



**PLEASE REVIEW BANNER INB & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.**

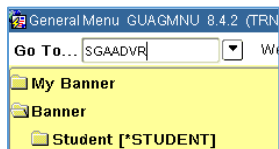
## Banner INB: Multiple Advisors (SGAADVR)

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

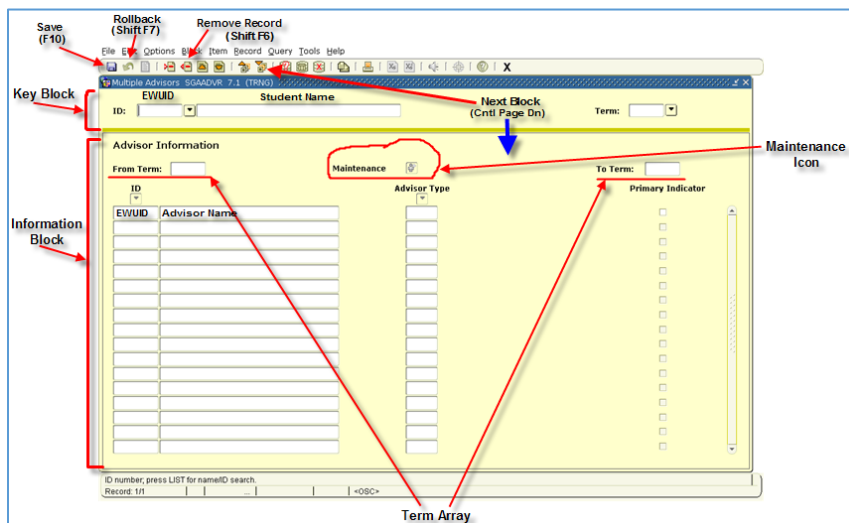
**NOTE:** This form allows us to track multiple advisors and advisor types for any given student. This is managed on a term by term basis (term specific). The term typed in the Key Block "Term" field allows you to see the advisor assigned from the term you enter here until an advisor change has been made. Although Banner is "term-driven" which allows you to update advisors for the upcoming term, *it is best not to assign advisors too far into the future* to avoid the amount of maintenance required if advisors are reassigned at a later date. This also allows advisor types other than academic advisors (such as academic skills counselors) to be assigned and maintained by other departments without having to add those assignments to many upcoming and future terms.

### PROCEDURES FOR ASSIGNING ADVISORS IN BANNER

1. In the Go To area on the General Menu screen, enter the form name, **SGAADVR**, and press the Enter key.



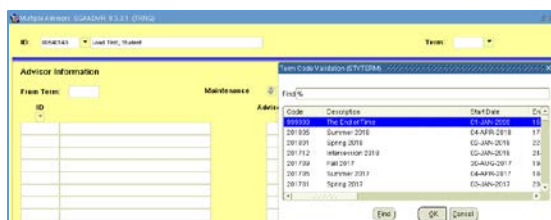
INB will open the SGAADVR form. Please refer to this diagram as you review or make changes to student records.





2. Enter the student ID number and press the Enter key or press the Tab key to get to the Name field and search for the student by entering the student's last name, first name. The student ID and name will be entered in the SGAADVR form.



3. Enter the Term Code into the Term field located in the Key Block or click on the arrow next to the Term field to display the Term Codes, then select the term and click OK.



- Click the Next Block icon  or Ctrl-Page Down to move to the Advisor Information Block fields.  
An advisor may already be assigned for that term. If that is the appropriate advisor and the Primary Indicator is marked appropriately, click the Rollback icon  to clear the student ID field to enter the next student's ID. If there is no advisor, follow the Add Advisor instructions.

### Add Advisor

Notice that the From Term now matches the Term in the Key Block and the To Term defaults to 999999 (end of time).

- Enter the Advisors ID into the first ID field. If you do not know the ID, press Tab to move to the name field and enter the advisors last name.
- Enter Advisor Type Code. If you do not know the code, click on the arrow below Advisor Type, select the code, and click OK to enter the code in the field.
- Check (or do not check) the box under Primary Indicator. **The Primary Advisor appears on student records, etc. Only one advisor can be marked as Primary Advisor.**

Advisor Code	Description	Primary Indicator
ACAD	Academic Advisor (for <b>Undergraduate</b> Students only)	<b>One Advisor must be checked as Primary</b> (only one can be the primary)
ACSK	Academic Skills	<i>Do not check as Primary</i>
ATHL	Athletics Advisor	<i>Do not check as Primary</i>
PEER	Peer Advisor	<i>Do not check as Primary</i>
PROG	Program Coordinator (for <b>Graduate</b> Students only – oversees entire program)	<i>Do not check as Primary</i>
PRAD	Program Advisor (for <b>Graduate</b> Students only – advises students)	<b>One Advisor must be checked as Primary</b> (only one can be the primary)
VETS	Veteran Advisor	<i>Do not check as Primary</i>

- Click on the Save icon or press the F10 key to save the change. Your username is associated with the change. The 999999 (end of time) in the To Term field signifies that the advisor will carry forth on the student record until the advisor is removed or ended.
- Click the Rollback icon if you are done with that student's record. Clear the student ID field to enter the next student's ID.

### End Advisor

The Term Codes here are used as [an example](#) to help you with the process.


Ex: The student was assigned advisor TP for Fall 2013. The student changed majors effective Spring 2014.

Part 1: Update the student's record by ending TP's advisor term.

Part 2: Add GM as the new advisor for Spring 2014.

**Please note: the Maintenance icon options of "End Advisor" and "Copy Advisor" affect all advisors listed in a given term array. If there is only one advisor for the term – follow this 2-part instruction:**

#### Part 1

- Enter the 201309 term code in the Key block Term field.
- Press Ctrl + Page Down, or click the Next Block icon.
- Click on the From Term field to activate the Maintenance icon. 
- Click on the icon and select "End Advisor". 201401 will be entered in the To Term field.
- Click on the Save icon or press the F10 key to save the change.

## Part 2

6. Click the Rollback icon to go back to the Key block.
  7. Enter 201401 in the Key block Term field.
  8. Press Ctrl + Page Down, or click the Next Block icon. The From Term field will populate with the same code from the Key block.
  9. Enter the advisor ID and Advisor Type and click the Primary Indicator box.
  10. Click on the Save icon or press the F10 key to save the change.
- Click the Rollback icon if you are done with that student's record. Clear the student ID field to enter the next student's ID.

***If there are additional advisors listed for the term – follow these instructions to maintain the continuance of the additional advisors listed:***

1. Enter 201401 in the Key Block Term field.
  2. Press Ctrl + Page Down, or click the Next Block icon
  3. Click on the From Term field to activate the Maintenance icon.
  4. Click on the icon and select Copy Advisor.
  5. The From Term now indicates the same term in the Key Block and the To Term is 999999.
  6. Click on the row with the advisor's name to be ended and click on the Remove Record icon .
  7. Click on the Save icon or press the F10 key to save the change.
- Click the Rollback icon if you are done with that student's record. Clear the student ID field to enter the next student's ID.



## Copy Advisor

**Please note: the Maintenance Icon options of “End Advisor” and “Copy Advisor” effect all advisors listed in a given term array. Use “Copy Advisor” if an advisor is already listed and you want to add a secondary advisor for the terms in the array.**


1. Enter the student ID and the Term in the Key Block.
  2. Press Ctrl + Page Down, or click the Next Block icon. The From Term field will populate with the same code from the Key block and the advisor(s) for that term will appear.
  3. Click on the “From Term” field to activate the “Maintenance” icon.
  4. Click on the icon and select “Copy Advisor”.
  5. Click on an available ID field and add the secondary Advisor ID and Advisor Type.
  6. Click on the Save icon or press the F10 key to save the change.
- Click the Rollback icon if you are done with that student's record. Clear the student ID field to enter the next student's ID.

## Remove Advisor

If an advisor was mistakenly assigned (or if the advisor listed never advised the student) their name should be removed from the Advisor list.

1. Enter the student ID and the Term in the Key Block
2. Press Ctrl + Page Down, or click the Next Block icon  to get to the Advisor ID fields, and then click on the advisor to be removed.
3. Click on the Remove Record icon  .
4. Enter the new advisor in the Advisor list.
5. Click on the Save icon or press the F10 key to save the change. Your username is associated with the change.
  - Click the Rollback icon if you are done with that student's record. Clear the student ID field to enter the next student's ID.

## Final steps:

To exit the form and return to the General Menu, click the Exit icon  in the Toolbar.

Contact for additional assistance using any UNH system:

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Contact the Registrar's Office with questions about the information in INB records at [unhregistrar@newhaven.edu](mailto:unhregistrar@newhaven.edu) 203.932.7309.

Updated August 29, 2014