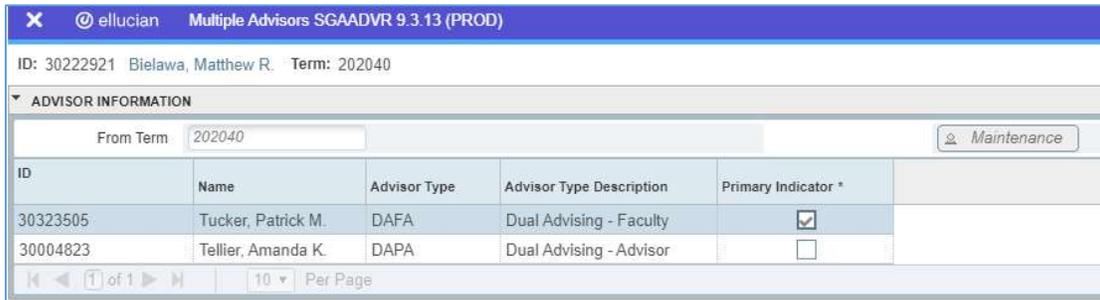


Adding Advisors in Banner

Dual Advising Model for Undergraduate Students

Multiple Advisors Form - SGAADVR

The SGAADVR Multiple Advisors form is used to assign advisors to a student for the terms they are enrolled.



Multiple Advisors SGAADVR 9.3.13 (PROD)

ID: 30222921 Bielawa, Matthew R. Term: 202040

ADVISOR INFORMATION

From Term: 202040 Maintenance

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
30323505	Tucker, Patrick M.	DAFA	Dual Advising - Faculty	<input checked="" type="checkbox"/>
30004823	Tellier, Amanda K.	DAPA	Dual Advising - Advisor	<input type="checkbox"/>

1 of 1 Per Page

Dual Advising Guidelines for Undergraduate Students

The Professional Advisor will serve as the Primary Advisor for the initial stages of the students' academic career. As students progress through their degree and their advising needs shift, the Faculty Advisor will assume the Primary Advisor role.

	Primary	Secondary
Freshman Year	Professional	Faculty
Sophomore Year	Faculty or Professional*	Professional or Faculty*
Junior Year	Faculty	Professional
Senior Year	Faculty	Professional

*Students in the School of Business, School of Education, & College of Health & Rehabilitation Sciences will remain with the Professional Advisor as the Primary Advisor while the student is in a "lower division" or "pre-major" status.

View a Student's Current Advisors

1. Access SGAADVR.
2. In the ID field, enter the student's 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).

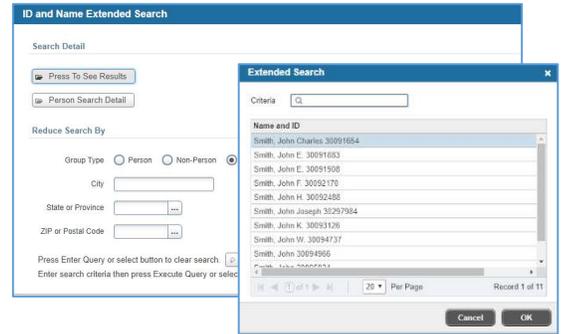


Multiple Advisors SGAADVR 9.3.7 (PROD)

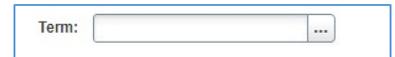
ADD RETRIEVE RELATED TOOLS

ID: [] Term: [] Go

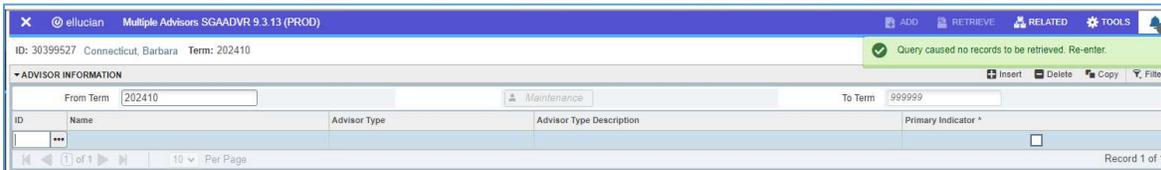
- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
- Click on Press to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



3. Enter the current Term code (or future term if the student is a new incoming or transfer student) or click on the Search button (the ellipsis ...) next to Term to select the current term.



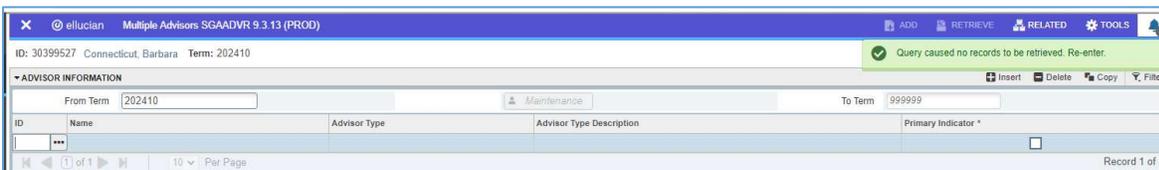
4. Click on the Go button to view the Advisor Information section. If no Advisor information has been entered for the current term, you will receive a message saying, "Query caused no records to be retrieved."



Add Advisor to a Student (if no advisor(s) are assigned)

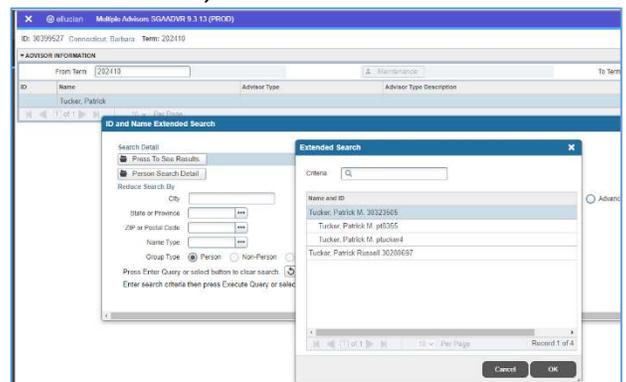
You will be entering two advisors for the student:

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.

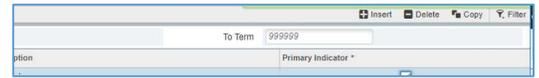


- b. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis ...) next to the ID field to be directed to the SIAIQR Faculty/Advisor Query form to query for an advisor.

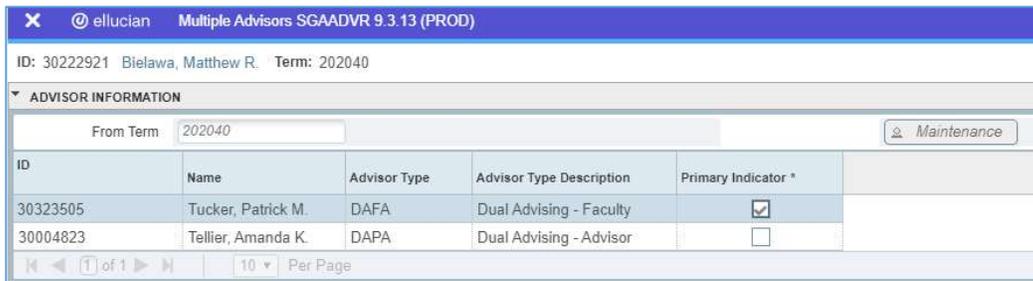
- Tab to or click in the Advisor Type field, then enter the Advisor code For the Dual Advising model, you will enter two advisors coded as follows:
 - DAFA** = Dual Advising – Faculty
 - DAPA** = Dual Advising – Advisor



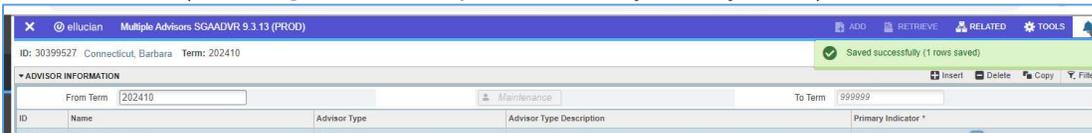
- Click the Insert button to add a second row, then click in the ID field and follow steps 2 and 3 above to enter the second advisor.



- Following the guidelines on page 1, designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.



- Click on Save (lower right corner or press F10 on your keyboard).

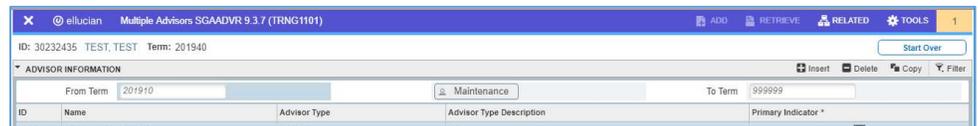


Changing an Advisor from a Previous Term

If Advisor information exists from a previous term, you will need to end this Advisor’s designation as Advisor and enter the new Advisor for the current term. Watch the “From” and “To” Terms. If the “To” term is not “999999” (which means to the “end of time”), then you may need to update the advisor in the following term (or the “To” term).

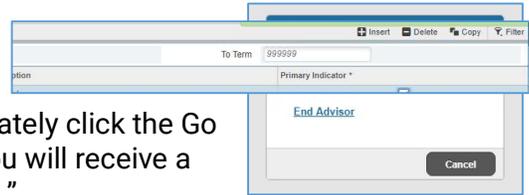
To end an Advisor’s designation:

- Click on the Maintenance button.

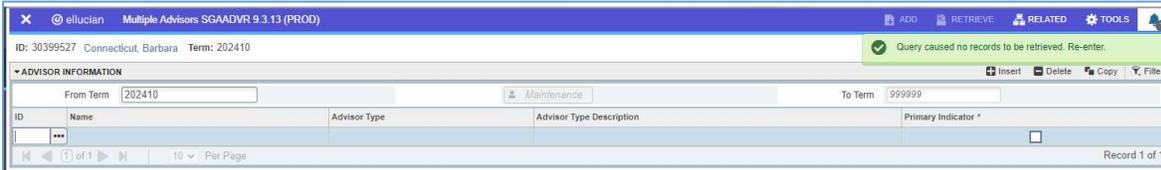


Note: If the Maintenance button is not available (the word “Maintenance” is italicized), (meaning, if the “From Term” is the SAME as the Current Term), then highlight the original advisor and click on the Delete button (the button in the upper right just under the “Start Over” button). Click Save and proceed to Step 5 below.

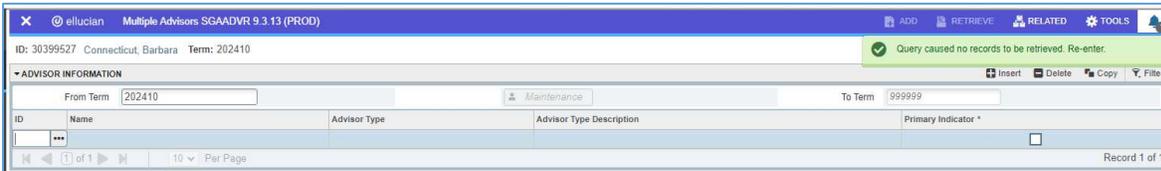
2. Click on End Advisor and the To Term will be updated with the advising Term.



3. Click on Start Over to return to the Key Block, then immediately click the Go button Do not change any information in the Key Block. You will receive a message saying, "Query caused no records to be retrieved."



4. Click in the first blank line under the ID column.

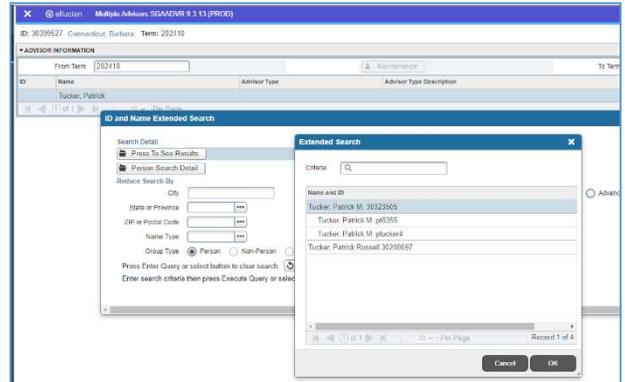


5. Enter the Advisor's 8-digit ID number. If you do not know their 8-digit ID number, press Tab to go to the Name field, enter the Advisor's name (in last name, first name format) and hit Enter.

- c. 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.
- d. If you cannot find the Advisor you are looking for, click on the Search button (the ellipsis ...) next to the ID field to be directed to the SIAIQR Faculty/Advisor Query form to query for an advisor.

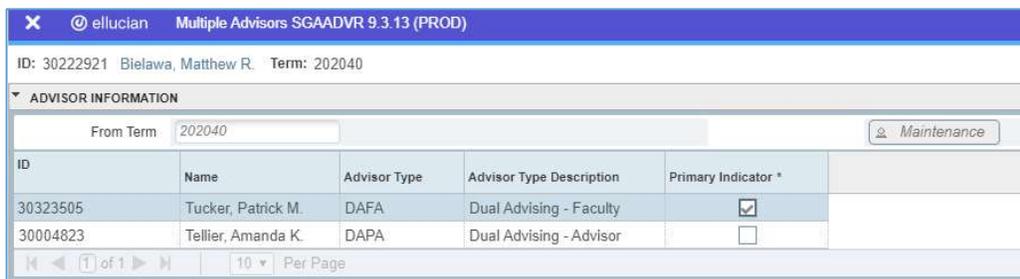
6. Tab to or click in the Advisor Type field, then enter the Advisor code For the Dual Advising model, you will enter two advisors coded as follows:

- a. **DAFA** = Dual Advising – Faculty
- b. **DAPA** = Dual Advising – Advisor



7. Click the Insert button to add a second row, then click in the ID field and follow steps 2 and 3 above to enter the second advisor.

8. Following the guidelines on page 1, designate ONE of the advisors as PRIMARY by checking on the Primary Indicator.



9. Click Save.