

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

Oracle Fusion Middleware Forms Services: Open > SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors SGAADVR 8.5.8 (PROD)

ID: N00029378 Term: 201730

Advisor Information

From Term: 201720 Maintenance To Term: 201820

ID	Name	Advisor Type	Primary Indicator
N00029378	Soderstrom Junkens, Kristal L.	AADV Academic Advisor (Declared)	<input checked="" type="checkbox"/>
N00118782	Clifford, Craig W.	PPH Pre-prof Health Advisor	<input type="checkbox"/>
N00119903	Ahlander, Joseph A.	FADV Faculty Advisor	<input type="checkbox"/>

A. (Continued)

Or

B. Maintenance in GREY

Highlight the row listing the incorrect advisor

Click Record / Remove

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Multiple Advisors: SGAADV 8'. The window title is 'Oracle Fusion Middleware Forms Services: Open > SGAADV 8'. The menu bar includes 'File', 'Edit', 'Options', 'Block Item', 'Record', 'Query', 'Tools', and 'Help'. The 'Record' menu is open, showing options: Previous, Next, Scroll Up, Scroll Down, Clear, Remove, Insert, Duplicate, and Lock. The 'Remove' option is highlighted. The main area contains a table with columns: ID, Advisor Name, Advisor Type, and Primary Indicator. The first row is highlighted in grey and has a yellow border. The table data is as follows:

ID	Advisor Name	Advisor Type	Primary Indicator
N00029378	Soderstrom Junkens, Kristal L.	AADV Academic Advisor (Declared)	<input checked="" type="checkbox"/>
N00118782	Clifford, Craig W.	PPH Pre-prof Health Advisor	<input type="checkbox"/>
N00119903	Ahlander, Joseph A.	FADV Faculty Advisor	<input type="checkbox"/>
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At the bottom of the window, there is a status bar with the text 'Remove Record: 1/3' and '<OSC>'.

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

Oracle Fusion Middleware Forms Services: Open > SGAAVDR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors SGAAVDR 8.5.8 (PROD)

ID: N00[REDACTED] Term: 201730

Advisor Information

From Term: 201730 Maintenance To Term: 201820

ID	Advisor Name	Advisor Type	Primary Indicator
N00118782	Clifford, Craig W.	PPH Pre-prof Health Advisor	<input type="checkbox"/>
N00119903	Ahlander, Joseph A.	FADV Faculty Advisor	<input type="checkbox"/>
N00175507	Carlo, Julia E.	AADV Academic Advisor (Declared)	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
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Primary Indicator: Checked for Y, Unchecked for N.
Record: 3/3 | | ... | | | <OSC>