SGAADVR - Updating Advisors

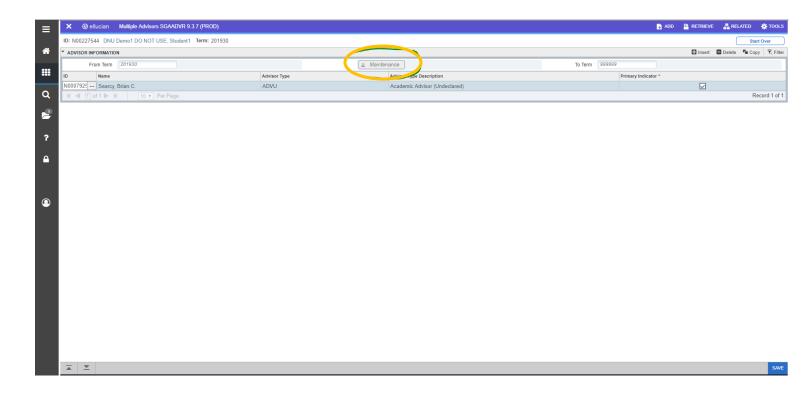
SGAADVR

- 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

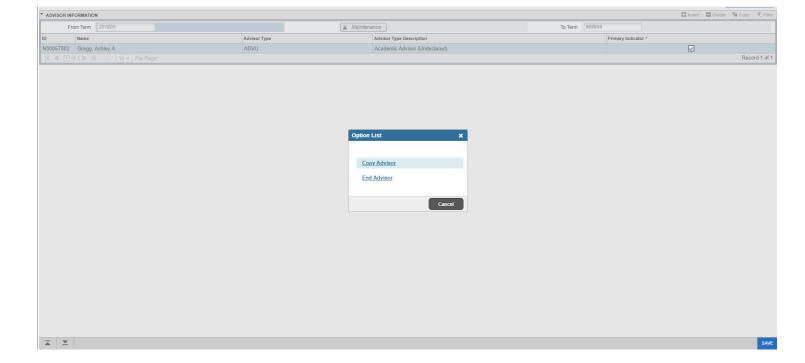
- A. Click the Maintenance button and select:
 - a. Copy Advisor Use when changing one or two advisors (Academic and/or Faculty), OR when the student
 has an Athletic or PPH Advisor. Athletic Advisors and PPH Advisors should not be removed from the
 student record.
 - b. End Advisor Use only when ALL 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



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.



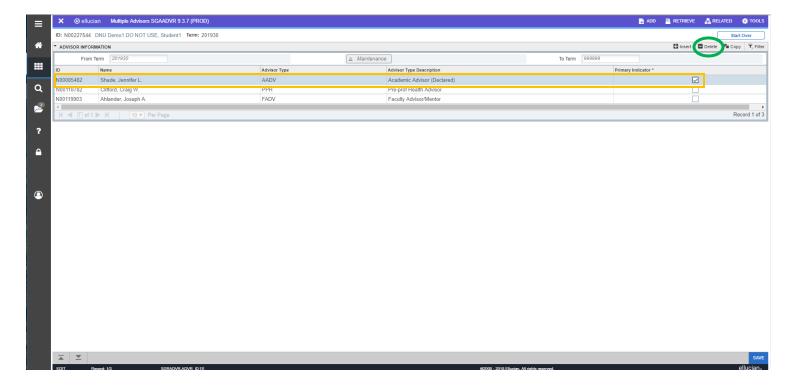
A. (Continued)

Or

B. Maintenance in GREY

Highlight the row listing the incorrect advisor

Click Delete



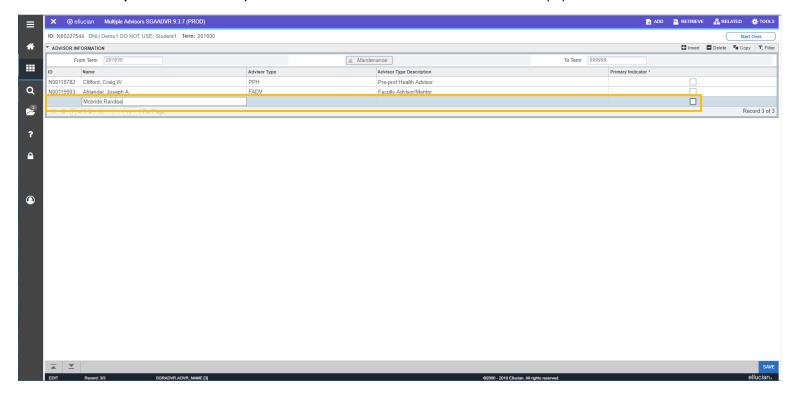
Enter new advisor information on an empty line, either by:

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



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

