



PLEASE REVIEW BANNER 9 ADMIN PAGES & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.

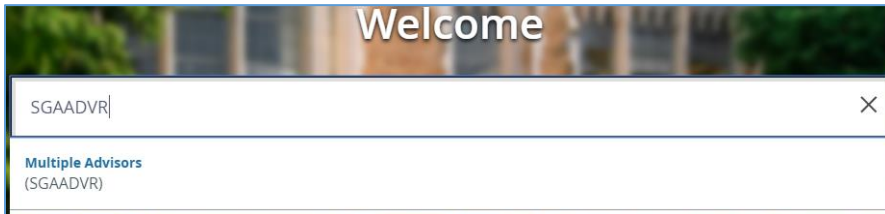
Banner 9 Admin Pages: Multiple Advisors (SGAADVR)

The Multiple Advisor (SGAADVR) form allows a student’s advisor history to be recorded.

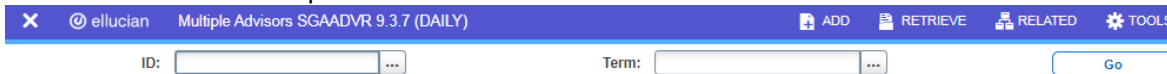
NOTE: This form allows us to track multiple advisors and advisor types for any given student. This is managed on a term by term basis (term specific). The term typed in the Key Block “Term” field allows you to see the advisor assigned from the term you enter here until an advisor change has been made. Although Banner is “term-driven” which allows you to update advisors for the upcoming term, *it is best not to assign advisors too far into the future* to avoid the amount of maintenance required if advisors are reassigned at a later date. This also allows advisor types other than academic advisors (such as academic skills counselors) to be assigned and maintained by other departments without having to add those assignments to many upcoming and future terms.

Accessing students’ advisor records:

1. In the Go To area on the Welcome screen, enter the form name, **SGAADVR**, and press the Enter key.

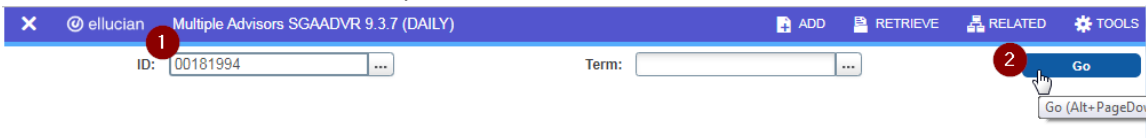


The SGAADVR form will open.



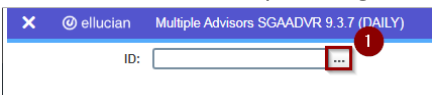
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

2. Enter the student ID number and press the **Go** button

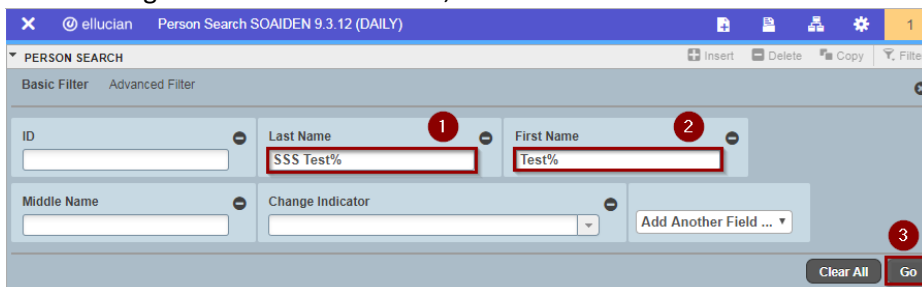


OR

search for a student by clicking the “more” (...) button

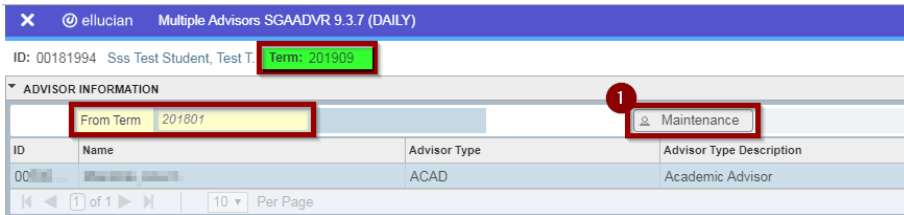


and entering the student’s last name, first name then click **Go**.

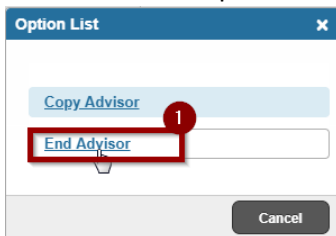


- If the **Block Header Term** does not match the **From Term** on the advisor information record, **continue on to step 3.**
--OR--
If the **Block Header Term** matches the **From Term** on the advisor information record, **continue on to step 5.**

- When the Block Header Term (aka the effective term of the advisor you entered) does not match the From Term on the advisor information record, Click the **Maintenance** button

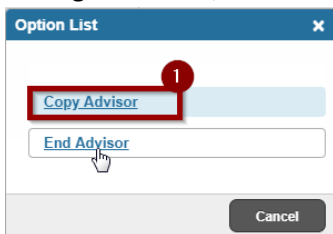


- If you are terminating **all** advisors listed on the screen and assigning new advisors for the new effective term, click the **End Advisor** option

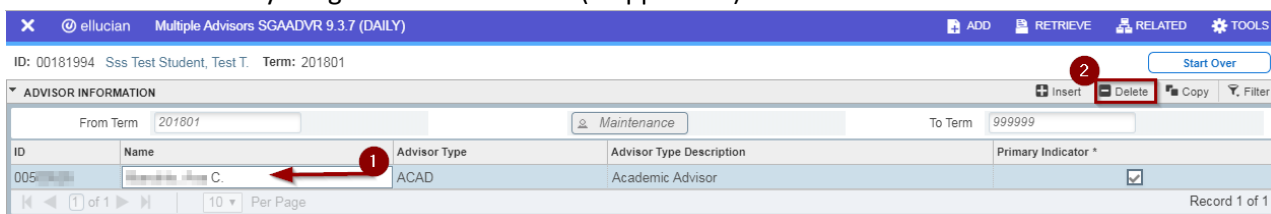


-OR -

If you are ending **some** of the advisors listed on the screen, but not all, or you are not inactivating any advisors, just adding additional, click on the **Copy Advisor** option

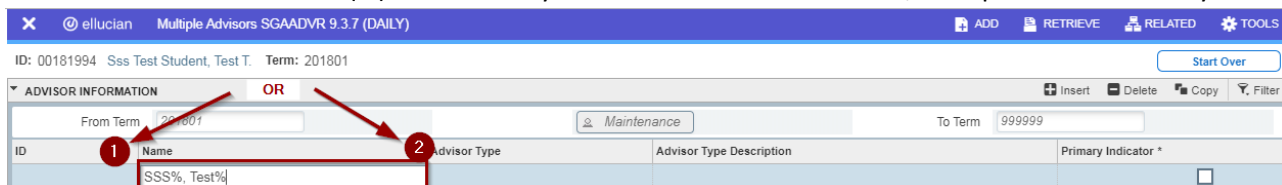


- Click on the incorrectly assigned advisor's name (if applicable) and click the Delete button.



Do this for every advisor you are not carrying over to the new effective term record

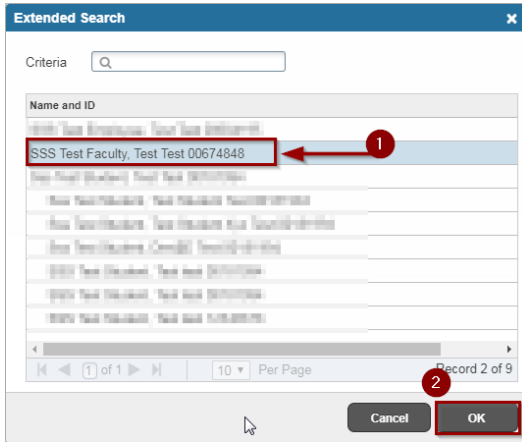
- Click **Insert** to add new advisor
- Enter Advisor ID, or Enter the Advisor Name to add as Last Name, First Name.
Include a wildcard character (%) to search any other characters in the name, then press the **Enter** key



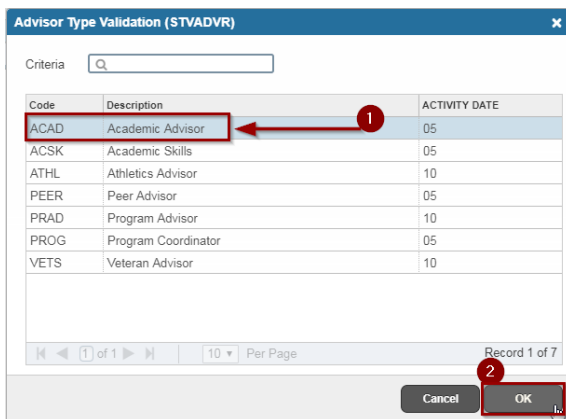
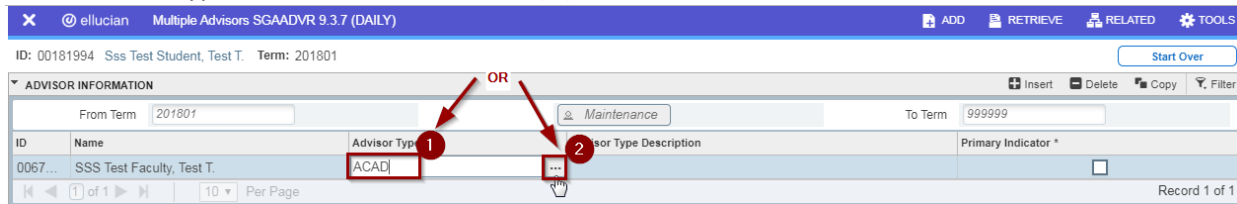
- If more than one match is found, click **Press to See Results**



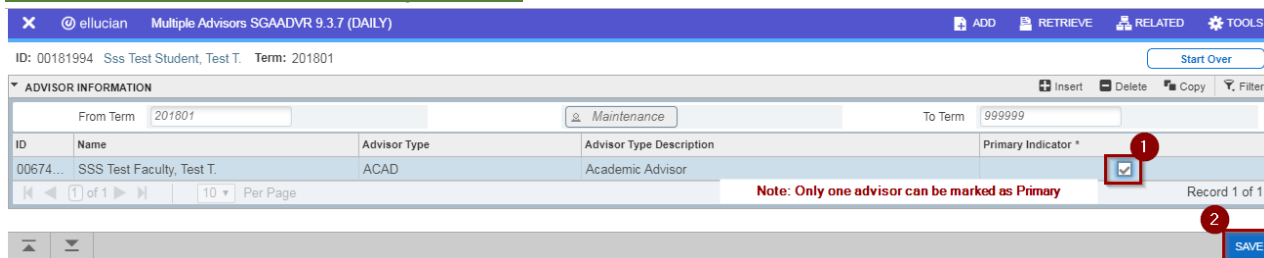
- Select the advisor from the extended search results, and click OK



- Enter Advisor Type Code or click the “more” (...) button, select the code, and click OK.



- Check (or uncheck) the box under Primary Indicator. **The Primary Advisor appears on student records, etc. Only one advisor can be marked as Primary Advisor.**

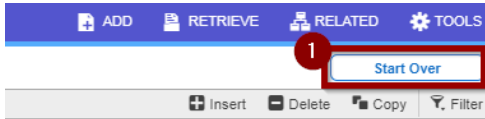


Advisor Code	Description	Primary Indicator
ACAD	Academic Advisor (for Undergraduate Students only)	One Advisor must be checked as Primary (only one can be the primary)
ACSK	Academic Skills	<i>Do not check as Primary</i>
ATHL	Athletics Advisor	<i>Do not check as Primary</i>
PEER	Peer Advisor	<i>Do not check as Primary</i>
PROG	Program Coordinator (for Graduate Students only – oversees entire program)	<i>Do not check as Primary</i>
PRAD	Program Advisor (for Graduate Students only – advises students)	One Advisor must be checked as Primary (only one can be the primary)
VETS	Veteran Advisor	<i>Do not check as Primary</i>

12. Click **Save**.



13. Click **Start Over** if you are done with that student's record. Clear the student ID field to enter the next student's ID.



Please note: the Maintenance icon options of “End Advisor” and “Copy Advisor” affect all advisors listed in a given term array.

The Term Codes below are an example to help you with the process.

When to use “End Advisor”:


Ex: The student was assigned an advisor for Fall 2018. The student changed majors effective Fall 2019.

Part 1: Update the student’s record by ending previous advisor term.

Part 2: Add new advisor for Fall 2019.

If there is only one advisor for the term – follow this 2-part instruction:

Part 1

1. Enter the student ID and 201909 Term code, and click Go.
2. Click on the From Term field to activate the Maintenance button 
3. Click the Maintenance button and select “End Advisor”. 201909 will be populated in the **To Term** field.
4. Click Save.

Part 2

5. Click Start Over.
6. Enter 201909 in the Term field.
7. Click Go. The From Term field will populate with the same term shown in the Term field.
8. Enter the advisor ID or Name and Advisor Type and click the Primary Indicator box (or not).
9. Click Save.

- Click Start Over if you are done with that student’s record.


When to use “Copy Advisor”:

Ex: The student was assigned multiple advisors for Fall 2018. The student changed majors effective Fall 2019.

Part 1: Update the student’s record by ending previous advisor term and copying those advisors to the new term.

Part 2: End some but not all advisors, and Add new advisors for Fall 2019.

If there are multiple advisors listed for the term – follow these instructions to maintain the continuance of the additional advisors listed:

1. Enter the student ID and 201909 Term code, and click Go.
 2. Click on the From Term field to activate the Maintenance button 
 3. Click on the Maintenance button and select Copy Advisor.
 4. The From Term now indicates the same term in the Key Block and the To Term is 999999.
 5. Click on the row with the advisor’s name to be ended and click the Delete button (do this for all advisors to be ended).
 6. Click the Insert to add any additional advisors.
 7. Enter the advisor ID or Name and Advisor Type and click the Primary Indicator box (or not).
 8. Click Save.
- Click Start Over if you are done with that student’s record. Clear the student ID field to enter the next student’s ID.

To return to the Welcome page, click the Exit icon  in the Toolbar.

Contact for additional assistance using University of New Haven systems:

Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Registrar’s Office with questions about the information in Banner records at registrar@newhaven.edu 203.932.7309.

Updated September 3, 2019