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.

FIELD OF STUDY SUMMARY			
Attached to Major Details			
Priority	Term	Туре	Field of Study
1	201709	Major	Marketing BS
1	201709	Minor	Art Minor
2	201709	Minor	Arts Mgt Minor (Generalist)
< 1 of 1 ► >	3 🔻 Per Page		

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

ID: E						51	art Over
* ADVISOR INFORMATION					Ciraet C	Delete 🖣 Co	ey Y, F
From Term (201809		a Maintenance	To Term A	199999			
ID Name	Advisor Type	Advisor Type Description		Primary Indicator *			
80360477 + Kefallonitis, Efstathios	MAJ1	First Major Advisor					
800622370 Thompson, Cara B	MIN1	First Minor Advisor					
804307607 Leary, Paul	MIN2	Second Minor Advisor					
802309925 Maxon-Clarke, Grace A.	APC.	Academic Planning Advisor					
10 40 W M M M M M M M Page						F	Record 1 a

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

Option	List		×
	<u>oy Advisor</u>		
Enc	l Advisor		
		Cance	

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

FACULTYIADVISOR	QUERY											Q	ent Elberne Malles
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<u>, </u>	Last Nam				First Nat	ù.		Middle Name		Faculty	Advisor	College	Department

Faculty/Advisor Qu	ery SIAIQRY 9.3.7 (PROD)							AD0	RETREM	E 👗 RELA	110 🔅 TO
m: 201809 Feculty:	Advisor: 🗸 Category: Sta	ff Type: Contract Type:	Tenure Status: Sta	tus;							Start Over
ACULTY ADVISOR QUERY									C Insert	Detete	The Copy R.
tive filters: Last Nem	e : Band% o First Name : M	s o CharAl								1	Filter Again
	Last Name		_	First Name	Middle Name	 Faculty	Advisor	_	College	Department	
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1 X 1											

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).

× Mul	Itiple Advisors SGAADVR 9.3.12 (PROD)			🛅 ADO 😩 RETREVE 🗸 RELATED 🍲 TA
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. F	From Term 201809		2 Maintenance	To Term (993999
iD .	Name	Advisor Type	Advisor Type Description	Primary Indicator 4
800353213	Fellows, Came L.	MAJ1	First Major Advisor	
801352661	Reeher, Jessica K.	MIN1	First Minor Advisor	
100090755	Bandla, Michelle L.		in the second se	
in a m	of the state to the Pape			Record 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:

ID: 80	Term: 201809					
ADVISO	R INFORMATION					
	From Term 201809		🙍 Maintenance)		
ID	Name	Advisor Type	Advi	Advisor Type Description		
802	Maxon-Clarke, Grace A.	APC	Aca	Academic Planning Advisor		
804	Koeppe, Julia	MAJ1	First	First Major Advisor		
802	Maxon-Clarke, Grace A.	PRB	AP A	dvisor		

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