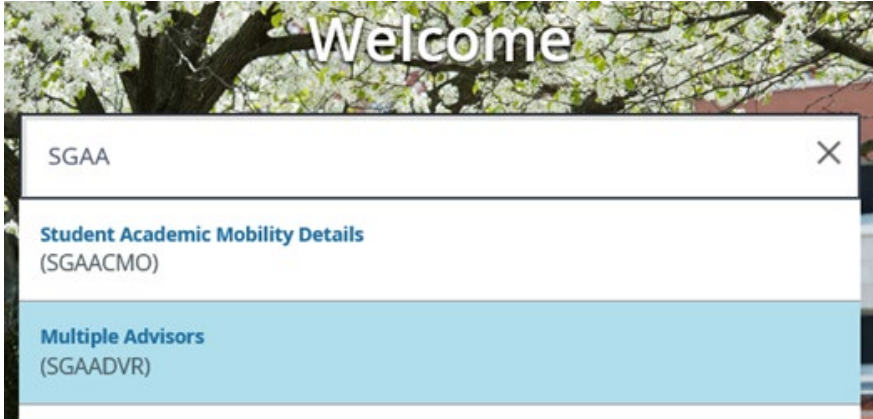# Banner: Student Advisor Maintenance

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.

1. Open the Page

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

2. Find the Student

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

TIP: If you do not know the Student ID or Term click the ellipsis (…)

For Student ID, open the Person Search

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

For Term Code, open Term Search

- Select 'List of Terms; and select term (for most situations use current term)

3. Remove a Former Advisor

If no Major Advisor exists or the existing Major/Minor Advisor should remain (for instance, dual degree/dual major/minor) you should skip this step and proceed to "Add New Advisor".

If a student's former Major/Minor advisor is listed, you should first remove/end the assignment. If you are unclear if you should remove/end an existing advisor, contact the Department of Academic Advising (advisement@southernct.edu).
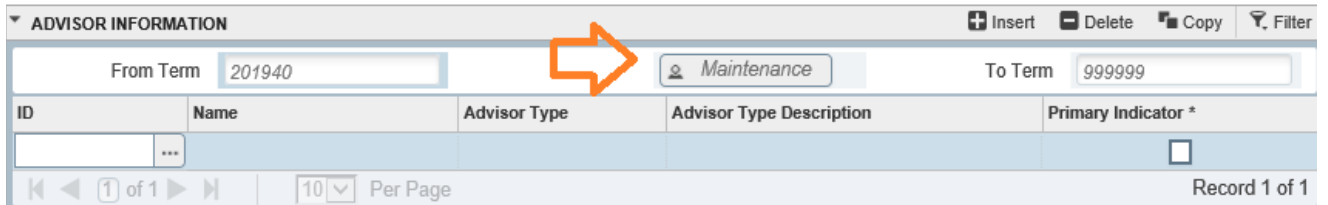
To remove an Advisor who exists from the same term:
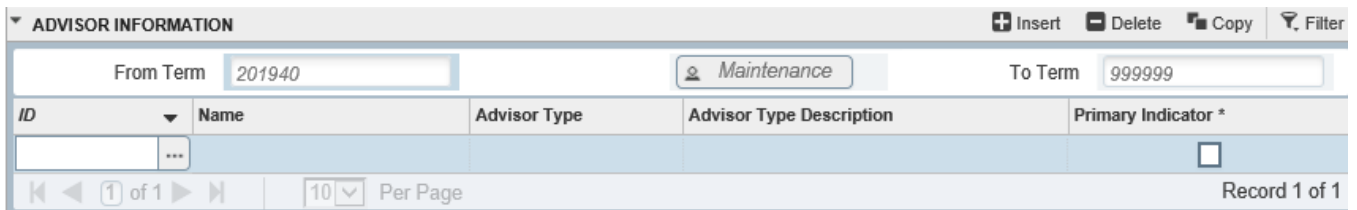Select the Advisor and click '-Delete'

To remove an Advisor who exists from a previous term:
- Click the Maintenance button
- Select 'End Advisor'.
- You will notice the end term updates.
- Click 'Start Over'
- Click 'Go' to refresh the page

4. Add New Advisor

To add an Advisor when there is no existing primary advisor:

- Enter the Advisor ID or use (...) to search
- Enter Advisor Type MAJR
- Check primary.
- Save

To add an Advisor when a primary already exists in the current term:
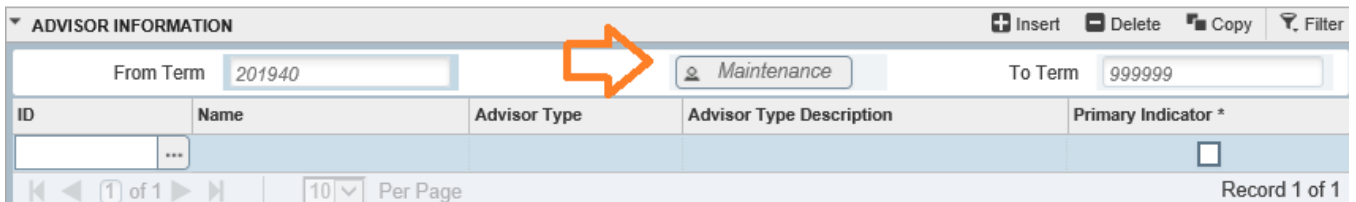

- Click Insert
- Enter the Advisor ID or use (...) to search
- Enter Advisor Type
    - 2MJR=Secondary Major Advisor (dual degree/dual major)
    - MINR=Minor Advisor
    - SPL=Supplemental Advisor for a second advisor within the major
- Do not check primary
- Save

Note: Students can only have one 'Primary Advisor', leave the existing major advisor as primary.

To add an Advisor when a primary already exists from a prior term:
- Click Maintenance
- Copy Advisor
- Click Insert
- Enter the Advisor ID or use (...) to search
- Enter Advisor Type
    - 2MJR=Secondary Major Advisor (dual degree/dual major)
    - MINR=Minor Advisor
    - SPL=Supplemental Advisor for a second advisor within the major
- Do not check primary
- Save

A confirmation message will display; to close the message click the gold number. Click 'Start Over' to return to the beginning.