

Assigning Advisor for New Student

1. Enter SGAADVR.
2. Enter T number for student and term to begin assignment. Next block.
3. Enter T number for advisor, select MAJ1 for Major Advisor and click Primary Indicator. Save.

The screenshot shows the SGAADVR 8.3.0.1 (TECHTEST) interface. At the top, the 'ID' field is set to 'T00000199' and the name is 'Rhodes, Tammy H.'. The 'Term' is set to '201140'. Below this, the 'Advisor Information' section is visible. The 'From Term' is '201140'. The 'Advisor ID' is 'T00000227' and the name is 'Watson, John Wyatt'. The 'Advisor Type' is 'MAJ1 Major Advisor'. The 'Primary Indicator' is checked. A 'Maintenance' icon is also visible.

Removing Old Advisor/Assigning New Advisor

1. Enter SGAADVR.
2. Enter T number for student and term to begin assignment. Next block.
3. Click the Maintenance icon.
4. Click Copy Advisor.
5. Select Record Remove.
6. Enter T number for new advisor, select MAJ1 for Major Advisor and click Primary Indicator. Save.

The screenshot shows the SGAADVR 8.3.0.1 (TECHTEST) interface. At the top, the 'ID' is 'T00000199' and the name is 'Rhodes, Tammy H.'. The 'Term' is '201170'. Below this, the 'Advisor Information' section is visible. The 'From Term' is '201140'. The 'Advisor ID' is 'T00000227' and the name is 'Watson, John Wyatt'. The 'Advisor Type' is 'MAJ1 Major Advisor'. The 'Primary Indicator' is checked. A 'Maintenance' icon is visible. A context menu is open over the 'Maintenance' icon, showing options: 'Copy Advisor', 'End Advisor', and 'Remove'. The 'Remove' option is highlighted. The 'Record' menu is also open, showing options: 'Previous', 'Next', 'Scroll Up', 'Scroll Down', 'Clear', 'Remove', 'Insert', 'Duplicate', and 'Lock'. The 'Remove' option is highlighted.

NOTE: If you are removing an advisor and assigning a new major advisor, do not remove additional advisors assigned such as Bridge to Excellence Mentor, Minor Advisors, University Honors Advisor, etc.

ID: T00000199 Rhodes, Tammy H. Term: 201070

Advisor Information

From Term: 201070 Maintenance To Term: 201120

ID	Advisor Type	Primary Indicator
T00000227 Watson, John Wyatt	MAJ1 Major Advisor	<input checked="" type="checkbox"/>
T00000258 Donnell, Shauna S.	BZE Bridge to Excellence Mentor	<input type="checkbox"/>

Ending Advisor Assignment for Graduating Student

1. Enter SGAADVR.
2. Enter T number for student and term to end assignment. Next block.
3. Click the Maintenance icon.
4. Click End Advisor. Save.

Multiple Advisers SGAADVR 8.3.0.1 (TECHTEST)

ID: T00000199 Rhodes, Tammy H. Term: 201170

Advisor Information

From Term: 201140 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
T00000227 Watson, John Wyatt	MAJ1 Major Advisor	<input checked="" type="checkbox"/>

ID: T00000199 Rhodes, Tammy H. Term: 201220

Advisor Information

From Term: 201170 Maintenance To Term: 999999

Option List

- Copy Advisor
- End Advisor