

SGAADVR

Changing a Primary Advisor:

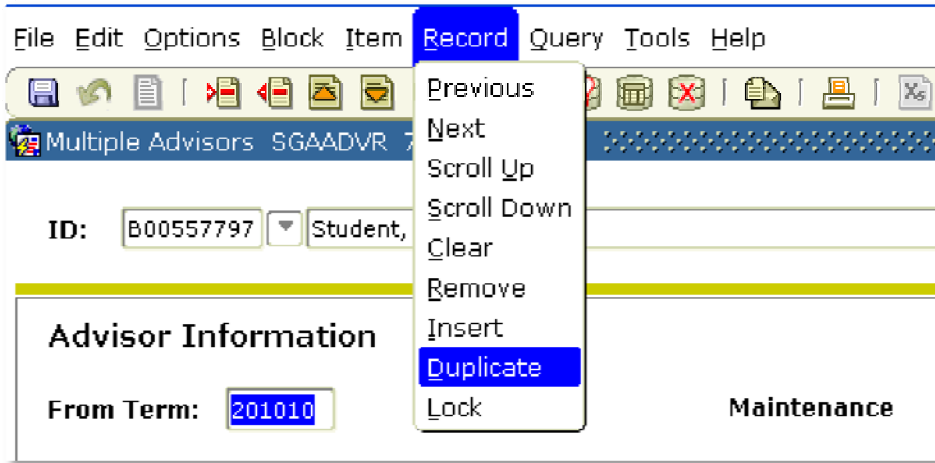
1. Open **SGAADVR**
2. In the key block, enter a student's BID or search by name. Enter the term for which you need to assign a new advisor.
3. Click on the **Next Block** icon or press **Ctrl+Page Down** to move to the information block.
4. If the student already has an assigned advisor for other semester(s), the information block will display all the previously assigned advisors.
The **Primary Indicator** check should tell you who the current advisor is. The **From Term** field will display the very first semester when the student was assigned an advisor.
If the student (i.e. newly accepted students) doesn't have an assigned advisor(s), the form will be blank.

The screenshot shows the SGAADVR software interface. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Multiple Advisors SGAADVR 7.4.0.1 (TEST)'. The form contains the following fields:

- ID:** B00557830 (dropdown) Student, Steven A. (text)
- Term:** 201030 (dropdown)
- Advisor Information:**
 - From Term:** 200930 (dropdown)
 - Maintenance:** (checkbox)
 - To Term:** 999999 (text)
 - ID:** (dropdown)
 - Advisor Type:** (dropdown)
 - Primary Indicator:** (checkbox)
- Table:**

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

5. If the form is **NOT** blank **AND** the term in the key block is different from the **From Term**, click on the **Record** menu (top of the form), then select **Duplicate**:



- Click on the first available line under **ID** and enter a new advisor's info (BID or search by name). Under **Advisor Type**, enter **AA** for **Undergraduate Academic Advisor**. It is very important to change the **Primary Indicator** to the newly assigned advisor. Save the form.

