Updating Advisors in Banner

Information**T**echnology @ **CCSU**
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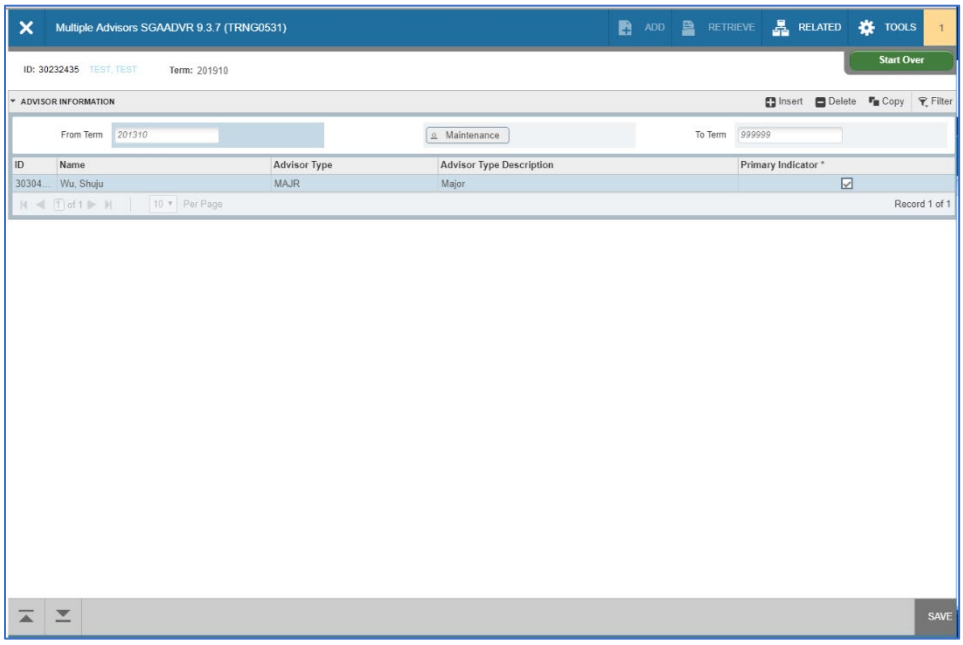
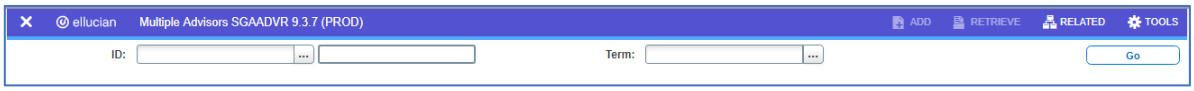
SGAADVR – Multiple Advisors Form

The Multiple Advisors form is used to assign advisors to a student for the effective term during which they are registered.

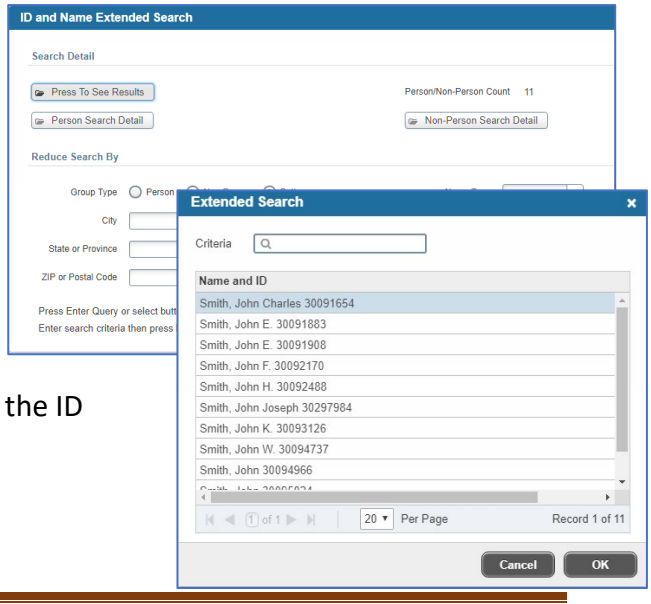


To view data on this form, enter the following information in the Key Block:

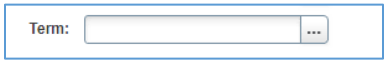
1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person's name (in last name, first name order)



- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
- Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.



2. Enter the current Term code or click on the Search button (the ellipsis ...) next to Term to select the current term.



3. Click on Go to view the Advisor Information section.

Entering an Advisor – Student has no Advisor Assigned

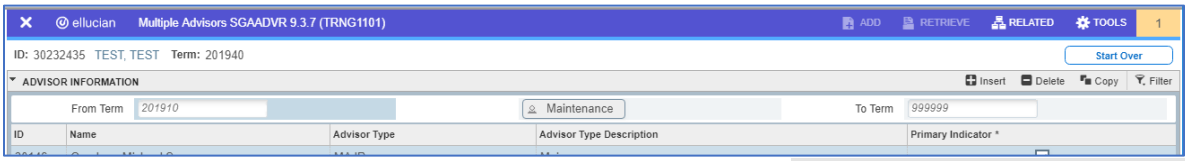
If no Advisor information has been entered for the current term, you will receive a message saying "Query caused no records to be retrieved". To enter an Advisor:

1. Click in the first blank line under the **ID** column
2. Enter the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.
    a. If there are multiple matches on the Name you entered, then the Extended Search window will open. Click on the down arrow next to Search Results, then click on the Name you are looking for. This will fill in the Advisor line with the ID number and Name. If the name you are looking for is not listed in the Extended Search window, click on the X to exit this window.
    b. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis …) next to the ID field to be brought to the SIAIQRY Faculty/Advisor Query form to query for an advisor (see Page 5 for detailed information on querying for an advisor).
3. Tab to or click in the Advisor Type field, then either enter the Advisor code or click on the Search button (the ellipsis …) to select a code. Valid Advisor codes at CCSU are:
    - ATHL – Athletics
    - DISS - Dissertation
    - HONR – Honors
    - MAJR – Major
    - PREM – Pre-Major
    - THES - Thesis
4. If the Advisor is the student's primary Advisor, click in the Primary check box to place a check in the box – one Advisor must be indicated at the Primary Advisor.
5. Click on Save (lower right corner or press F10).

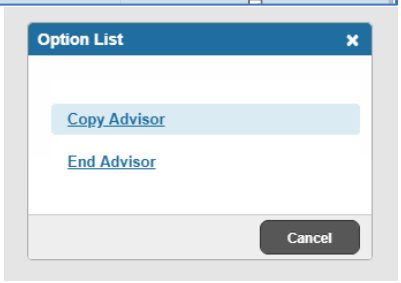
Changing an Advisor from a Previous Term

If Advisor information exists from a previous term, the Advisor's name will appear on the form. You will need to end this Advisor's designation as Advisor and enter the new Advisor for the current term. To end an Advisor's designation:

1. Click on the Maintenance button



2. Click on End Advisor and the To Term will be updated with the advising Term.



To enter a new Advisor for the advising term:

1. Click on Start Over to return to the Key Block, then immediately click on Next Section (bottom left or ALT+PG DN). Do not change any information in the Key Block.
2. You will receive a message saying "Query caused no records to be retrieved". Click in the first blank line under the **ID** column
6. Enter the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.
    a. If there are multiple matches on the Name you entered, then the Extended Search window will open. Click on the down arrow next to Search Results, then click on the Name you are looking for. This will fill in the Advisor line with the ID number and Name. If the name you are looking for is not listed in the Extended Search window, click on the X to exit this window.
    b. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis …) next to the ID field to be brought to the SIAIQRY Faculty/Advisor Query form to query for an advisor (see Page 5 for detailed information on querying for an advisor).
7. Tab to or click in the Advisor Type field, then either enter the Advisor code or click on the Search button (the ellipsis …) to select a code. Valid Advisor codes at CCSU are:
    - ATHL – Athletics
    - DISS - Dissertation
    - HONR – Honors
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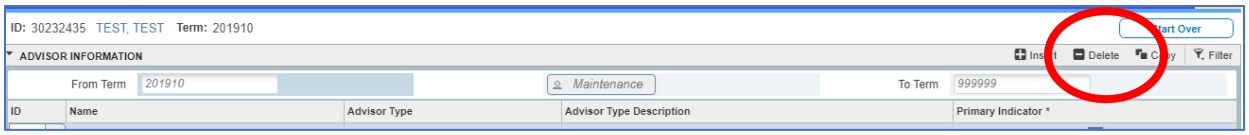
    - THES - Thesis
8. If the Advisor is the student's primary Advisor, click in the Primary check box to place a check in the box – one Advisor must be indicated at the Primary Advisor.
9. Click on Save (lower right corner or press F10).

Changing an Incorrect Advisor for Current Term

If an incorrect Advisor is listed for the term, you will need to delete the incorrect Advisor and enter the new Advisor. To delete an Advisor:

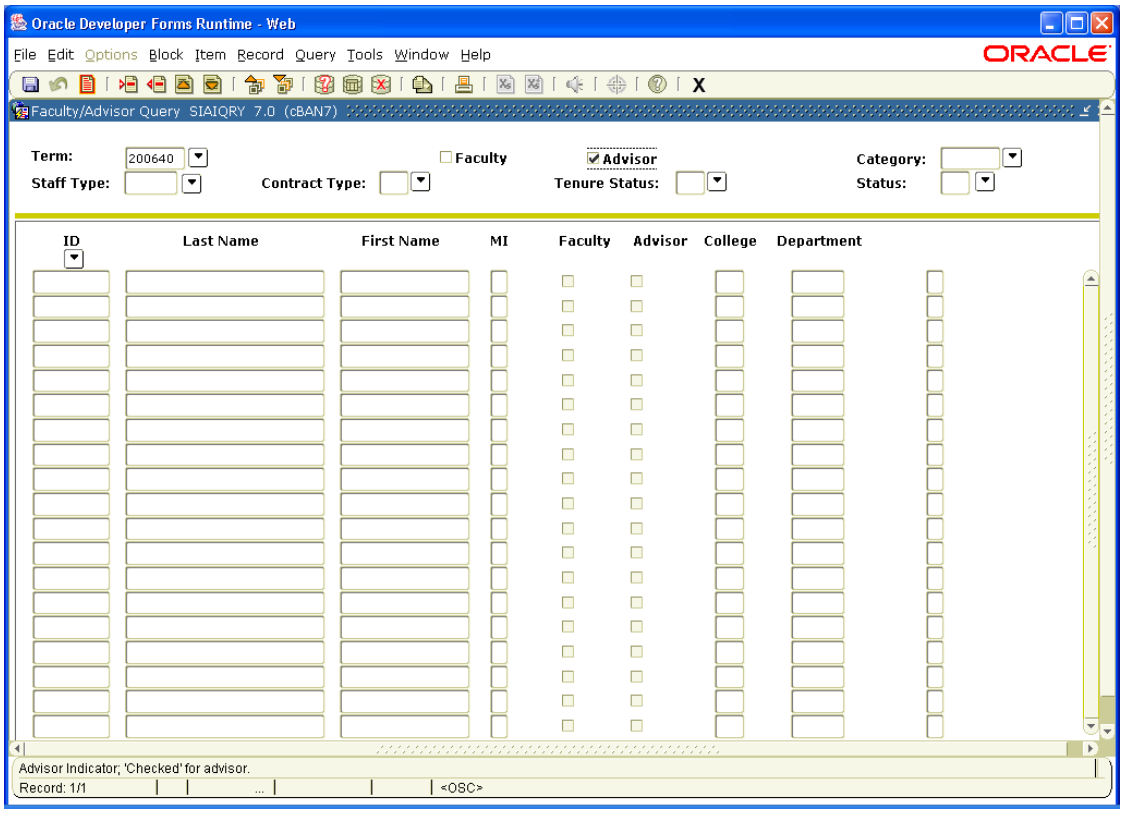
1. Click on the ID number for the Advisor to delete
2. Click on the Delete button, then click on Save (lower-right corner or press F10). You will see a message saying the change was saved successfully.



3. Click back into the ID field and enter new the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.
    a. If there are multiple matches on the Name you entered, then the Extended Search window will open. Click on the down arrow next to Search Results, then click on the Name you are looking for. This will fill in the Advisor line with the ID number and Name. If the name you are looking for is not listed in the Extended Search window, click on the X to exit this window.
    b. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis …) next to the ID field to be brought to the SIAIQRY Faculty/Advisor Query form to query for an advisor (see Page 5 for detailed information on querying for an advisor).
4. Tab to or click in the Advisor Type field, then either enter the Advisor code or click on the Search button (the ellipsis …) to select a code. Valid Advisor codes at CCSU are:
    - ATHL – Athletics
    - DISS - Dissertation
    - HONR – Honors
    - MAJR – Major
    - PREM – Pre-Major
    - THES - Thesis
5. If the Advisor is the student's primary Advisor, click in the Primary check box to place a check in the box – one Advisor must be indicated at the Primary Advisor.
6. Click on Save (lower right corner or press F10).

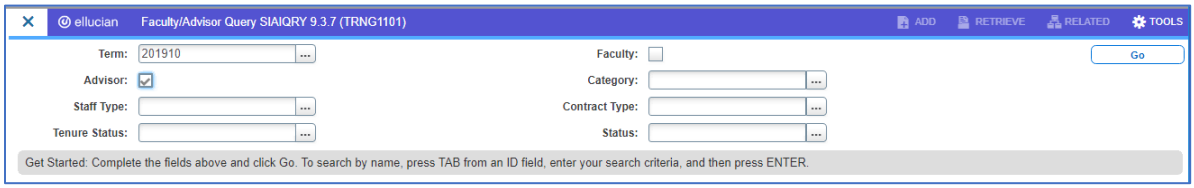
SIAIQRY – Faculty/Advisor Query Form

The Faculty/Advisor Query Form is used to search for Advisors. This form also lists the Advisor's college and department information.

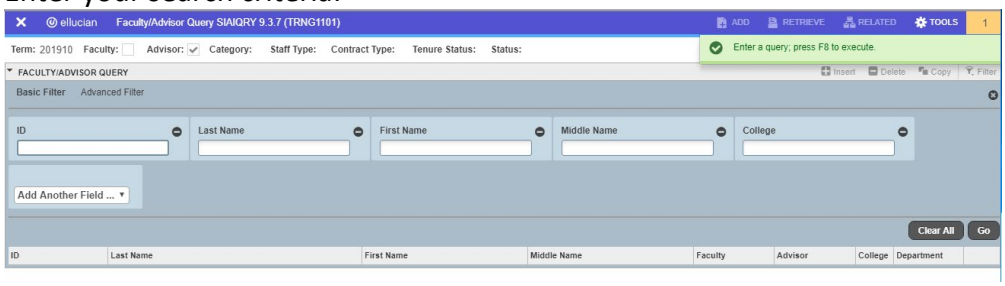


To view data on this form:

1. When you access this form from the SGAADVR Multiple Advisor form, the **Term** is already filled in and **Advisor** box is checked. Verify the term and click Go. If you access this form separately, you will need to enter the **Term** and check the **Advisor** check box, then click Go.



2. Enter your search criteria:



   a. Name query – enter first and/or last name (query is case sensitive), then click on Go or press F8 to execute the query. For example, to search for Advisors with the last name Smith, enter Smith (query is case sensitive), then click Go or press F8 to execute the query. The query will return the list of Advisors with the last name Smith.

   b. Department query – click on the down arrow next to "Add Another field" and select Department. Enter your Department code in the **Dept**, then click on Go or press F8 to execute the query. See Appendix A for a list of Banner Department Codes.
   c. Multiple field query – you may enter information in the name fields, college field, and/or department field to narrow down your search even further.

3. If you accessed this form from the SGAADVR Multiple Advisor form, double-click the ID field for that Advisor to fill in the Advisor line on SGAADVR with the Advisor's information.

Appendix A – Banner Department Codes

Code	Description
ACCT	Accounting
ANTH	Anthropology
ART	Art
ATHL	Athletics
BIO	Biology
BMS	Biomolecular Sciences
CE	Continuing Education/ITBD
CEG	Computer Electronics and Graphics
CET	Computer Electronics Technology
CFT	Counselor Education & Family Therapy
CHEM	Chemistry and Biochemistry
COMM	Communication
CRM	Criminology and Criminal Justice
CS	Computer Science
DES	Design (Graphic/Information)
ECON	Economics
EDL	Educational Leadership, Policy & Instructional Technology
EDUC	Teacher Education
ENG	English
ENGR	Engineering
ESCI	Physics, Earth Science, Science
ET	Engineering
FIN	Finance
GEOG	Geography
GEOL	Geological Sciences
HIST	History
IDP	Interdisciplinary
IELP	Intensive English Language
IT	Industrial Technology
JRN	Journalism
LEEC	Literacy, Elementary and Early Childhood Education
MATH	Mathematics
MCM	Manufacturing and Construction Management

Code	Description
MGT	Management and Organization
MIS	Management Information Systems
MKT	Marketing
ML	Modern Languages
MUS	Music
NRSE	Nursing
PE	Physical Education and Human Performance
PHIL	Philosophy
PHYS	Physics and Engineering Physics
PS	Political Science
PSY	Psychological Science
RDG	Literacy, Elementary and Early Childhood Education
SOC	Sociology
SPED	Special Education and Interventions
SW	Social Work
TE	Technology Education
TH	Theater
UND	Undeclared