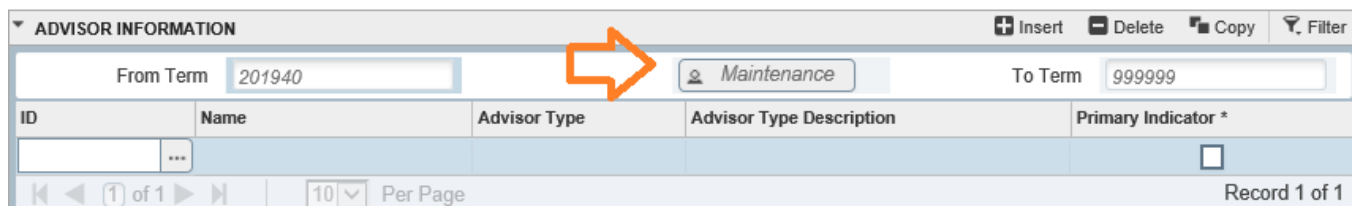
To add a 'Second Major Advisor', click + Insert.

Note: Students can only have one 'Primary Advisor'.



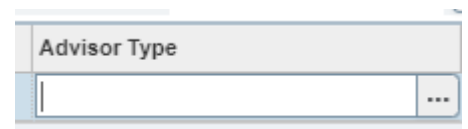
To add an Advisor when a primary already exists from a prior term (dual degree/major):

To add a 'Second Major Advisor' with a 'From Term' equal to a term prior to the term you are entering, click the Maintenance button and select 'Copy Advisor', then click + Insert.



Select the Advisor Type

Enter the Advisor Type code or click the ellipses (...) to select the Advisor Type from the available options.



Banner: Student Advisor Maintenance

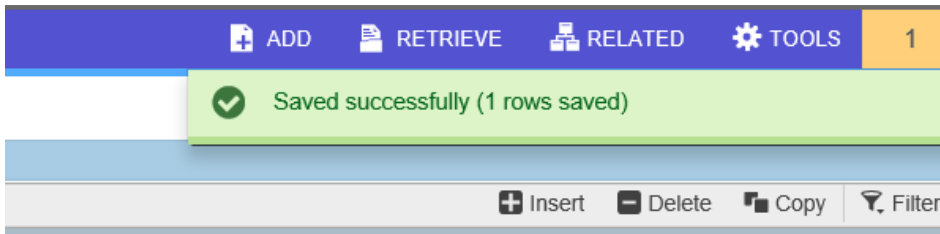
Select the Primary Indicator

When there is only one advisor, the advisor must be marked as the primary in order to save.

Primary Indicator *
<input type="checkbox"/>

Save

Click Save and a confirmation message will display; to close the message click the gold number.



Click

[Start Over](#)

to return to the top.