

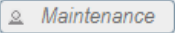
ADVISOR ASSIGNMENT

First-Time Advisor Assignment

1. Enter SGAADV in the Banner search bar
2. Enter the Student ID, or if you want to search by name you can press tab in the ID field and search Last Name, First Name and press enter
3. Enter the Term when the new advisor assignment begins
4. To get to the Advisor Information block of the form, use the arrows in the lower left-hand corner of the form. 
 - a. Enter the advisor's ID. Click the ellipses if you do not have the advisor's ID. This will take you to a Query page, click Go. Now you can filter on the advisor's name. When you find the advisor you want to switch to, you can double click on their ID number.
 - b. Enter the Advisor Type. Click the ellipses to see the available advisor types.
 - c. Check the Primary box (if this advisor is the primary advisor)
5. Click the Save button, in the lower right-hand corner. 

NOTE: Additional advisors can be assigned to a student. Insert a new row and repeat step 4, parts (a) and (b).

Changing or Updating an Advisor Assignment

1. Enter SGAADV in the search bar
2. Enter the Student ID, or if you want to search by name you can press tab in the ID field and search Last Name, First Name and press enter.
3. Enter the Term when the updated assignment begins and push Go.
4. To reach the Advisor Information portion of the form, use the arrows in the lower left-hand corner of the form. 
5. Click on the Maintenance button  in the center; select Copy Advisor and note that the From Term now reflects the term when the updated advisor assignment begins.
6. Click the insert button  to add an additional row.
 - a. Enter the advisor's ID. Click the ellipses if you do not have the advisor's ID. This will take you to a Query page, click Go. Now you can filter on the advisor's name. When you find the advisor you want to switch to, you can double click on their ID number.
 - b. Enter the Advisor Type. Click the ellipses to see the available advisor types.
 - c. Check the Primary box (if the change is for the advisor of the first major)

7. If you need to remove an advisor, you can click the delete button  Delete to remove any former, inaccurate or irrelevant advisor(s).

NOTE: Additional advisors can be assigned to a student. Insert a new row and repeat step 6 (from above), parts (a) and (b).

NOTE: Athletics, International Student Services and SST manage the appropriate assignment of athletic advisors, international student advisors, or SST coaches to students involved with those programs. These should not be deleted.