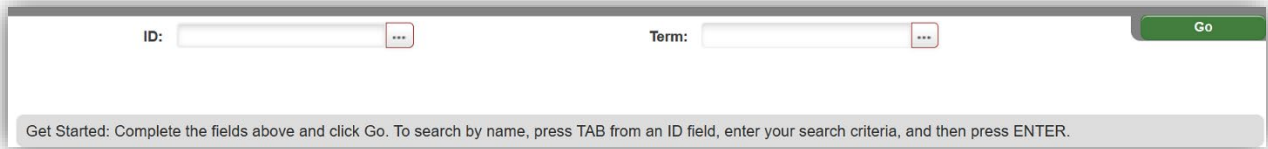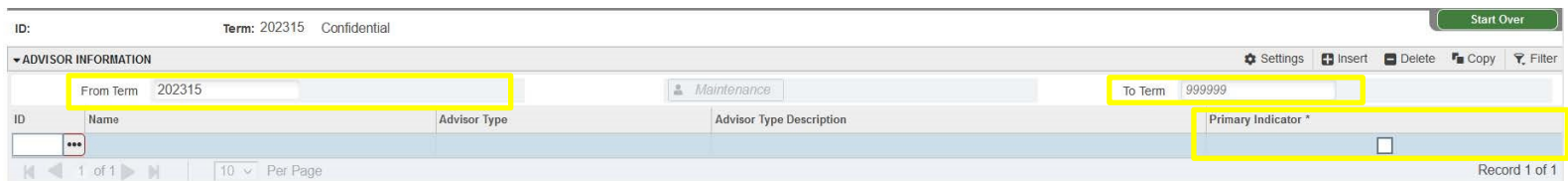# SGAADVR – Multiple Advisor Form

- Access **SGAADVR** and enter student **Banner ID** and **Term** in *Keyblock*
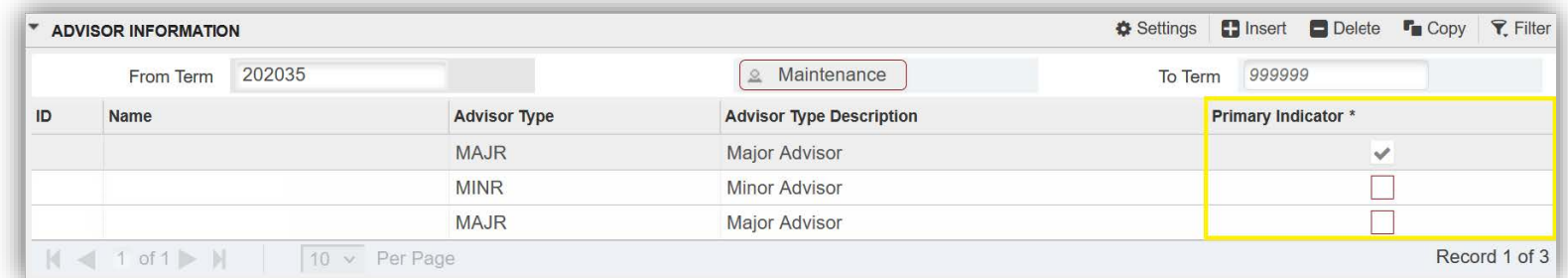

- **Next Block** to populate *Advisor Information* block of the form
  - If advisor assignment exists, it will be displayed here.
  - Ensure that you are looking at the most up to date/accurate information
    - The **Term** you entered in the *Keyblock* will be displayed as the **From Term**.
    - The **To Term** is the end term for the advisor(s) listed. If the **To Term** is 999999, then the list is the most current.

- **NOTE:** During migration of advisor information into Banner, the first advisor (in alphabetical order) was marked as **Primary**. Please feel free to correctly identify the primary advisor upon accessing a student's record. To change the **Primary** indicator:
  - Click the **Checkbox** in the *Primary Indicator* column with your cursor.
  - **Save**
  - Only one advisor may be marked as **Primary**

Adding/Removing Advisor

- Adding an Advisor
    - Enter the effective term of the change in the **Term** field of the *Keyblock*
    - **Go** to populate *Advisor Information* block of the form
    - Click the **Insert** button in the *Advisor Information* block

ID:	Term: 202315 Confidential				Start Over

▾ ADVISOR INFORMATION   ⚙ Settings ➕ Insert ➖ Delete 📋 Copy ▾ Filter

| From Term | 202315 | | 👤 Maintenance | | To Term | 999999 |

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
[...]				☐

| ◀ 1 of 1 ▶ ▶| | 10 ∨ Per Page | | Record 1 of 1 |

- Enter the information in each box
- Another way to do it is to click on the current advisor and press the down key
- Advisor list will now be effective from the new **From Term** entered in the *Keyblock* to the 999999 **To Term.**
- Save

- To remove an advisor
    - Enter the effective term of the change in the **Term** field of the *Keyblock*
    - **Next Block** to populate *Advisor Information* block of the form
    - Click the row in the list and click the **Delete** button

▾ ADVISOR INFORMATION   ⚙ Settings ➕ Insert ➖ Delete 📋 Copy ▾ Filter

| From Term | 202115 | | 👤 Maintenance | | To Term | 202125 |

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
		MAJR	Major Advisor	☑
				☐

| ◀ 1 of 1 ▶ ▶| | 10 ∨ Per Page | | Record 2 of 2 |

- Save