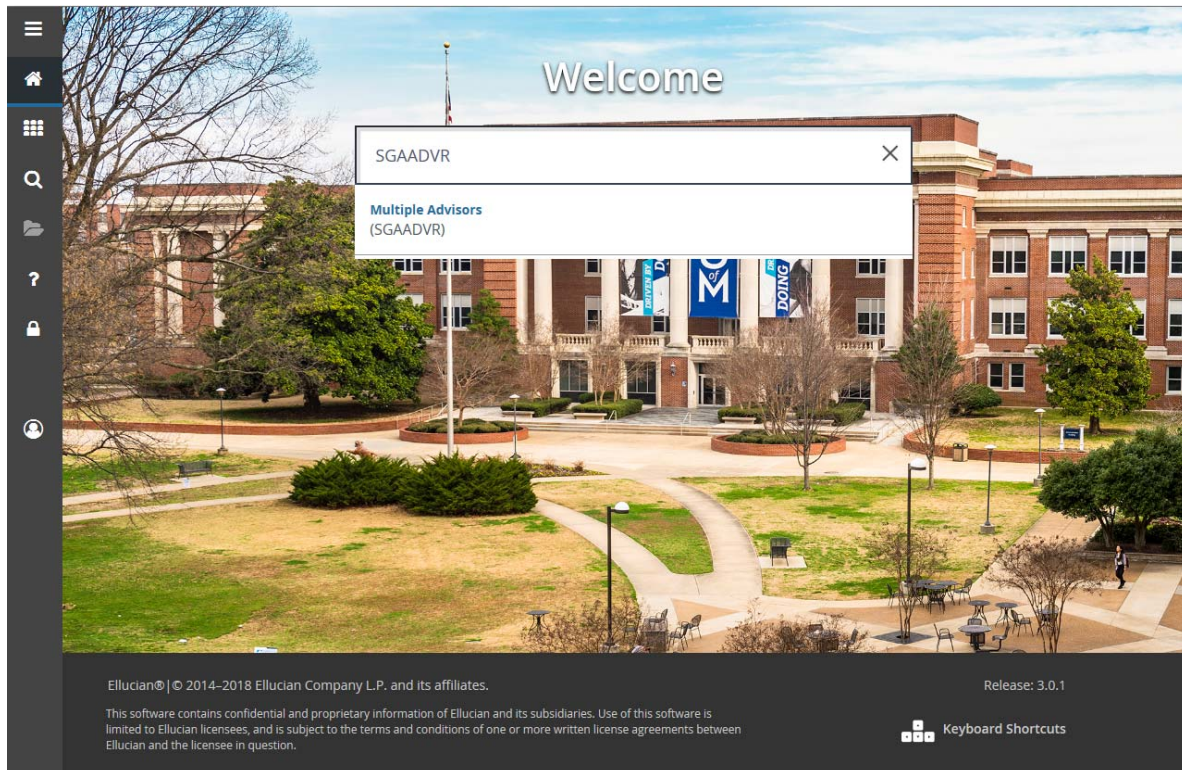## Assign Advisors (SGAADVR)

The Multiple Advisor page (SGAADVR) allows a student's advisor history to be recorded.

1. Access Admin Pages through your myMemphis Portal. The link is in the Banner Admin Pages portlet on your "**Employee**" page.

2. In the Search box, type "**SGAADVR**," and press "**Enter**".

3. In the ID field type the student's U number. If you don't know the U number, you may use the Lookup button to search on the student's name. After you have selected the student, enter the Term. Click Go.

TERMS:
10 = Spring   201910 = Spring 2019
50 = Summer   201950 = Summer 2019
80 = Fall   201980 = Fall 2019

NOTE: This form is term specific. The term you enter in the "Term" field in the key block allows you to see the advisor assigned from the term entered until an advisor change has been made. For the student above, no advisor assignment has been entered for 201880 through the "To Term," 999999, which means until the end of time.

4. Click in the ID field and type the advisor's U number. If you do not know the U number, tab to the Name field and type the advisor's name – Last name or Last name [comma] First name. Press Enter.

    If the ID and Name Extended Search form appears as below, choose "Press To See Results". Select the appropriate advisor, and then doubleclick on that person's name.

5a. If no advisor is listed and the "To Term" is 999999, proceed to step 6.

5b. If a semester is shown in the "To Term" field, this means that a new advisor assignment has been entered for the next term. Select Start Over to go back to the key block and enter the term you saw in the "To Term" field. If the advisor listed is incorrect, proceed to the instructions for "Changing an Advisor to Keep Previous Advisor on Record".

6. Place the cursor in the Advisor Type field. Select the lookup button. Double click the appropriate Advisor Type.

This field does **not** have to be filled for the student to show on the Advisee Listing in Self-Service.
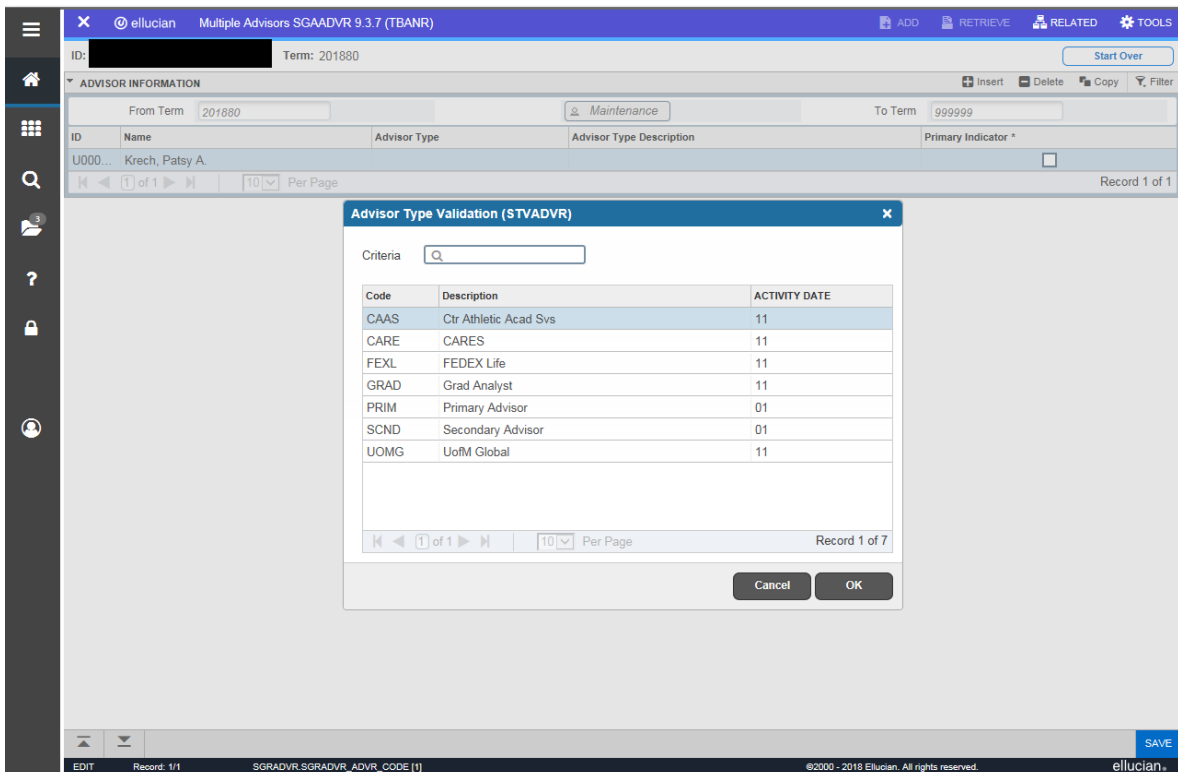
7. Select the checkbox under **Primary Indicator**. This box **must** be checked for the student's name to be entered on the Advisee Listing on Self-Service. This designation is usually given to the advisor for the student's Primary or First program on SGASTDN.

8. **Save.** The upper right corner will display a Saved message.

9. To assign an advisor for another student, select Start Over.

10. To exit the page, click the white X on the left end of the page header.

Remove an Advisor

This option should be used when a student changed majors prior to meeting with an advisor or when an advisor is entered by mistake. Use the instructions for "Changing an Advisor to Keep Previous Advisor on Record" for most other advisor changes.

To remove an advisor's name, access the student's record via steps 1-3 above. Make sure you have highlighted the correct advisor's name, and then select Delete from the record header. **Save**.

Change an Advisor to Keep Previous Advisor on Record

If the **Term** in the key block does not match the **From Term** in the Advisor Information section, you will need to click on the **Maintenance** button, and choose **End Advisor**.
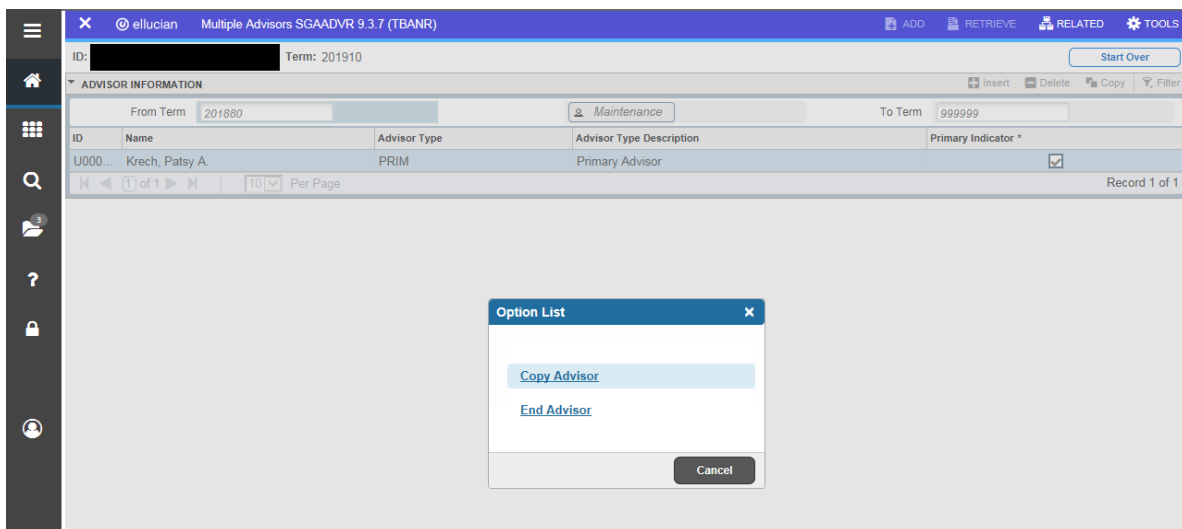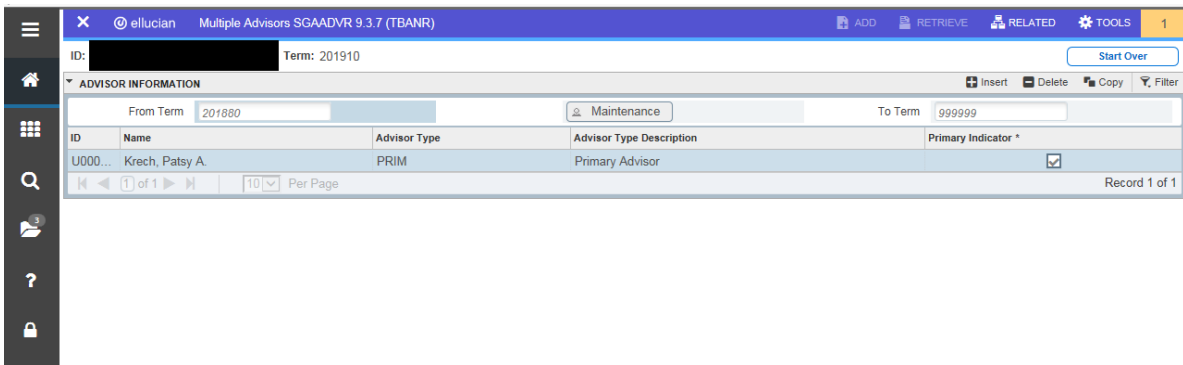
Click **Start Over** and then click **Go** and you will be able to enter the new advisor beginning with the term in the key block, using steps 1-8 above.

Use "**Copy Advisor"** if an advisor is already listed and you want to add a secondary advisor for the terms given.

Note: Each month around the 6th, the Registrar's Office adds a Major Report to ePrint which pulls students for the current term. The advisor listed on that report is for the current term and beyond. If a student's advisor has been updated for the next term or later, the new assignment will not be included on the Major Report.

Another report that can assist with assigning advisors is located in Argos. It is SYGH003 - Students and Assigned Advisors and is in the Student and then General folder. If you choose to save the file as a CSV, you can sort by your college/department. For this report you choose a semester for the student and the advisor as well as student classification, so to see how students are assigned to advisors for Fall 2018, you would want to choose 201880 for each of these options. The report is updated nightly, so this is a good way to make sure your changes have been entered.

If you do not have access, your college advisor should be able to assist you.