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.

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

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:

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