SGAADVR – Updating Advisors

SGAADVR

- 1. Enter the following in the header bar:
 - a. ID: N#
 - b. Term: Effective Term (current or term of major change)
- 2. Click Next Block
 - a. If Maintenance is in **Color** and the advisor(s) are incorrect: Begin with Advisor Information, step A (p. 1)
 - b. If Maintenance is in Grey and the advisor(s) are incorrect: Begin with Advisor Information, step B (p. 3)

Advisor Information

- A. Click the Maintenance button and select:
 - a. Copy Advisor Use when changing one or two advisors (Academic and/or Faculty), OR when the student has an Athletic or PPH Advisor. Athletic Advisors and PPH Advisors should not be removed from the student record.
 - b. End Advisor Use only when ALL advisors need to be changed.
- B. Highlight the row listing the incorrect advisor
- C. Click Record / Remove
- D. Enter the new Advisor's N# (or tab to name box and type Last Name, First Name)
- E. Enter Advisor Type using List of Values (LOV) or by typing manually
 - a. ADVU Academic Advisor (Undeclared)
 - b. AADV Academic Advisor (Declared)
 - c. FADV Faculty Advisor
- F. Repeat on the next line for multiple advisors
- G. Click Primary Indicator checkbox next to the Academic Advisor assigned to the first major
- H. Click Save

A. Maintenance in COLOR

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Copy Advisor – Use when changing one advisor (Academic and/or Faculty), OR when the student has an Athletic or PPH Advisor. Athletic Advisors and PPH Advisors should not be removed from the student record.

End Advisor – Use only when ALL advisors need to be changed.

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Or

B. Maintenance in GREY

Highlight the row listing the incorrect advisor

Click Record / Remove

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Enter new advisor information on an empty line, either by:

N# in the ID box,

OR

Typing Last Name, First Name in the second box

Tip: Hit Tab on the keyboard and the other N# or Name box should auto-populate

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Enter Advisor Type (Can be entered manually with the keyboard, or by clicking the LOV)

ADVU – Academic Advisor (Undeclared)

AADV - Academic Advisor (Declared)

FADV – Faculty Advisor

Repeat on the next line for multiple advisors

Click Primary Indicator checkbox next to the Academic Advisor assigned to the first major

Click Save

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