
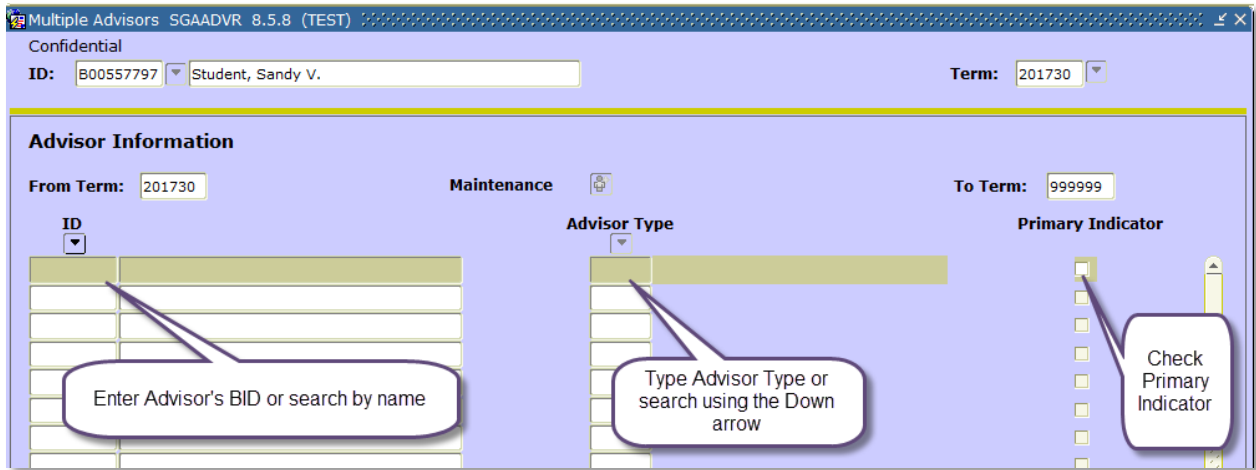


# SGAADVR – Multiple Advisors Form

Before assigning an advisor to a student, make sure the Key Block contains the correct student information (BID, name, term). From the Key Block, move down to the Information Block by using the Next Block icon  or using the **Ctrl + Page Down** key combination.

## 1. Adding an advisor if no advisor is listed:



Multiple Advisors SGAADVR 8.5.8 (TEST)

Confidential

ID: B00557797 Student, Sandy V. Term: 201730

**Advisor Information**

From Term: 201730 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Enter Advisor's BID or search by name

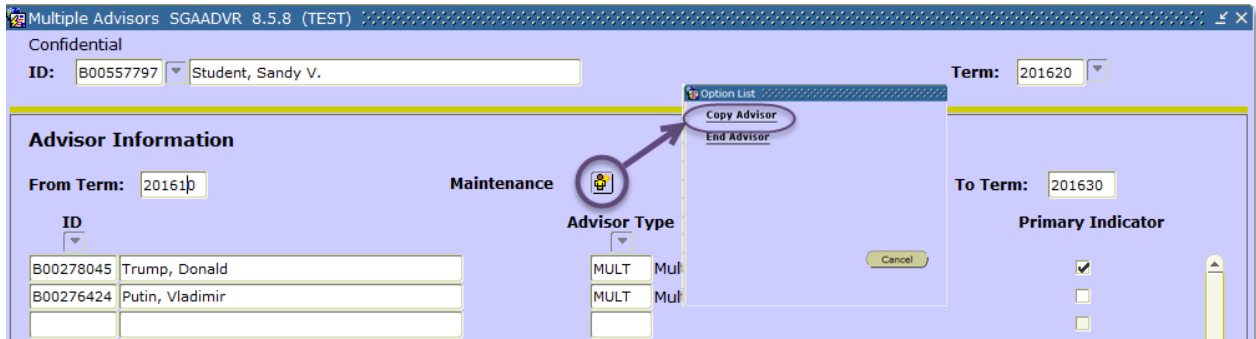
Type Advisor Type or search using the Down arrow

Check Primary Indicator

- Enter the advisor's Banner ID in the **ID** field or search by name in the name field.
- Enter the **Advisor Type**.
- Check the **Primary Indicator** if this is the primary advisor.
- Click **Save**.

## 2. Adding an advisor with other advisors listed:

- If the **Maintenance** button greyed out\*, just add an advisor using the **Scenario 1** instructions (see above).
- If the **Maintenance** button is highlighted, click on the button and select **Copy Advisor**.



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ID: B00557797 Student, Sandy V. Term: 201620

**Advisor Information**

From Term: 201610 Maintenance To Term: 201630

ID	Advisor Type	Primary Indicator
B00278045	Trump, Donald	<input type="checkbox"/>
B00276424	Putin, Vladimir	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

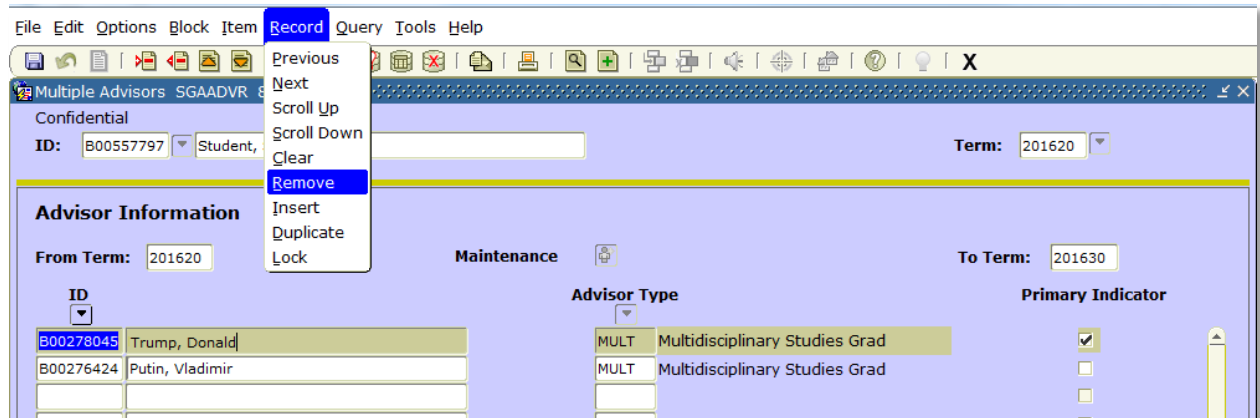
Option List

- Copy Advisor
- End Advisor

Cancel

- Enter the secondary advisor information.
- Click **Save**.

### 3. Removing an advisor:



- Click the **Maintenance** button.
- Select **Copy Advisor**.
- Select the advisor you need to remove, click on **Record**, then **Remove**.
- Click **Save**.

Please note, that the **End Advisor** option under **Maintenance**, removes **ALL** assigned advisors effective the term indicated in the **Key Block**. You should not use that option when you have multiple advisors listed.

\* The Maintenance button is greyed out when the effective term in the **Key Block** matches the **From Term**. To enable the button, the term in the **Key Block** has to be changed to a later one. For example, if an advisor is assigned starting 201710, the **Key Block** should display 201720 or 201730.