

SGAADVR – Multiple Advisors

The SGAADVR form allows us to track multiple advisors and advisor types for any given student. This is managed on a term by term basis.

Adding an Advisor

Note: follow the instructions when a student doesn't have an assigned advisor (SGAADVR is blank) or you need to add another advisor for the same semester.

1. Type **SGAADVR** into the “Go To” field of the Main Banner Menu
2. In the Key Block, enter the student's BID (or enter all or part of the student's name to search for the student).
3. Enter the term.
4. Next Block (Ctrl + Page Down, or Next Block Icon).
Note: if a student has a previously assigned advisor(s) for an earlier term, you need to end the advisor(s) before assigning a new one for the term indicated in the Key Block. Please see the instructions in the Ending an Advisor section.
5. Enter the advisor's BID or the advisor's name into the name field and a search screen will pop up allowing you to select the advisor from a list.
Tip: it would be helpful to have a prepared list of the department advisors with their Banner IDs.
6. Tab to or click in the **Advisor Type** field. For **Undergraduate Academic Advisor**, enter 'AA'. You can also select it from the list if you click on the down arrow at the top of the column.
7. Click in the **Primary** box. At least one advisor must be selected as the primary advisor.
8. Save

Oracle Developer Forms Runtime - Web: Open > SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors SGAADVR 7.4.0.1 (TR)

ID: B00557797 Student, Sandy M. Term: 201010

From Term: 201010 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
B00557756 FACULTY, FRED	AA Undergraduate Academic Advisor	<input checked="" type="checkbox"/>

Enter an advisor's BID or search by name (case sensitive).

Enter 'AA' for Undergraduate Academic Advisor

Check the Primary Indicator box. At least one advisor has to be primary.

Ending an Advisor

If a student needs to be assigned a different advisor (change of major, advisor is no longer available, etc.), you need to end an earlier assigned advisor before assigning a new one. While you can have multiple advisors within the same term, the form does not permit assignment of multiple advisors for different terms.

Example: Sandy Student has an assigned advisor, Fred Faculty, for Spring 2010. In the fall, Sandy changes her major and now needs a new advisor. If you try to assign a new advisor for 201030 with Fred Faculty assigned for 201010, you will see the following error at the bottom of the screen:

From term not equal to key block term. Press DUPREC to update.

To end Sandy's old advisor, click on the **Maintenance** icon:

The screenshot shows the Oracle Developer Forms Runtime interface for the 'SGAADVR' form. The 'Term' dropdown is set to 201030. Under 'Advisor Information', the 'From Term' is 201010. The 'Maintenance' icon (a wrench) is circled in red. The 'Advisor Type' is 'AA Undergraduate Academic Advisor'. The 'Primary Indicator' is checked.

On the Option List page, click on **End Advisor**:

The 'Option List' dialog box is shown with two options: 'Copy Advisor' and 'End Advisor'. The 'End Advisor' option is circled in red. A 'Cancel' button is located at the bottom right of the dialog.

After that, click on **Rollback**, then **Next Block**. Now you can follow **Steps 5-8** from the previous section to assign a new advisor.