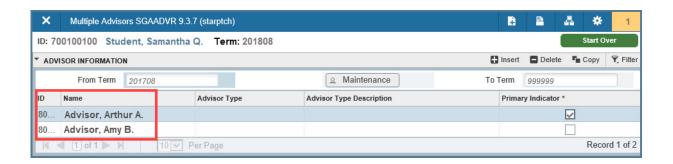


Office Of Registrar and Academic Records

SGAADVR - Viewing, Changing a Student's Advisor

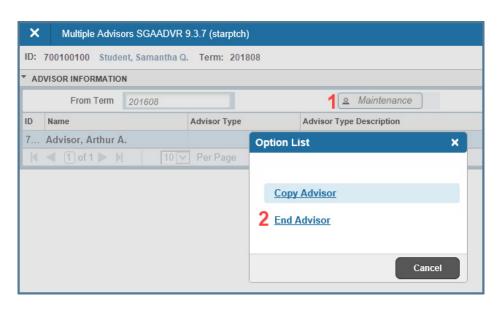
1. Viewing the Advisor's Name

- 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.



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.



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3. Assigning a new Advisor

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



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



Check the Primary Indicator box and then click Save.

