Beginning Fall 2014 (201409), 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

APC and/or HON Advisor Types should always have the Primary Indicator.

MAJ1 Advisor Type should have the Primary Indicator if 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).

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 Block (Ctrl+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.

Click the down icon below “ID”. Form SIAIQRY will open. “Next Block” down into the form or click on a blank line in the form. Enter your search criteria and Execute Query (F8).

Note: Searches are Case Sensitive.

 Hint: % is a wildcard

When you have your result, Select the record (Shift+F3).

**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 line and Remove Record (Shift+F6).

If replacing an existing advisor assignment, you can type over the existing ID number if you know the new advisor’s ID or select a blank line, enter/search and select the new ID and Advisor Type then Record Remove (Shift+F6) the old one.

When done making changes, click save (F10).

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).