

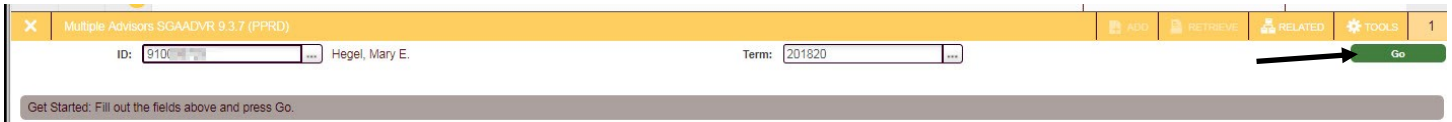
# SGAADVR - Multiple Advisors

## Quick Reference Guide

Training & Instructional Support  
[www.rowan.edu/irt-training](http://www.rowan.edu/irt-training)

### 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.



Multiple Advisors SGAADVR 9.3.7 (PPRD)

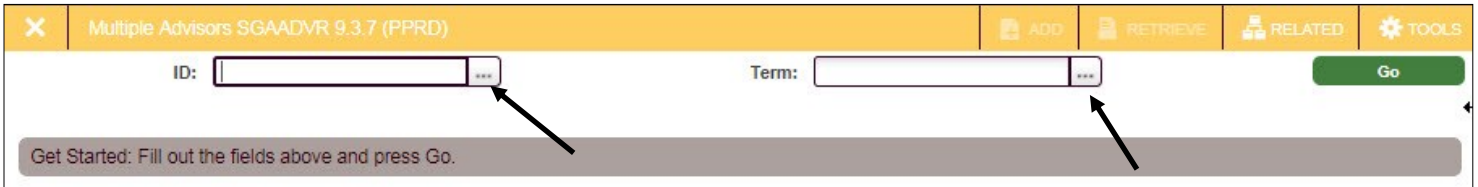
ID:  Hegel, Mary E. Term:

Go

Get Started: Fill out the fields above and press 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.



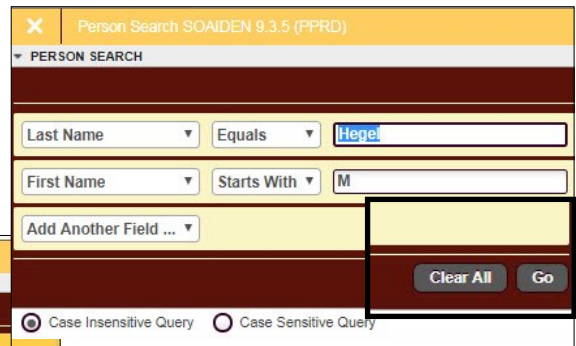
Multiple Advisors SGAADVR 9.3.7 (PPRD)

ID:  Term:

Go

Get Started: Fill out the fields above and press Go.

- 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.



Person Search SOAIDEN 9.3.5 (PPRD)

PERSON SEARCH

Last Name  Equals

First Name  Starts With

Add Another Field ...

Clear All Go

Case Insensitive Query  Case Sensitive Query



Person Search SOAIDEN 9.3.5 (PPRD)

PERSON SEARCH

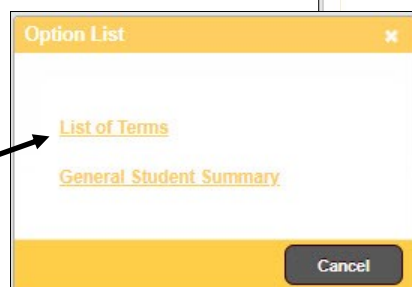
ID	Last Name	First Name	Middle Name	Birth Date
9100	Hegel	Mary	Elizabeth	08/11/1988

10 Per Page

Case Insensitive Query  Case Sensitive Query

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.

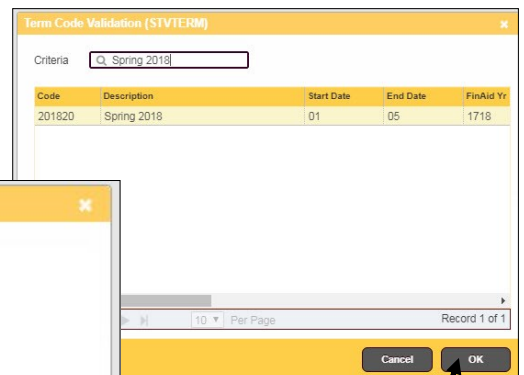


Option List

List of Terms

General Student Summary

Cancel



Term Code Validation (STVTERM)

Criteria

Code	Description	Start Date	End Date	FinAid Yr
201820	Spring 2018	01	05	1718

10 Per Page Record 1 of 1

Cancel OK

## 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.**

Multiple Advisors SGAADVR 9.3.7 (PPRD)

ID: 910 Hegel, Mary E. Term: 201820

Start Over

ADVISOR INFORMATION

From Term: 201820 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
910	Bullock Lewis, Verna J.	MAJR	Major	<input checked="" type="checkbox"/>

Record 1 of 1

SAVE

## Add New Advisor

- Confirm **From Term** field reads assigned term and **To Term** reads 999999
- With your cursor 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.**

Multiple Advisors SGAADVR 9.3.7 (PPRD)

ID: 910 Hegel, Mary E. Term: 201820

Start Over

ADVISOR INFORMATION

From Term: 201820 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
910	Bullock Lewis, Verna J.	MAJR	Major	<input type="checkbox"/>

Multiple Advisors SGAADVR 9.3.7 (PPRD)

ID: 910 Hegel, Mary E. Term: 201820

Start Over

ADVISOR INFORMATION

From Term: 201820 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
910	Bullock Lewis, Verna J.	MAJR	Major	<input type="checkbox"/>
916	Zeits, Mark A.	MAJR	Major	<input checked="" type="checkbox"/>

Record 1 of 2

SAVE