

## Banner Process Assigning an Advisor to a Student

1. Log on to Banner INB PROD

1. In the Direct Access Box, type in SGAADVR and hit the 'Enter' key

2. On the form SGAADVR, find the student record to update

3. Type in the Term (Note this is only required the first time you enter the form). The term for the Fall 2008 semester is the value '200910' in Banner.

4. Select the 'Next Block' icon  to move to the 'Advisor Information' block of the form.

5. 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 SIAIQR form.

6. Once in the SIAIQR form, verify that the 'Term' box has the correct term and the Advisor button has a checkmark. Then select the 'Next Block' icon .

- 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.

ID	Last Name	First Name	Middle Name	Faculty	Advisor
P100	Molloy	Christa	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

**Advisor Type**

- 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.

Code	Description
AMRJ	Major (Alternate)
CONC	Concentration
DISS	Dissertation
MAJR	Major (Primary)
MINR	Minor
ORIE	Orientation
PEER	Peer
THES	Thesis
UNCO	University College

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

**Primary Indicator**

- 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 Panthertracks. This view also provides the Alternate Registration PIN that must be given to the student to allow self-registration via Banner Panthertracks.

Advisee Listing									
Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation	
Lovett, Temetres G.	P101	Major	729714	<a href="#">View</a>					

P10034005 Christa M. Molloy  
Fall 2008  
May 06, 2008 10:28 pm

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

- 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.

### Process to delete an advisor

- Bring up the student record on SGAADVR for the term in which the advisor data needs to be updated.
- Select the 'Next Block' icon  to move to the 'Advisor Information' block of the form
- Place the cursor on the advisor record that needs to be deleted.

**Advisor Information**

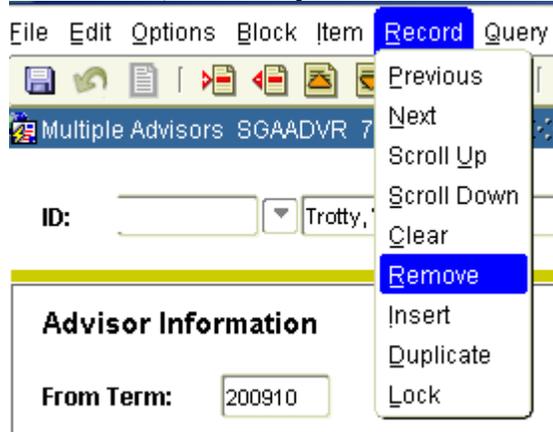
From Term:  Maintenance  To Term:

ID:  Molloy, Christa M.

Advisor Type:  Major (Primary)

Primary Indicator:

- 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).



The screenshot shows the SGAADVR application window with the 'Record' menu open. The menu options are: Previous, Next, Scroll Up, Scroll Down, Clear, Remove (highlighted), Insert, Duplicate, and Lock. The background shows the 'Advisor Information' form with the ID field containing 'Trotty,'.

- Select the F10 button or the 'Save' icon to complete the transaction.