

A GUIDE TO USING

**myOswego
and
BANNER**

TO

MANAGE ADVISEMENT

Revised January 11, 2010

Guide to Managing Advisement

WHY IS THIS IMPORTANT?

There are many services that advisors can use to help them better assist their advisees. These services can only be accessed if the advisor is entered into BANNER so that advisors are “linked” to that student. Once a faculty member is listed as advisor to a student in BANNER, the faculty member may use myOswego to see that student’s records. It is also important that these changes are accurate. Previous advisors must be archived in order to make sure that faculty advisor lists in myOswego are accurate.

All First Year Students are assigned a First Year Advisor by First Year Programs. They are entered with an FYA code. Other codes include the HON for honors, OLS for Office of Learning Services, and MIN for Minor Advisor.

All transfers within the college must fill out a Major Declaration Form. Advisor changes are done by the Records Office in the Registrar’s office. Advisement Coordinators are responsible for assigning new transfer students and any inter-departmental advisor changes.

MYOSWEGO

<http://www.oswego.edu/myOswego/>

Faculty can “sign in” to myOswego using their) Oswego ID and PIN. If they click on “Faculty Services” they will have a menu of options to choose from including areas such as class list and faculty schedules. One of these options is called “Advisor Menu.” This gives them access to their advisees’ transcripts and class schedules. Advisors can also download a database of all their advisees with basic information such as, ID, local address, class, and email.

GETTING BANNER ACCESS

If you do not have the correct access (query, rather than update) to BANNER, or are unable to see a screen that you need to use, you should complete the BANNER user Authorization form. The form can be printed from the link below and a copy is attached.

http://www.oswego.edu/cts/services/administrative/banner_application.pdf

In the area that says, "Supervisor must fill out this section" under "Create banner access like" put in the following. This allows Administrative Technologies to know what type of access you need as an advisement coordinator.

BAN_Q_ADV_COOR_C

Make sure you note on the form if you already have a BANNER account and just need to modify your access. If you are unsure if you already have an account, contact CTS Administrative Technologies at x3575.

ENTERING ALL CURRENT STUDENT’S ADVISORS

The Multiple Advisor form in BANNER (SGAADVR) is used to assign all students to advisors, (current and incoming transfers). The address below will take you to the web version of the site where you can connect. To use Banner, you should enter the url address, 'banner' to access the page that outlines the 'one time setup' and 'start banner' links. The request form link is also included at the bottom of the page

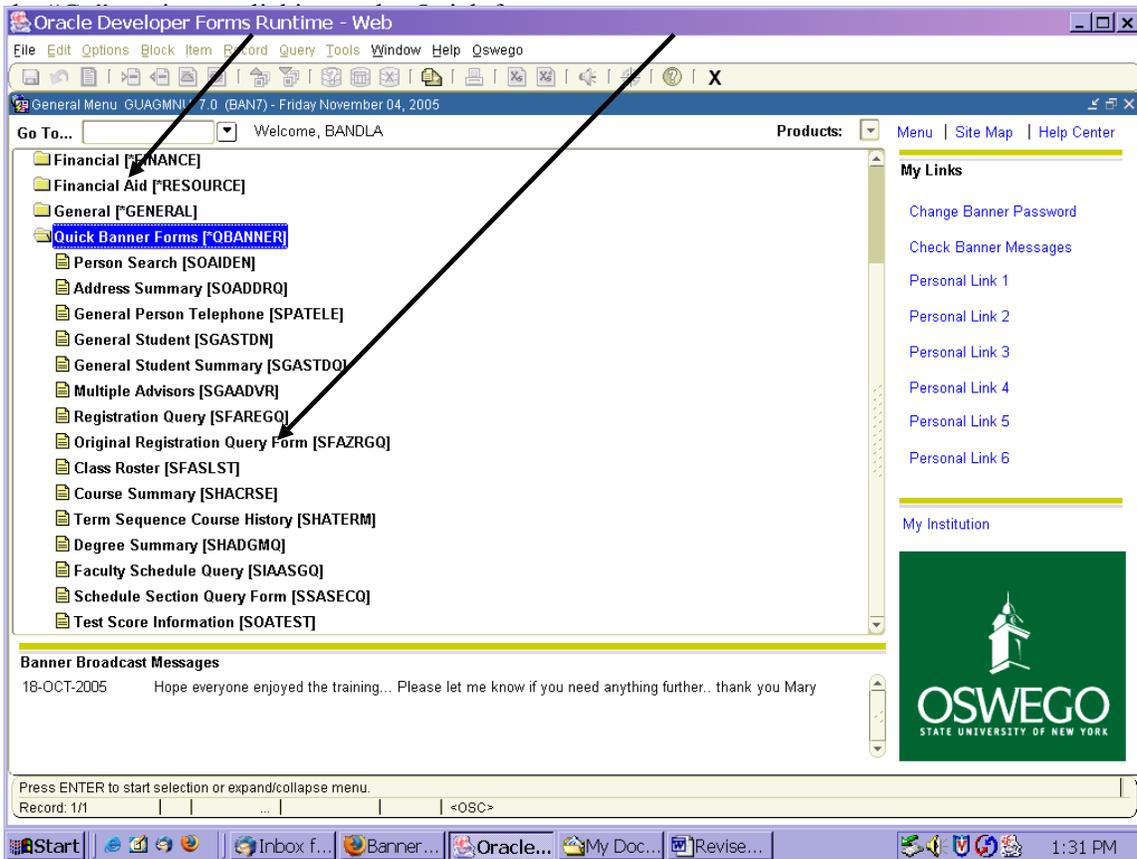
http://www.oswego.edu/cts/services/administrative/banner_internet.html

GETTING COMPREHENSIVE DEPARTMENT LISTS

If you need a list of your department’s students with their advisors by major, Administrative Technologies can run that program for you. Sue Fisk has been kind enough to allow us to call the operators directly and request the list. All your students must be entered into SGAADVR before requesting the list or it will not be accurate. When all the students’ advisors are entered you can call the operators at X3575, and request program P21011 to be run for your department codes. This will give all advisors by major, for your department. You can talk to the operator about the format for the report, ie. email or paper version.

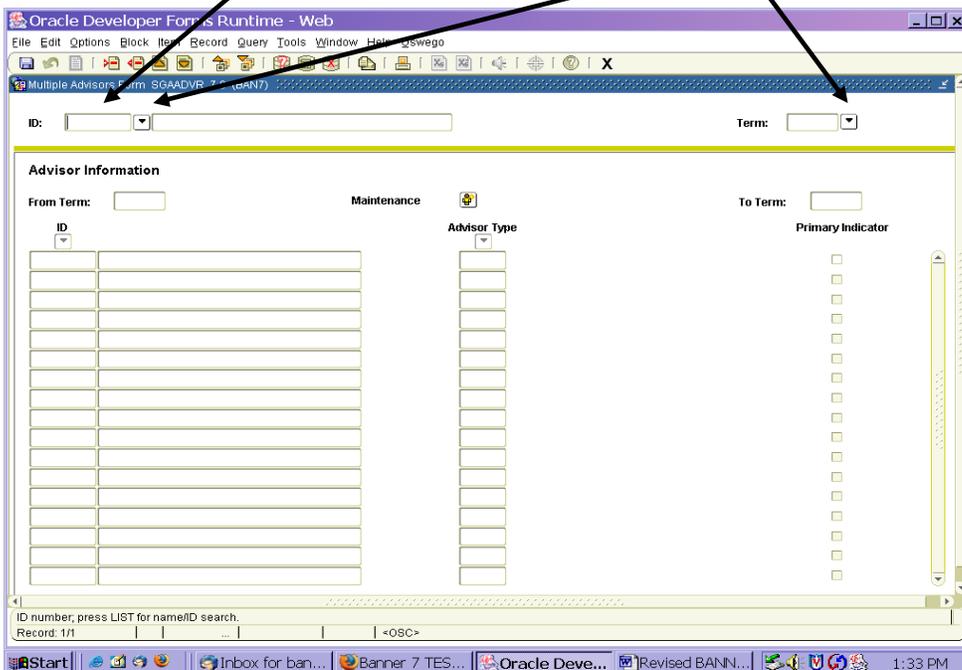
Picking the Right Form

Once you have the correct BANNER Access you can get to the “Multiple Advisor Form” (SGAADVR) by entering it in



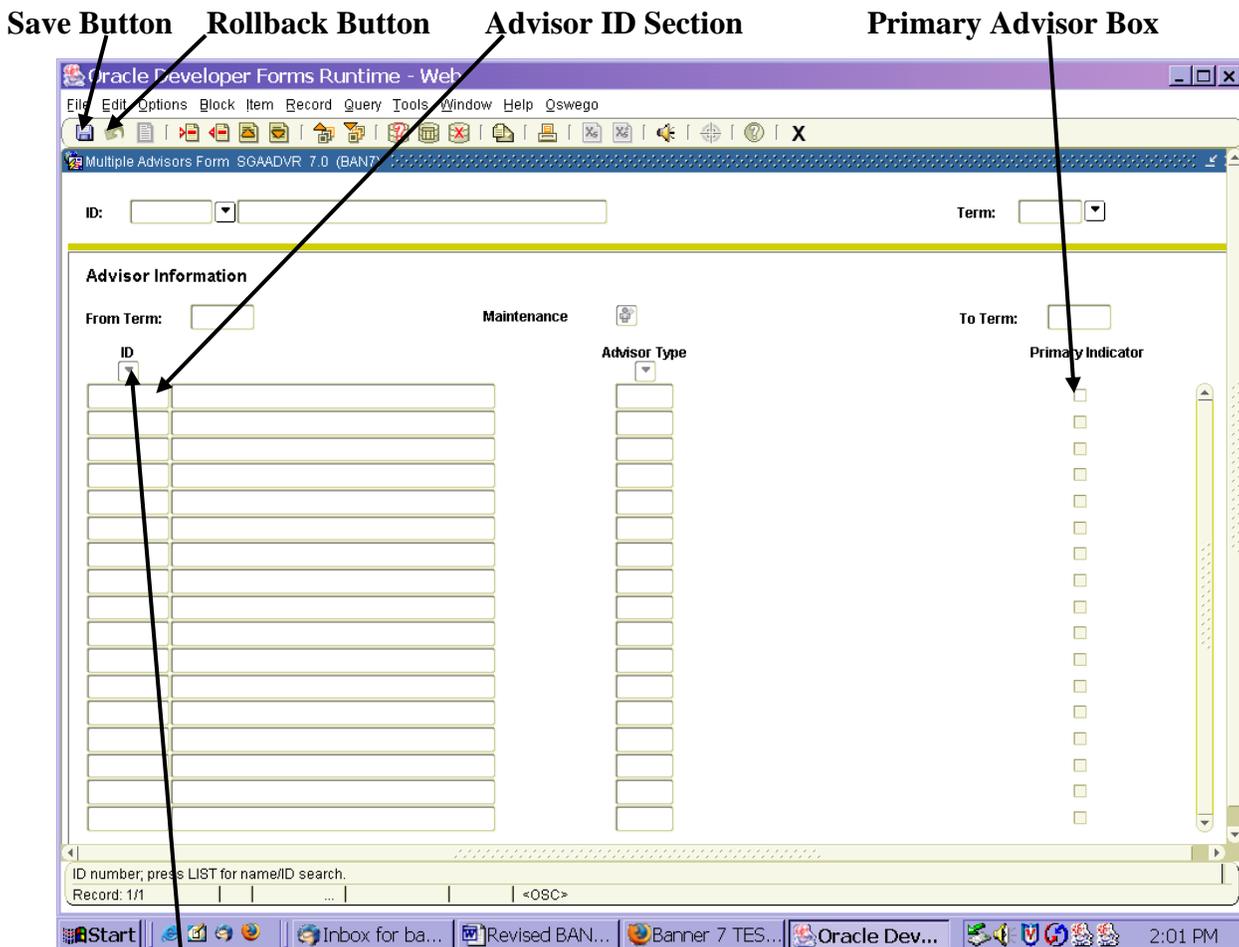
Choosing a Student

Enter the student's 9-digit **ID number** in the section and the **Term** that you want the advisor change or assignment to take effect. You can search for a student's ID number by using the **Drop Down Arrow**.

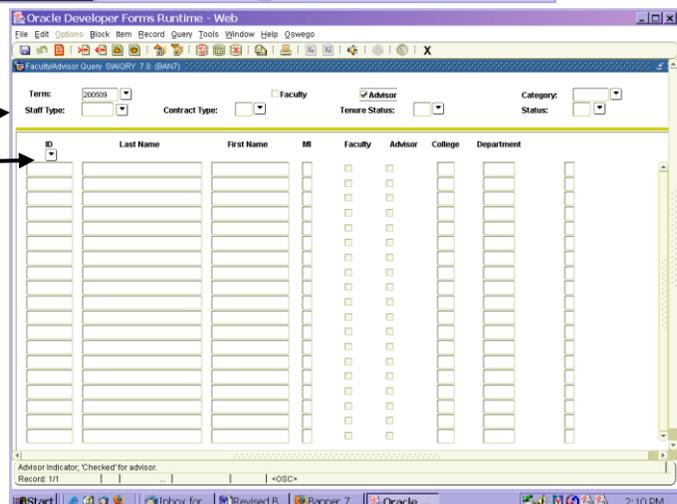


To Assign an Advisor to the student for the First Time

1. Click in the **Advisor ID section** (If there is an advisor already listed go to the instructions to change an existing advisor and start at #3). **If the advisor id is unknown, you can tab to the name area and enter the advisor's name (i.e. Bandla,Michelle, Bandla,M%,Bandla%). Press ENTER. The advisor's id will be returned to the ID item if only one name matches what you entered. The 'ID and Name Extended Search' will pop up if more than one name matches the query. Select the proper match from the Results drop down to return the ID.**
2. If you do not know the advisor's ID you can search by clicking on the **search button** *(see below for search instructions).
3. Click in the **primary advisor box** to add a check.
4. Click the **save button**.
5. Click **rollback button** to start over with another student.



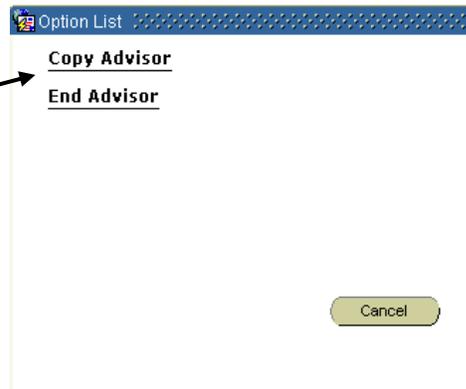
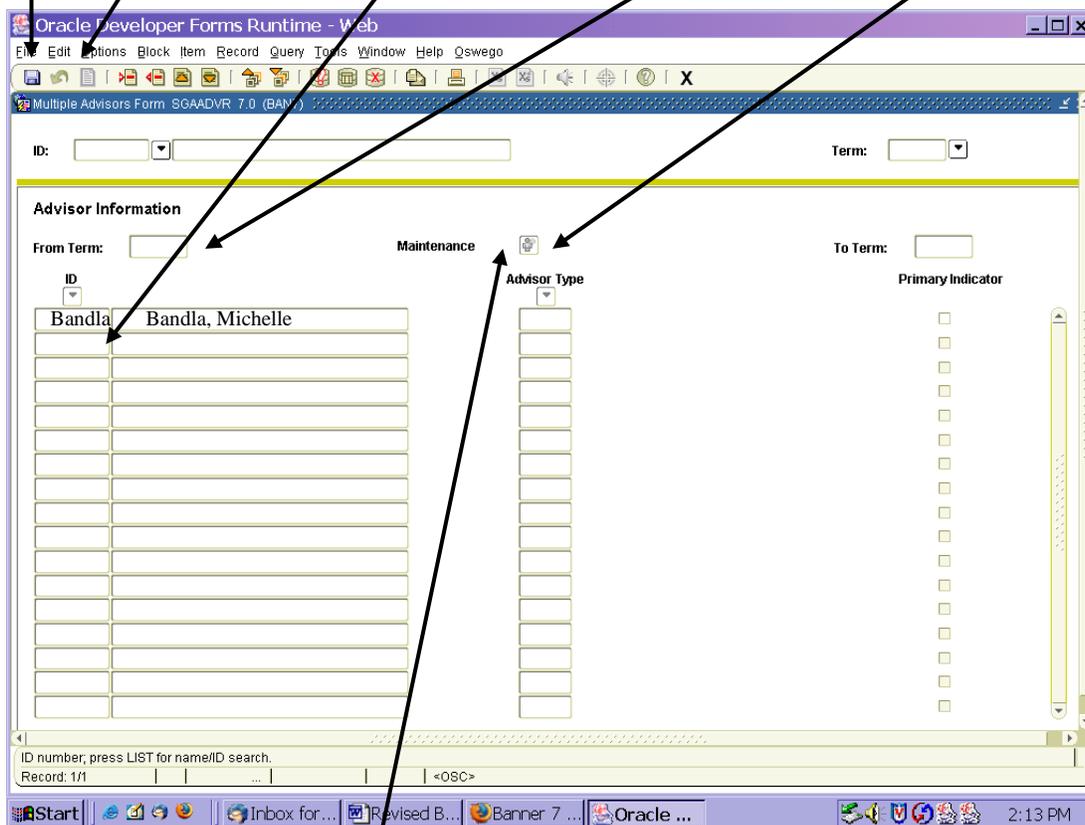
*To search for a faculty advisor ID click the **Drop Down Arrow**. This will bring you to the faculty **Advisor Query Form** click in the **ID area**, tab to **Last Name** and type in the faculty member's last name. Press F8 on your keyboard to get the information. When the ID comes up you can double click on it and it will carry the information back to the Multiple Advisor Form. Continue from Step 3 above.



To add another advisor to an existing advisor (double majors, minors, honors, OLS, etc.)

1. Enter the student's ID and choose the term that you want to add the new advisor. Usually the next semester.
2. Click in the **Advisor ID** section this will list the current advisor.
3. Then Click in the **From Term** box. The term the student was assigned this advisor will already be entered here (Do not change this term). This will activate the **Maintenance** button.
4. Click the **Maintenance** button and the option list box window will open *(see below). Click on **Copy Advisor**.
5. Click in the ID Box where you want to add the second advisor (Only one advisors can be marked as Primary, generally the major advisor)
6. Enter **Advisor ID**
7. Click the **Save** button.
8. Click **Rollback** button.
9. Click in **ID** area again to check advisor listings.

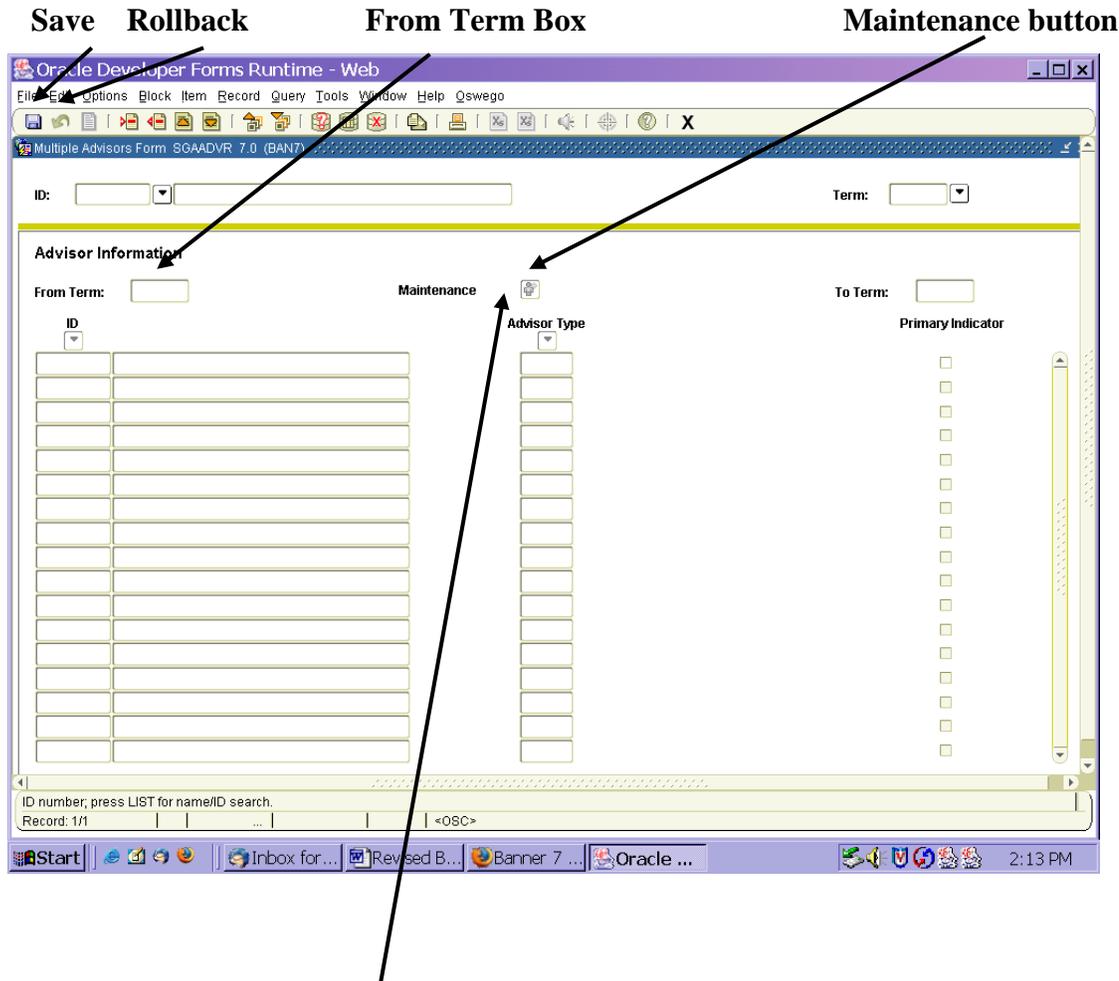
Save Rollback Additional Advisor ID From Term Box Maintenance button



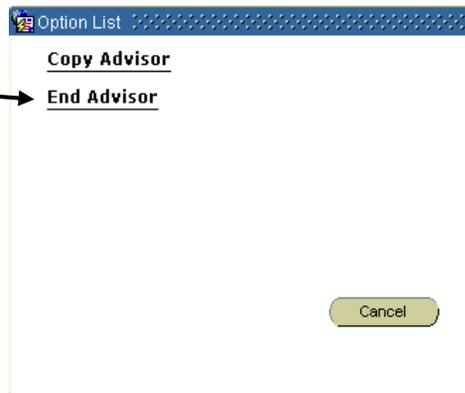
*Clicking the Maintenance button will open this window. Click on **Copy Advisor** to copy the current Advisor, this will bring the current advisor through to the changed term.

To remove the First Year Advisor (FYA) code when the student becomes a sophomore

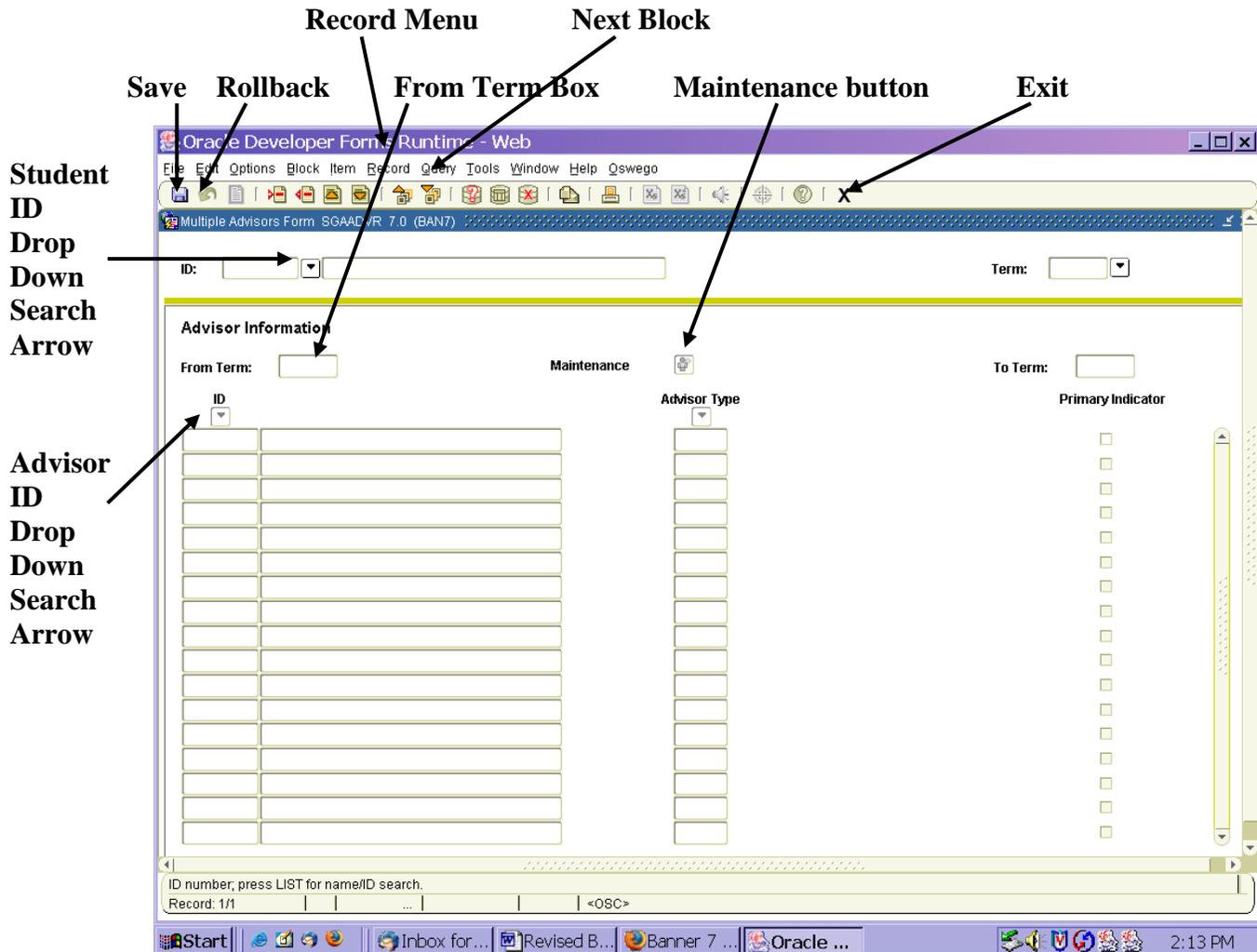
1. Enter the student's ID as before and put in the term that student becomes a sophomore. This will allow us to keep a record of the First Year Advisor. This is important because if a student leaves and is readmitted they will get mixed in with the freshman of the semester they are readmitted.
2. Follow the instructions on the previous page to change the current advisor. Just re-enter the advisor without the code. If there is a supplemental advisor (Honors, OLS, Double Major, Minor etc.) make sure you re-enter them as well.



Clicking the **Maintenance button** will open this window. Click on **End Advisor** to end the current Advisor while still leaving them on the previous semester for records. The advisor will not disappear until you hit the Save and Rollback buttons.



Troubleshooting and Other Suggestions



- If an advisor needs to be changed twice in the same semester for some reason the program may not let you archive the original advisor by using the **End advisor** option explained previously. It might be necessary to “remove” the advisor. To do this click on the advisor you want to remove. Then click on the **Record menu** and slide down and click on **Remove**. Click **Save** and **Rollback**. This should remove the advisor and allow you to re-enter the new person.
- If you cannot enter information for a particular student make sure the student is still an “active” student.
- Students who have a double major, a minor, or are in a special program (Honors, OLS, etc.) will need to have more than one advisor listed. The major advisor should be marked as the primary advisor and all other advisors should be listed below so they have access to the information in MyOswego. If changes are made make sure all advisors are re-entered.

If you still have problems with these changes or have any other questions about advisor assignments please feel free to contact Michelle Bandla at Michelle.Bandla@oswego.edu or x3068.

For other BANNER questions contact, CTS Administrative Technologies at x3575