Assigning an Advisor to a Student

Adding an advisor for the first time:

1. In the **ID** field, type in student’s ID and enter term
2. In the **Term** field, enter the effective term the advisor(s) are being assigned for

3. Click on the ‘Next Block’ icon to move to the ‘Advisor Information’ block of the form.
4. In the ID field, you can type in the Advisor’s Banner ID number if known. If not known, select the LOV button under ID. This will open the SIAIQRY form.
5. Once in the SIAIQRY form, verify that the ‘Term’ box has the correct term and the Advisor button has a checkmark. Then select the ‘Next Block’ icon.

6. Here you can tab to the ‘Last Name’ field and type in the last name of the advisor followed by selecting the F8 button to ‘Execute the Query.’ Once the results are displayed, double click in the ID field and the form will return to the SGAADVR form with the advisor information.

7. Back on the SGAADVR form, your cursor should now be in the Advisor Type field.

8. Using the LOV button under the ‘Advisor Type,’ select the type of advisor. Every student should be assigned an advisor with the Advisor Type of ‘MAJR’. It is highly recommended that an advisor with the Advisor Type of ‘AMRJ’ also be assigned. Note, the values of ‘MAJR’ and ‘AMRJ’ can also be typed into the field saving time from selecting the value with the LOV button.

9. After selecting the ‘Advisor Type’, tab to the ‘Primary Indicator’ field. At least one advisor must be selected with the ‘Primary Indicator.’

10. Once the Primary Indicator is checked, select the F10 button or the ‘Save’ icon to complete the transaction.
Once the SGAADVR is populated for the student record, the data will continue to roll to the following semesters. This process allows advisors to see the list of their advisees via Banner PVPlace (formarly Panthertracks). This view also provides the Alternate Registration PIN that must be given to the student to allow self-registration via Banner PVPlace (formarly Panthertracks).

The Registrar’s office does not plan to produce another list of Alternate Registration PINs as the advisors can see the information via Banner PVPlace (formarly Panthertracks) and Deans/Dept. Heads and/or their Administrative Assistants can view the information in Banner INB on the form SPAAPIN.

11. To stay in the SGAADVR form and process another student record use the ‘Rollback’ icon to be taken to the top of the form to begin at Step 2 above.
Remove an advisor:

1. Bring up the student record on SGAADVR for the term in which the advisor data needs to be updated.

2. Select the ‘Next Block’ icon to move to the ‘Advisor Information’ block of the form.

3. Place the cursor on the advisor record that needs to be removed.

4. Using your mouse, select ‘Record’ from the menu bar and then select ‘Remove’ to delete the record. (Banner keyboard shortcut for same action: Shift F6).

5. Select the F10 button or the ‘Save’ icon to complete the transaction.