Enter Student ID and Term

- Go to Banner 9 - Administrative Forms.
- On the Welcome screen search for Multiple Advisors or SGAADVR
- Enter the student’s Rowan ID, if known and Term.
- Select Go.

Or Search for ID and Term

Or to search for the Rowan ID of a student, select the three dots next to the ID field.

- Use the drop down options to search for Last Name, First Name. You can also choose Case Sensitive or Insensitive. There are also options to select Equals, Starts with, ... for each field. Then Select Go from the bottom right side of the form.
- When you have found the correct student, double click in the ID or choose Select from the bottom right of the page.

Or to search for the Term:

- Select the three dots next to the Term Field.
- Select List of Terms from the popup menu.
- Search for the Term.
- Select it, choose OK and it will fill into the form.
Assign Advisor

- Confirm **From Term** field reads assigned term and **To Term** reads 999999.
- Enter **Advisor ID** or search by name (see previous page for how to search - hint the three dots next to the field opens a search).
- Enter **Advisor Type** or search for advisor type (see previous page for how to search).
- **Mark Primary Indicator check box** - *required - only one advisor may be selected as Primary. Multiple advisors may be assigned to one student, but only one may be selected as Primary (the primary check should be for the primary major). GRAD will reflect all advisors on the student for the term but the Student Information in Self -Service Banner only reflects primary advisor.
- **Save.**

Add New Advisor

- Confirm **From Term** field reads assigned term and **To Term** reads 999999
- With your curser in the previous Advisor record, select **Insert** from the right side of the form.
- Enter **Advisor ID** or search by name (see above for details).
- Enter **Advisor Type** (see above for details).
- **Mark Primary Indicator check box** for current assignment (unmark other as needed).
  *required field - only one advisor may be selected as Primary.
- **Save.**