

All registered students should have assigned advisors with an Advisor Type that corresponds with their curriculum.

Active Undergraduate Advisor Type codes:

- MAJ1 First Major Advisor
- MAJ2 Second Major Advisor
- MIN1 First Minor Advisor
- MIN2 Second Minor Advisor
- APC Academic Planning Advisor
- HON Honors Program Advisor
- EXT Extended Learning Advisor
- SUP Supplemental Advisor
- PRB AP Advisor

APC and/or HON Advisor Types should always have the Primary Indicator *for First-year students*.

MAJ1 Advisor Type should have the Primary Indicator if the student is not a first-year student or if they are a first-year student and *no HON or APC Advisor Type is present*.

FYA Advisor Type coding is no longer used (the matching of first year students to first year advisors is now done with different data elements in Banner).

Please note: When advisors are added manually in Banner for the next fall/spring semester, please make the updates for the actual term we are currently in. For example, if the fall '18 semester has concluded and spring '19 has not yet started, a new advisor is added for the winter term. If spring has concluded and fall has not yet begun, the advisor assignment needs to be made to the summer term.

## Making Advisor Assignment Changes

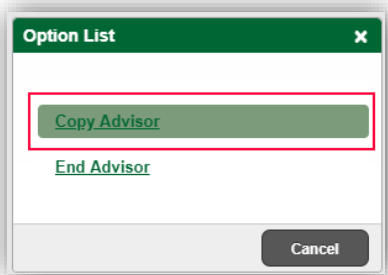
In Banner, check the student's curriculum in either SGASTDN or SGASTDQ (you can type form names directly into the "Go To..." box and hit enter). The order in which you see the majors and minors listed will need to be reflected in the Advisor Type coding.

Priority	Term	Type	Field of Study
1	201709	Major	Marketing BS
1	201709	Minor	Art Minor
2	201709	Minor	Arts Mgt Minor (Generalist)

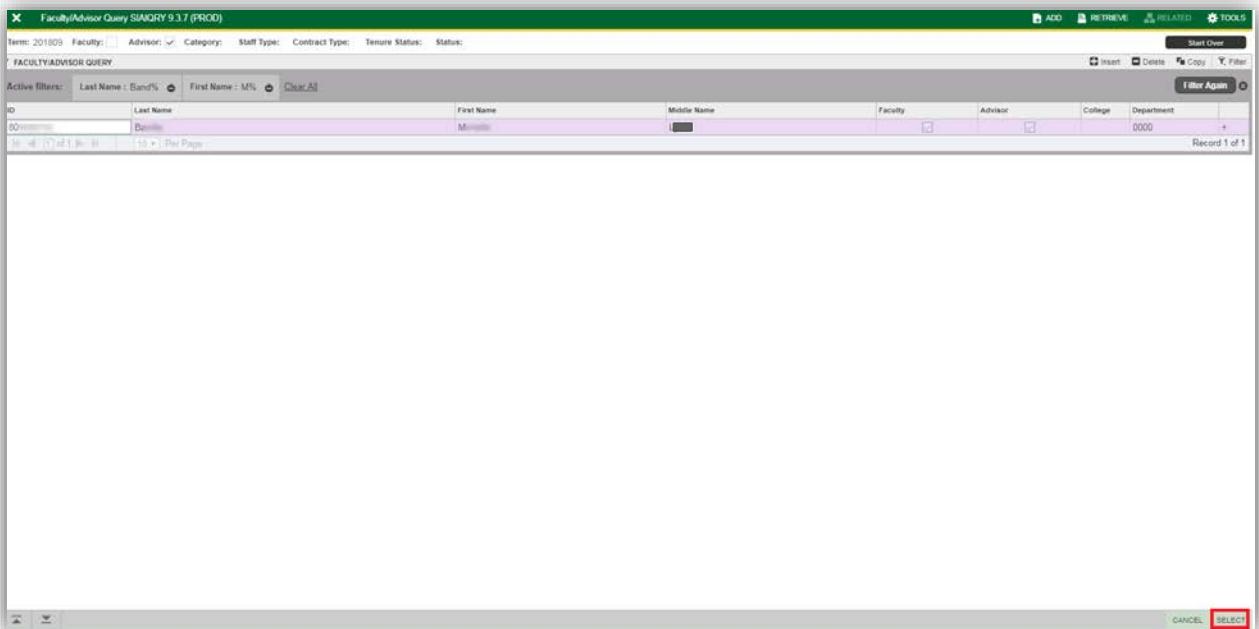
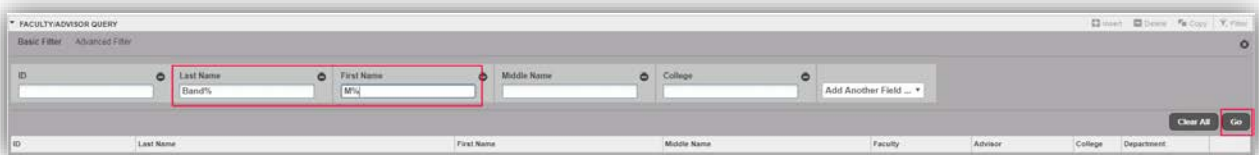
Go to the SGAADVR form. Enter Student ID and Current Term in the "header" area, Next Section (Alt+PageDown).

ID	Name	Advisor Type	Advisor Type Descriptor	Primary Indicator *
80230477	Katalonis, Elizabeth	MAJ1	First Major Advisor	<input checked="" type="checkbox"/>
800622370	Thompson, Cara B.	MIN1	First Minor Advisor	<input type="checkbox"/>
804307607	Leary, Paul	MIN2	Second Minor Advisor	<input type="checkbox"/>
802309525	Maxon-Clark, Grace A.	APC	Academic Planning Advisor	<input type="checkbox"/>

If the "From Term" is not the same as in the header, click the "Maintenance" button.  
When prompted, select "Copy Advisor":



If adding a new advisor or replacing an existing one, you may need to **Search** for the advisor.  
Arrow down "ID" to add a new row. Click on the ...  and SIAIQRy will open.  
Click on Go   
Enter your search criteria and click Go.  
Note: Searches are Case Sensitive.  
Hint: % is a wildcard



When you have your result, Select the record.

**If adding a new advisor** (e.g. new transfer student needs an advisor) highlight a new line on the SGADVR form, enter/search and select the advisor ID and Advisor Type that corresponds to the student curriculum (MAJ1, MAJ2, MIN1, MIN2).

If removing an advisor assignment, highlight the appropriate row and Delete Record (Shift+F6).

Multiple Advisors SGADVR 9.3.12 (PROD)

ID: 80035213 Term: 201809

ADVISOR INFORMATION

From Term: 201809 To Term: 999999 Maintenance

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
80035213	Fallows, Carrie L.	MAJ1	First Major Advisor	<input checked="" type="checkbox"/>
801352061	Raeher, Jessica K.	MIN1	First Minor Advisor	<input type="checkbox"/>
800090755	Bandia, Michelle L.			<input type="checkbox"/>

Record 3 of 3

When done making changes, click save (F10) – bottom right corner.



If an advisor is serving in more than one capacity, they should be on the record twice with each appropriate code:

Multiple Advisors SGADVR 9.3.12 (PROD)

ID: 80035213 Term: 201809

ADVISOR INFORMATION

From Term: 201809 Maintenance

ID	Name	Advisor Type	Advisor Type Description
802	Maxon-Clarke, Grace A.	APC	Academic Planning Advisor
804	Koeppel, Julia	MAJ1	First Major Advisor
802	Maxon-Clarke, Grace A.	PRB	AP Advisor

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Advisor Type should always match the related student curriculum (MAJ1, MAJ2, MIN1, MIN2).