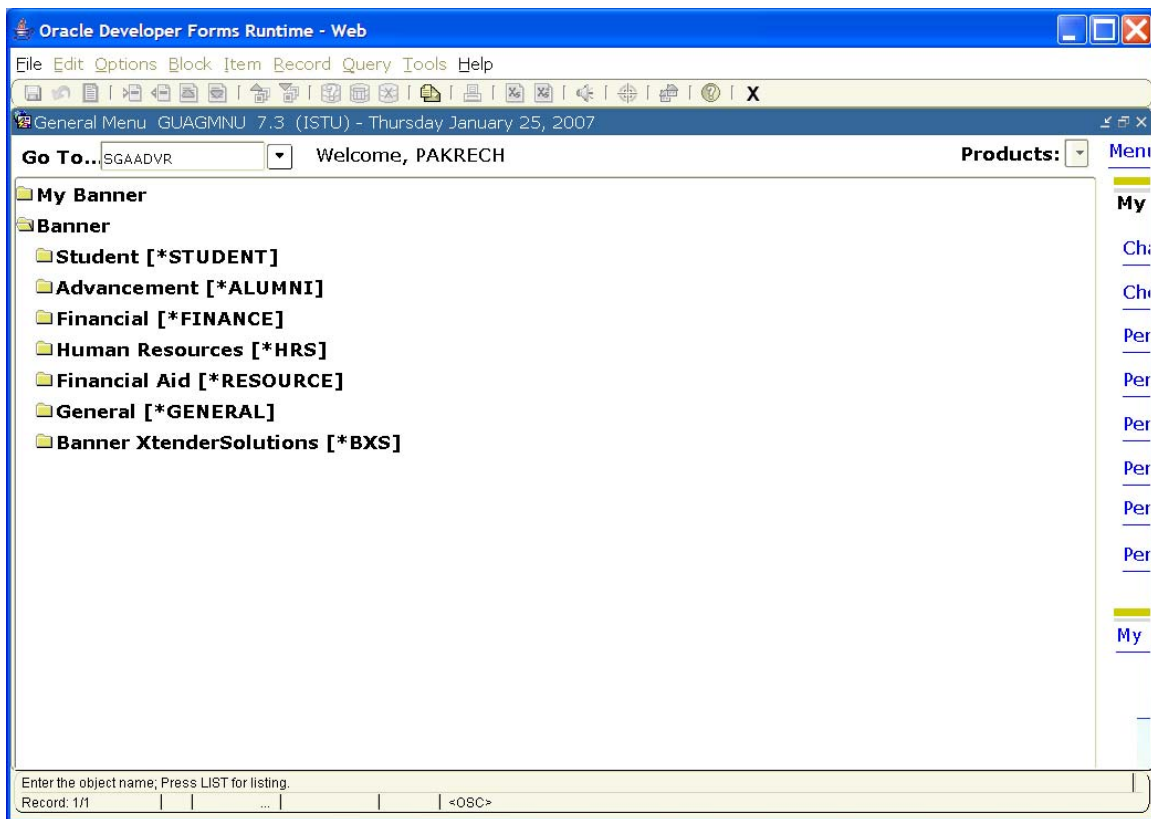


PROCEDURES FOR ASSIGNING ADVISORS IN BANNER SGAADVR

The Multiple Advisor (SGAADVR) form allows a student's advisor history to be recorded.

STEPS

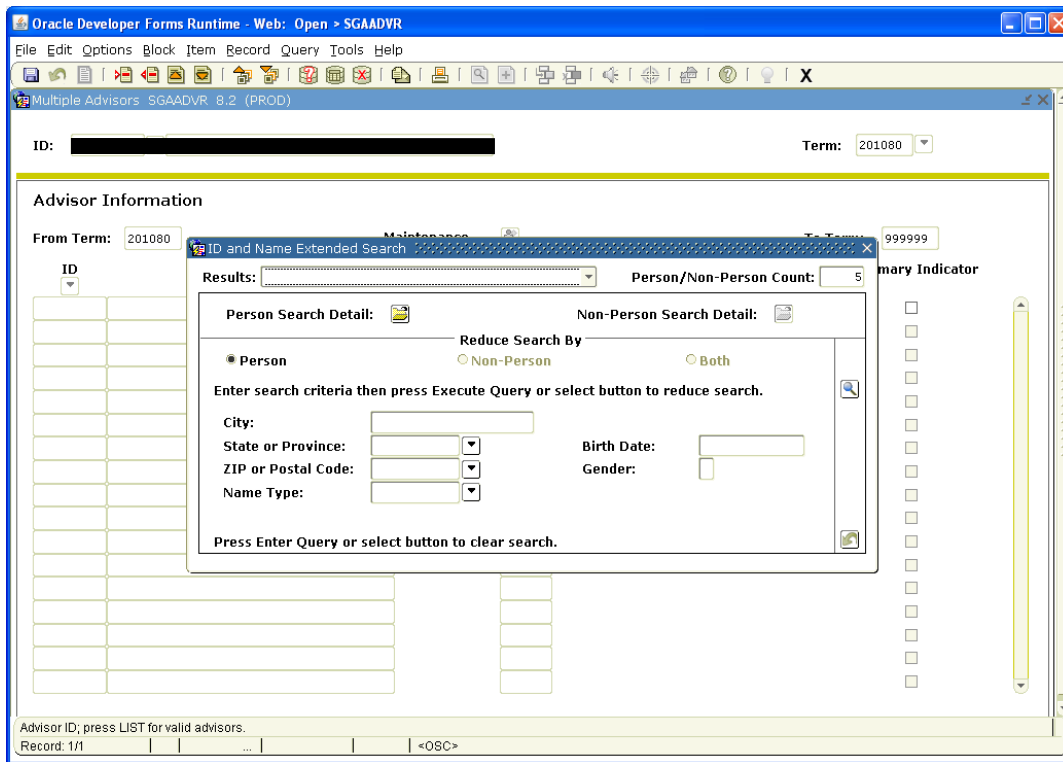
1. Access INB through your My Memphis Portal: <http://my.memphis.edu>
The link should be in a channel on your “**Employee**” tab (unless you rearranged your portal page.)
2. In the Go To box, type “**SGAADVR**,” and press “**Enter**” to access the SGAADVR form.



3. In the ID field type the student's **U number or social security number**.
If you don't know the ID number, you may enter the student's "Last name, a comma, and then First name." (For example: johnson, ada). Press Enter or tab to the Term Field after typing the name so that the student's U number field is populated.

6. In the **Advisor Information block**, type in the advisor's U number or SSN if you know it. If you do not know the ID number, tab to the name field and type the advisor's name – Last name, comma, First name (such as krech, patsy).

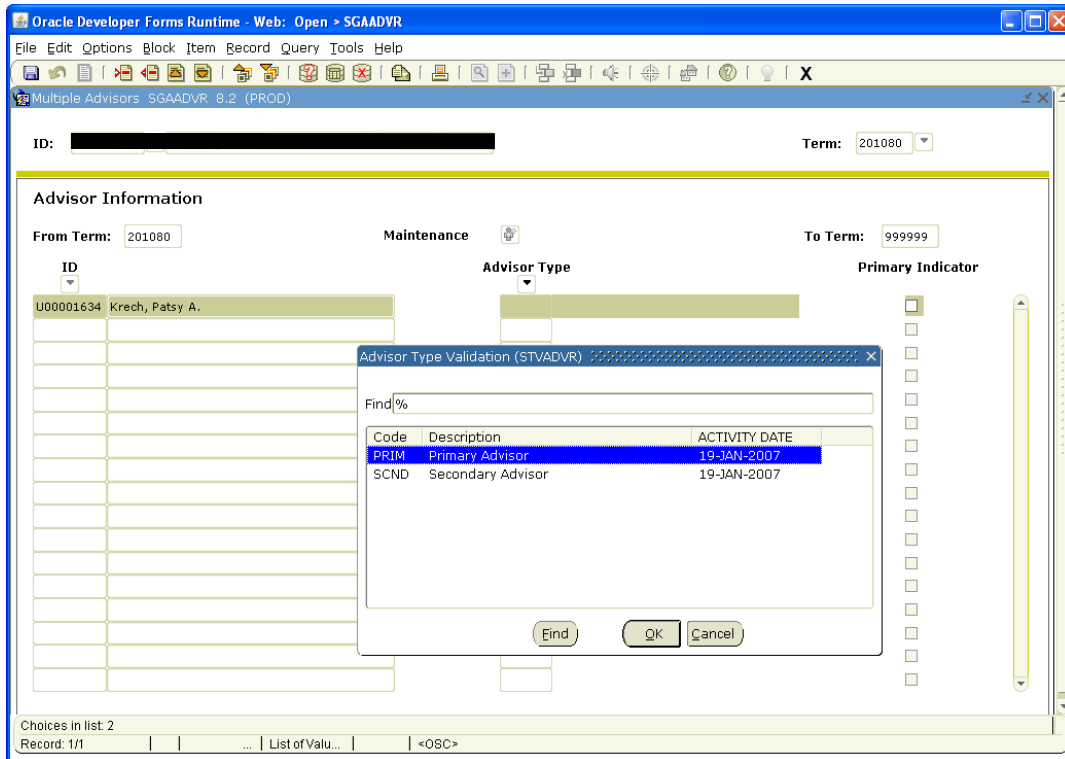
If the Advisor search form appears as below, click on the arrow beside Search Results, and use the cursor to select the appropriate advisor, and then click on that person's name.



- 6a. If no advisor is listed and the "To Term" is 999999, proceed to step 7.
- 6b. If a semester is shown in the "To Term" field, this means that a new advisor assignment has been entered for the next term. Use the Rollback arrow to go to the Key Block and enter the term you saw in the "To Term" field. If the advisor listed is incorrect, proceed to the instructions for "Changing an Advisor to Keep Previous Advisor on Record" on page.

7. Place the cursor in the Advisor Type field. Use the drop down arrow, and use the cursor to choose the appropriate Advisor Type, and then click OK.

Currently, only two types are available, Primary and Secondary. This field **does not** have to be filled for the student to show on the Advisee Listing in Self-Service.



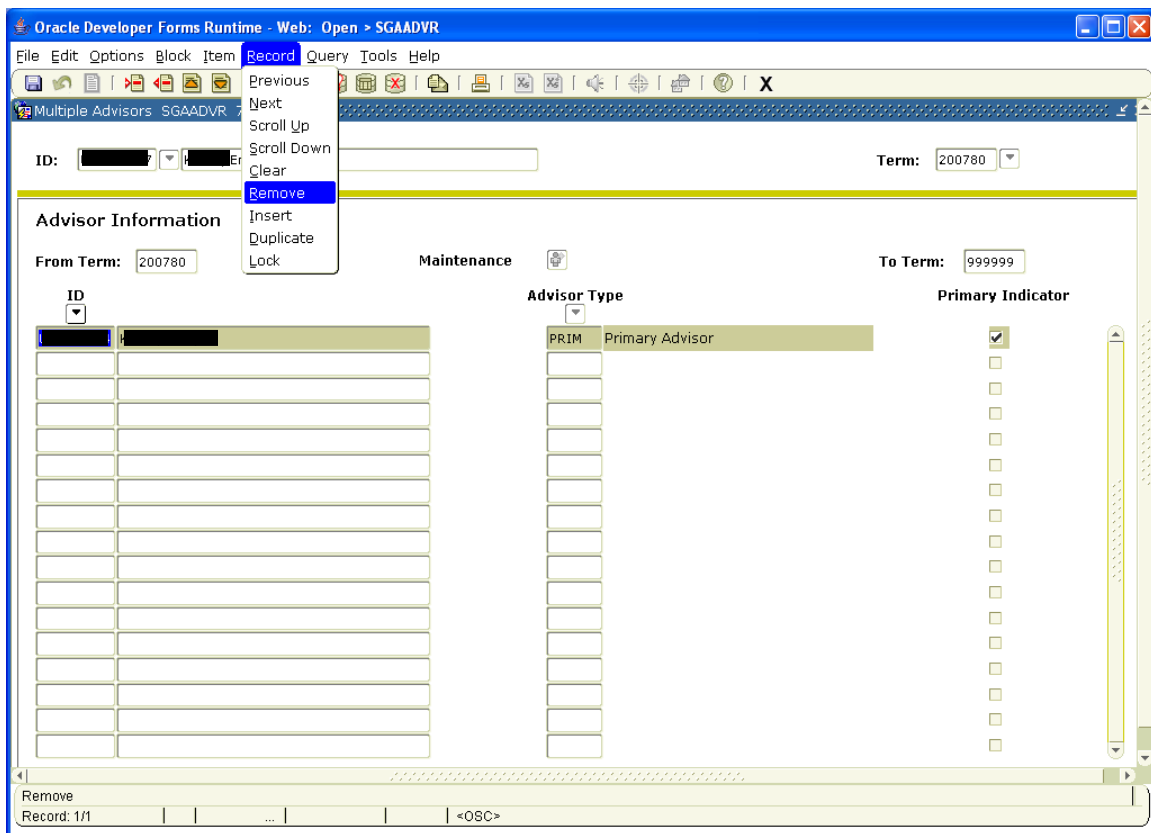
8. Click in the box under **Primary Indicator**. This box **must be checked** for the student's name to be entered on the Advisee Listing on Self-Service Banner. This designation is usually given to the advisor for the student's Primary or First program on SGASTDN.
9. **Save** by clicking on the disc icon on the toolbar or using the File drop down menu and then clicking on save. (The bottom left corner will have the Transaction Completed message.)

Removing an Advisor

This option should be used when a student changed majors prior to meeting with an advisor or when an advisor is entered by mistake.

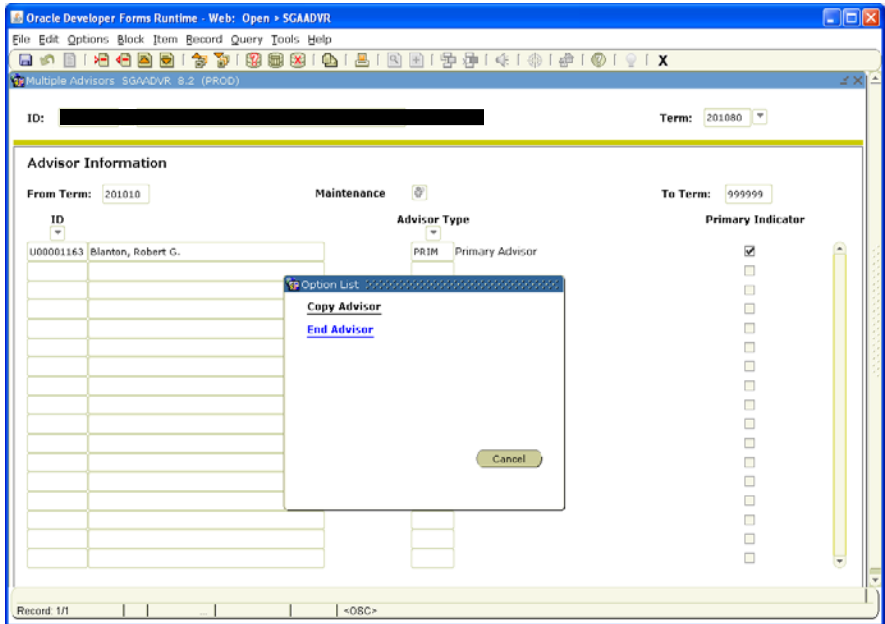
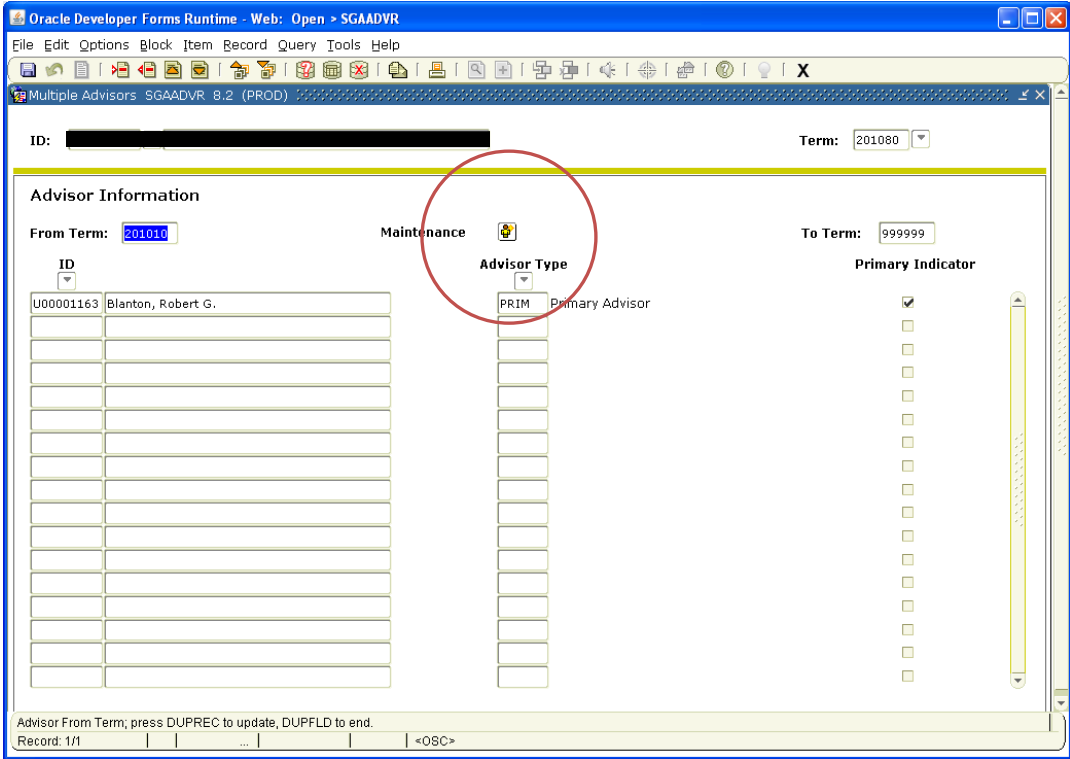
Use the instructions for “Changing an Advisor to Keep Previous Advisor on Record” for most advisor changes.

To remove an advisor’s name, access the student’s record via steps 1-5 above. Once the advisor’s name is highlighted as in the previous screenshot, click on **Record** and choose **Remove**. Then **Save**.



Changing an Advisor to Keep Previous Advisor on Record

If the **Term** in the Key Block does not match the **From Term** in the Advisor Information block, you will need to click on the **Maintenance** icon, and choose **End Advisor**. See screenshot below:



Rollback and **Next Block**, and you will be able to enter the new advisor beginning with the term in the **Key Block**, using steps 1-9 above.

Use “**Copy Advisor**” if an advisor is already listed and you want to add a secondary advisor for the terms given.

NOTE: Each month around the 11th, the Registrar’s office adds a Major Report to e-Print which pulls students for the current term. So the advisor given on that report is for the current term and beyond. If a student’s advisor has been updated for the next term or one after that, this new assignment will not be included on the Major Report.

Another report that can assist with assigning advisors is located in Hyperion. If you have access, you can locate it in the Spectrum folder by choosing the Student subfolder and then General Student: SYGH003-Students and Assigned Advisors. If you choose to save the file as Excel, you can sort by your college/department. For this report you choose a semester for the student and the advisor as well as student classification, so to see how students are assigned to advisors for Fall 2010, you would want to choose 201080 for each of these options. The report is updated nightly, so this is a good way to make sure your changes have been entered.

If you do not have access, your college advisor should be able to assist you.