



Office Of Registrar and Academic Records

SGAADVR - Viewing, Changing a Student's Advisor

1. Viewing the Advisor's Name

- Within the main Search screen, enter **SGAADVR** (Multiple Advisors).
- Input the **Student ID** and **Term**.
- Click **Go**.
- The advisor for the term is displayed in the *Advisor Information* > *Name* field with the active terms.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
80...	Advisor, Arthur A.			<input checked="" type="checkbox"/>
80...	Advisor, Amy B.			<input type="checkbox"/>

2. Removing the Advisor

- Select the name of the advisor you want to remove.
- Click the **Maintenance** button.
- The Option List screen appears. Click **End Advisor**.
- Click **Save**.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
7...	Advisor, Arthur A.			<input checked="" type="checkbox"/>
80...	Advisor, Amy B.			<input type="checkbox"/>

Option List
[Copy Advisor](#)
2 [End Advisor](#)
[Cancel](#)

3. Assigning a new Advisor

- Input the advisor's ID number or use the ellipsis to search for the advisor in Banner.

ADVISOR INFORMATION

From Term 2

ID Name

...

- When the correct name is displayed, click **Select** to choose the advisor.

Faculty/Advisor Query SIAIQR 9.3.7 (starpitch)

Term: 201808 Faculty: ☒ Advisor: ☒ Category: Staff Type: FWVA Contract Type: Tenure Status: Status: A

Start Over

FACULTY/ADVISOR QUERY

Active filters: Last Name : Advisor Clear All Filter Again

ID	Last Name	First Name	Middle Name	Faculty	Advisor	Coll...	Departm...
700654321	Advisor	Anthony	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	CS

Record 1 of 1

CANCEL SELECT

- Check the **Primary Indicator** box and then click **Save**.

Multiple Advisors SGAADVR 9.3.7 (starpitch)

ID: 700100100 Student, Samantha Q. Term: 201808

Start Over

ADVISOR INFORMATION

From Term 201808 Maintenance To Term

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
7...	Advisor, Anthony X.	...		<input type="checkbox"/>

Record 1 of 1

SAVE