

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

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 Delete
- 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

The screenshot displays the SGAADVR 9.3.7 (PROD) interface. The header bar includes the user 'ellucian' and the application name. Below the header, the 'ADVISOR INFORMATION' section is visible, showing a table with columns for ID, Name, Advisor Type, Advisor Type Description, and Primary Indicator. The table contains one row for ID 'N000792' with Name 'Searcy, Brian C.', Advisor Type 'ADVU', and Description 'Academic Advisor (Undeclared)'. The Primary Indicator checkbox is checked. A yellow circle highlights the 'Maintenance' button in the header bar. The interface also includes a 'Start Over' button and a 'SAVE' button at the bottom right.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
N000792	Searcy, Brian C.	ADVU	Academic Advisor (Undeclared)	<input checked="" type="checkbox"/>

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.

The screenshot shows a software interface for 'ADVISOR INFORMATION' maintenance. At the top, there are fields for 'From Term' (201920), 'Maintenance' (indicated by a person icon), and 'To Term' (999999). Below this is a table with the following data:

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
N00057002	Gregg, Ashley A.	ADJU	Academic Advisor (Undeclared)	<input checked="" type="checkbox"/>

Below the table, there are navigation controls: '1 of 1', '10 Per Page', and 'Record 1 of 1'. In the center of the screen, an 'Option List' dialog box is open, containing two options: 'Copy Advisor' (highlighted) and 'End Advisor'. A 'Cancel' button is at the bottom right of the dialog box. The main window has a 'SAVE' button in the bottom right corner.

A. (Continued)

Or

B. Maintenance in GREY

Highlight the row listing the incorrect advisor

Click Delete

The screenshot shows a web application interface for managing advisors. The browser address bar shows 'ellucian Multiple Advisors: SGAADV 9.3.7 (PROD)'. The page title is 'ID: N00227544 DNU Demo1 DO NOT USE, Student1 Term: 201930'. The main content area is titled 'ADVISOR INFORMATION' and contains a table with the following data:

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
N00085482	Shade, Jennifer L.	ADV	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/Mentor	<input type="checkbox"/>

At the top right of the table area, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. The 'Delete' button is circled in green. The table also includes a 'From Term' field set to '201930' and a 'To Term' field set to '999999'. A 'Maintenance' button is located below the table headers. The bottom of the page shows a footer with 'Record 1 of 3' and a 'SAVE' button.

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

The screenshot shows the 'Multiple Advisors SGAADVR 9.3.7 (PROD)' application window. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this is a header area with 'Start Over' and 'Filter' options. The main content area is titled 'ADVISOR INFORMATION' and contains a table with columns for 'ID', 'Name', 'Advisor Type', 'Advisor Type Description', and 'Primary Indicator *'. The table lists three records: Clifford, Craig W. (PPH), Ahlander, Joseph A. (FADV), and Mcbride, Randeal (FADV). The 'Mcbride, Randeal' row is highlighted with a yellow border. A 'Maintenance' button is visible above the table. The bottom status bar shows 'EDIT', 'Record: 3/3', 'SGAADVR.ADVR_NAME [3]', '©2000 - 2018 Ellucian. All rights reserved.', and 'ellucian.'.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
N00118782	Clifford, Craig W.	PPH	Pre-prof Health Advisor	<input type="checkbox"/>
N00119903	Ahlander, Joseph A.	FADV	Faculty Advisor/Mentor	<input type="checkbox"/>
	Mcbride, Randeal			<input type="checkbox"/>

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

Multiple Advisors SGAADVR 9.3.7 (PROD)

ID: N00227544 DNU Demo1 DO NOT USE, Student1 Term: 201930

From Term: 201930 To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
N00118782	Clifford, Craig W.	PPH	Pre-prof Health Advisor	<input type="checkbox"/>
N00119903	Ahlander, Joseph A.	FADV	Faculty Advisor/Mentor	<input type="checkbox"/>
N00011818	McBride, Randee J.	AADV	Academic Advisor (Declared)	<input checked="" type="checkbox"/>

Record 3 of 3

EDIT Record: 3/3 SGRADVR_SGRADVR PRIM_IND [3] ©2000 - 2018 Ellucian. All rights reserved. ellucian.