

Ithaca College, Banner 9
How to add Academic Advisors

IMPORTANT NOTES BEFORE ASSIGNING ADVISORS:

- This is a shared resource form. Do NOT remove an advisor unless you are responsible for updating, changing, or removing that advisor's assignment.
- Make sure the Advisor Type matches the order of the student's curriculum. If a student has more than one major and/or minor, the major or minor type must reference the same numerical priority order.

Review the student's record on **SGASTDN** to verify the curriculum order before beginning advisor assignments:

To determine Major order, look at the Curricula Summary box (outlined in yellow) the -Primary indicator and the Priority box (black arrow) indicate that this is the Number 1 (primary) major.

To determine Minor order, look at the Field of Study Summary box (outlined in red). The priority numbers in that box show the order of the minor programs.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student
1	201920	Bus Admin/Finan...	201820	Undergraduate	Ithaca	School of Business	Bachelor of Scie...			Early Action	201620		

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201920	Major	Business Administration	Business Administration	
1	201920	Minor	Economics		
1	201920	Concentration	Finance		Business Administration

If there is a second major, the status bar (on the bottom) will indicate there is another row. If there is, clicking the “Next Page” arrow or changing the “Per Page” to greater than 1 reveals a second major - Secondary indicator and the priority Number 2 (secondary major)

Priority	Term	Program	Catalog	Level
1	201920	Bus Admin/Finan...	201820	Undergraduate

In this student's case:

- Major 1 = Business Administration - Finance
- Major 2 = Accounting
- Minor 1 = Economics

When assigning advisors this student's advisor assignments should look like:

- Business Administration - Finance major advisor would be given the MAJ1 advisor type
- Accounting major advisor would be given the MAJ2 advisor type
- Economics minor advisor would be given the MIN1 advisor type

ASSIGNMENT PROCESS

- 1) Go to the form SGAADVR.
- 2) In the Key Block, enter the student's ID number or use the search capability to look up a student by name.
- 3) Enter the term (semester) that you wish to make the advisor change effective (usually the current or a future term)
- 4) The information that is displayed is a list of the current advisor(s), the type of the advisor(s) and the beginning term (From Term) that this list became effective.
 - a. If the list is correct do nothing. Rollback and select a different student.
 - b. If the list is blank that means the student has no advisors assigned
- 5) If the From Term is different from the effective term you just entered (see arrows in screen shot below), then skip down to #7.

ID: 900013040 Kirkpatrick, Jean E. Term: 201920 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 201020 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
900030...	Wheaton, Tinita M.	MJR1	Major 1 Advisor	<input checked="" type="checkbox"/>

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- 6) If the From Term of the list is the same as the effective term that you just entered in the key block (see arrows below in screenshot below) then:

ID: 702030600 Davis, Dexter H. Term: 201920 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 201920 Maintenance To Term: 999999

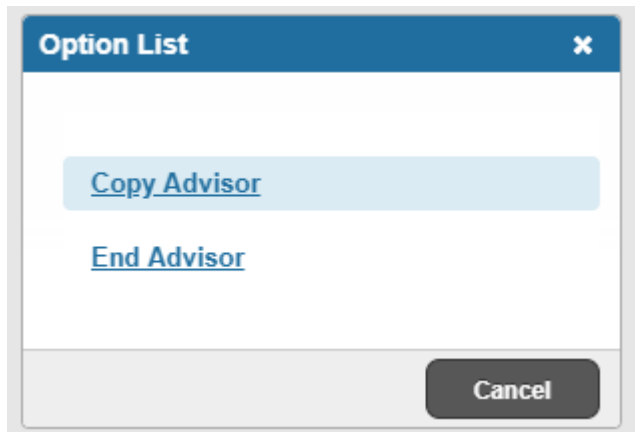
ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
...	...			<input type="checkbox"/>

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- a. Use your up or down arrow keys to select the appropriate advisor.
- b. If you wish to remove an advisor, select the advisor and click “Delete”
- c. If you wish to add an advisor, select the first “blank” line and enter the Advisor’s ID or tab to the name field and enter last name, comma, first name of the Advisor. You may use the wildcard character “%” if you are unsure of the spelling of either name.
- d. Do a more extensive search, by clicking the LOV under the ID column when selecting Advisor names that are not unique and the ID is unknown.
- e. Enter the Advisor Type or click the LOV button to find & select the type code.
- f. Repeat these steps as many times as necessary.
- g. Click Save. Rollback and select a different student.

7) If the From Term of the list is different from the effective term that you just previously entered in the key block, then you must Click on the Maintenance box in the center of the form.

- a. A dialogue box will appear, giving you the options to either:
Copy Advisor or End Advisor



- b. If most or many of the advisors on the list are still accurate you should choose Copy. Copy Advisor will copy all advisors forward to the new semester you just entered. You can edit as necessary once copied.
- c. If none of the advisors on the list are still accurate you should choose End. End Advisor will remove all advisors as of the semester you just entered and start you with a completely empty list and blank slate. This is not recommended unless you are responsible for ALL the advisors on the list.
- d. If you wish to add a new advisor to the existing list, select the first “blank” line and enter the Advisor’s ID or tab to the name field and enter last name, comma, first name of the Advisor. You may use the wildcard character “%” if you are unsure of the spelling of either name.
- e. Enter the Advisor Type or click the LOV button to find & select the type code.
- f. Repeat these steps as many times as necessary if adding more advisors
- g. If you wish to remove an advisor, Use your up or down arrow keys to highlight the appropriate advisor.
- h. Select the advisor and click Remove Record.
- i. If you are replacing an advisor you can Add the new one first and then remove the old one or vice versa.
- j. Click Save.
- k. To check your work, enter the form again on the same student to make sure the list looks good.

IMPORTANT NOTES & CONSIDERATIONS:

- A student must have a Primary Advisor. So at least one Advisor on the list must be checked as Primary.
- A student can have only one Primary Advisor. That advisor should always be the Major 1 Advisor if possible.
- A student should have an advisor for each major and minor. When a student has multiple majors and/or minors the assigned advisors/advisor types should be in the same order as what appears on SGASTDN (see beginning of this document for more detailed instructions)
- Advisor Types in order to usage:

ADVISOR_TYPE	DESCRIPTION
MJR1	Major 1 Advisor
MJR2	Major 2 Advisor
MJR3	Major 3 Advisor
MIN1	Minor 1 Advisor
MIN2	Minor 2 Advisor
MIN3	Minor 3 Advisor
MIN4	Minor 4 Advisor
ORNT	Orientation Advisor
ADM	Administrative Adviser
ROTC	ROTC Advisor
CLIN	Clinical Supervisor
INTL	International Programs