

ADDING AN ADVISOR TO A STUDENT RECORD

- 1) Access SGAADV "Multiple Advisors" by typing the page name in the search bar, or when you are already in the form SGASTDN by going to "Related" in the upper right, and selecting SGAADV.
- 2) Enter the MU ID of the student and the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) Enter the MU ID number of the advisor.
 - a. Alternatively, press the "..." to search for the person which takes you to SIAIQR "Faculty Advisor Query".
 - b. Alt-Pg Down or press "Enter".
 - c. Enter last name, enter first name; Press F8 to execute the query or press "Go".
 - d. Double click on the desired name which takes it back to SGAADV page.
- 5) Place a check mark in the "Primary Indicator" box.
- 6) Press F10 to save, or select "Save" in the bottom right.
- 7) Click the "X" in the upper left to close the page.
- 8) If you accessed SGAADV from SGASTDN then close the SGASTDN page to go back to the main menu.

CHANGING AN ADVISOR

- 1) Access SGAADV "Multiple Advisors" by typing the page name in the search bar, or when you are already in the form SGASTDN by going to "Related" in the upper right, and selecting SGAADV.
- 2) Enter the MU ID of the student and the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) A message appears "From term not equal to key block term. Press DUPREC to update".
- 5) This is a known error in Banner 9.
- 6) In the upper right of the form, click on the number just above the error message so the message will go away.
- 7) Click on "Copy" which is located in the grey bar just under the "Start Over" button on the upper right. This creates a new record with the desired term.
- 8) To add a row, click on "Insert" which is to the left of "Copy" in the grey bar. Alternatively, you can click on the existing MU ID number, and use the down arrow.
- 9) Enter the MU ID number of the advisor.
 - a. Alternatively, press the "..." to search for the person which takes you to SIAIQR "Faculty Advisor Query".
 - b. Alt-Pg Down or press "Enter".
 - c. Enter last name, enter first name; Press F8 to execute the query or press "Go".
 - d. Double click on the desired name which takes it back to SGAADV page.
- 10) Place a check mark in the "Primary Indicator" box.
- 11) Remove the check mark from the prior advisor's row.
- 12) Making sure the prior advisor's row is highlighted, click on "Delete" in the grey bar on the upper right and that row will be deleted. This leaves the new advisor as primary.
- 13) Press F10 to save, or select "Save" in the bottom right.

- 14) Click the “X” in the upper left to close the page.
- 15) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

ADDING AN ADDITIONAL ADVISOR TO A STUDENT RECORD

- 1) Same steps as above except for step 10. You need to determine who will be the primary advisor for the student. You will place a check mark in the “Primary Indicator” box for the primary advisor only. The other advisors will also be listed in Degree Works and myMU.
 - a) Leave the other advisor(s) listed making sure the primary advisor has a check mark.
 - b) Press F10 to save, or select “Save” in the bottom right.
 - c) Click the “X” in the upper left to close the page.
 - d) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

Goof Up?

- 1) If you have made an entry error on any of the above Banner pages do not save your changes and click on “Start over” at the top right of your screen. You will receive a warning “Curriculum Data changes have not been saved. Do you want to save your changes?” Select “No” and the record rolls back to the top with no changes saved. Whew!

Banner SGAADVR 9.3.113 (BsnMod)

ID: 901602421 Test, Charlie Term: 202303

Start Over

ADVISOR INFORMATION

From Term: 202302 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
901088...	Hanrahan, Elizabeth E.	ADV	Academic Advisor	<input checked="" type="checkbox"/>

1 of 1 Per Page Record 1 c