ADVISOR ASSIGNMENTS in BANNER: SGAADVR and SIAINST
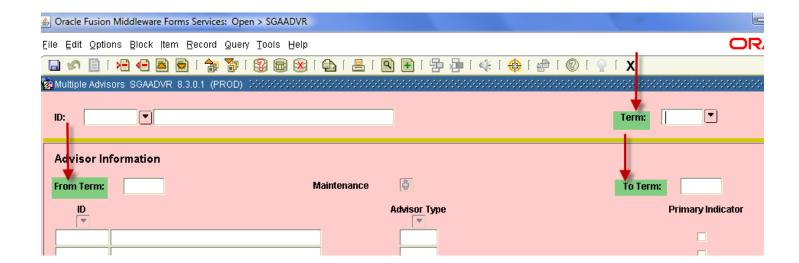
In Preparation:

1. Advisor assignments will display on the Degree Works audit as an email link to the advisor.

2. GRADUATE advisors should not be assigned unless a student's UG degree has actually been awarded in order to avoid the display of a GRAD faculty advisor on an UG Degree Works audit. To retain the UG advisor on Degree Works, make the GRAD assignment subsequent to graduation verification. To verify degree, check transcript on Self-Service Banner (SSB) or contact your UG Advising Center.

3. Faculty must be assigned an 'advisor flag' to perform the following functions. See Step 5 to flag faculty as an advisor in SIAINST.
   a. to be assigned to a student as an advisor
   b. to view Self Service Banner information regarding a student
   c. to see a list of advisees on SSB

4. See list of available advising codes at end of document. GRAD code has been designated for graduate students. U% codes are designated for undergraduate students.

5. It's important to understand that all activity in Banner happens within EFFECTIVE TERMS. There are three TERM fields on SGAADVR:

   a. TERM in the key block
   b. FROM TERM in the 2nd block: the term the assignment was initially made.
   c. TO TERM in the 2nd block: the term the assignment was ended. 999999 indicates "no end term" and the assignment is still in effect.
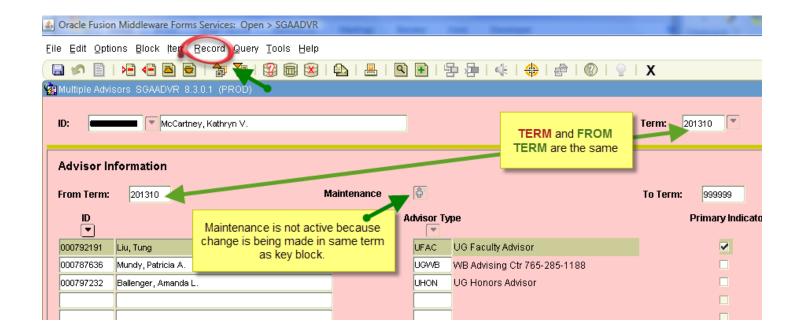
Step 2. Enter an advisor when no current assignment exists……..

    a. In the Go To Box, type SGAADVR and enter the student BSID#.

    b. In the TERM field, enter the term in which the assignment is to become effective. To see current assignment, enter current term. For new GRAD advisors, the effective term for advisor assignment is usually the term of admission to a Graduate program.

    c. Go to Next Block.

    d. If the advisor assignment is <u>not</u> blank, see Step 3 if a change in advisors is to be made during the current term. See Step 4 if a prior assignment must first be ended.

    e. If the advisor assignment is blank, enter the faculty advisor's BSID# in the *ID field,* or tab to the next field and type in the Lastname, Firstname. Banner will recognize the name or will pop up an Extended Search box option.

    f. Tab to *Advisor Type* field. Type in desired code (such as **GRAD**) or use the drop down box to select the code.

    g. Tab to *Primary Indicator* and enter a check mark if this is the primary advisor.   Form cannot be saved if *Primary Indicator* is not selected.

    h. Arrow down to next record to make any additional assignments.

    i. (UG students may have multiple advisor assignments including an UG% Advising Center and possibly an HONR advisor.)

    j. SAVE and verify that changes were saved per the hint line which will read "Transaction complete….."

    k. If hint line displays "*ERROR* Primary advisor must be identified," then go back and enter a check mark under *Primary Indicator*.
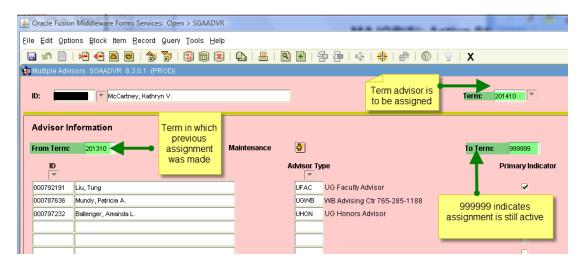
    l. SAVE the form and rollback to the key block.

Step 3. To change an advisor assignment during the same term.........

    a. Enter appropriate **TERM** in the key block.

    b. Go to Next Block.

    c. The **TERM** and **FROM TERM** will match.   The line will be highlighted in brown and the cursor will flash in the first field, "ID."

    d. Use arrows keys or Record>Scroll Up/Down if necessary to scroll to advisor to be removed. From the Menu Items, select Record, then Record Remove.   SAVE.

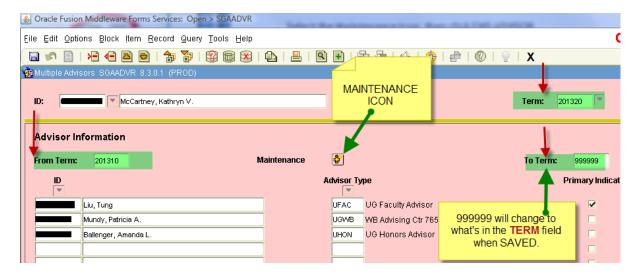   e. With cursor in brown highlighted field, see Step 2.e. to add the new advisor and type.

Step 4. To end an assignment and enter a new one……..

a. Enter desired effective term in the key block.

b. An advisor assignment may be in place if the student previously attended BSU. Verify UG degree has been completed before assigning a GRAD advisor.

c. If a previous assignment is in place, the **FROM TERM** will be less than the **TERM.**

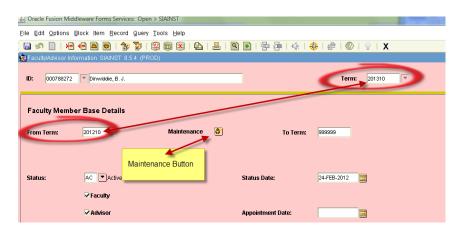d. To add a GRAD advisor, the previous assignment(s) must be ended.

e. To end previous advisor assignment, go to Next Block.

f. Click the yellow *Maintenance icon* and then select *End Advisor* which will end advisor(s) for that term. The **TO TERM** changes to match what is in the **TERM.**

g. The "end advisor" automatically saves.

h. Roll back to the key block and Next Block to enter new advisor. See Step 2.e.
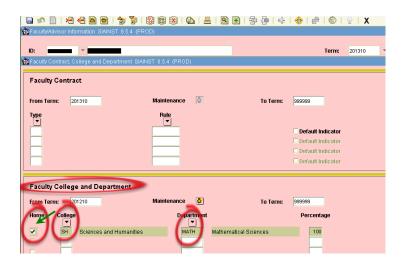
Step 5. Flagging faculty as an advisor…………..

a. Enter SIAINST in the Banner "Go To" box.

b. Enter the faculty advisor's BSID#.   Tab to **TERM.** Enter term in which they will be an advisor.   Go to Next block.

c. If the **FROM TERM** equals the **TERM** in the key block, proceed to Step 5.e.

d. If the **FROM TERM** is less than the **TERM** in the key block, the Maintenance button must be clicked to create a new effective term. Once clicked, the **FROM TERM** field will change to the same that's in the key block **TERM** field. The Maintenance icon will turn gray.

e. If they are to be an advisor and/or faculty, select the **Advisor and/or Faculty** checkbox(es).

f. SAVE. Next Block twice to the Faculty College and Department block.

g. Enter the appropriate college(s) and department(s).   The "home" box must be checked or advisees will not be visible on SSB. *Note:* Some instructors, particularly in the Honors College, will have more than one Faculty College and Department here.

h. SAVE. Roll back to key block to exit.

Advisor Codes, Sept 2013	Description
GRAD	Graduate Program Advisor
IEI	Intensive English Institute
RCIP	Rinker Center Intl Programs
UADR	UG Advisor
UADV	UG Advisor Assignment
UATH	UG Athletics Advisor
UCRD	UG Adv Center Coordinator
UCRR	UG Correctional Advisor
UDSD	UG SD Advisor
UFAC	UG Faculty Advisor
UFRH	UG Freshman Advisor
UGAA	Athl. Adv. NQ 351 765-285-1184
UGAC	AC Advising Ctr 765-285-8686
UGCS	CP Advising Ctr 765-285-5513
UGFR	FR Advising NQ339 765-285-1161
UGHO	Hon Coll Advising 765-285-1024
UGIN	International Adv 765-285-5422
UGNQ	NQ Advising Ctr. 765-285-1167
UGRB	RB Advising Ctr. 765-285-5515
UGTC	TC Advising Ctr 765-285-1848
UGWB	WB Advising Ctr 765-285-1188
UHON	UG Honors Advisor
UINA	UG Adv Ctr Inac/Mcrflm
UINL	UG International Advisor
UNRG	UG5 Nursing Advisor
UNRI	UG3 Nursing Advisor
UNRN	UG4 Nursing Advisor
UNRS	UG2 Nursing Advisor
UNUR	UG1 Nursing Advisor
UPDA	UG Primary Dept Advisor
UPMA	UG Pre-Major Advisor
UTBA	UG Advising Center TBA