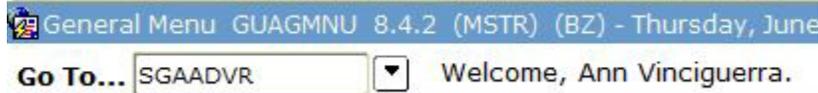


## Entering a Student's Committee Chair

*Note: While these instructions tell you how to enter a committee chair, this document refers to that individual as "advisor" as that is what the field is labeled in Banner.*

### Getting Started

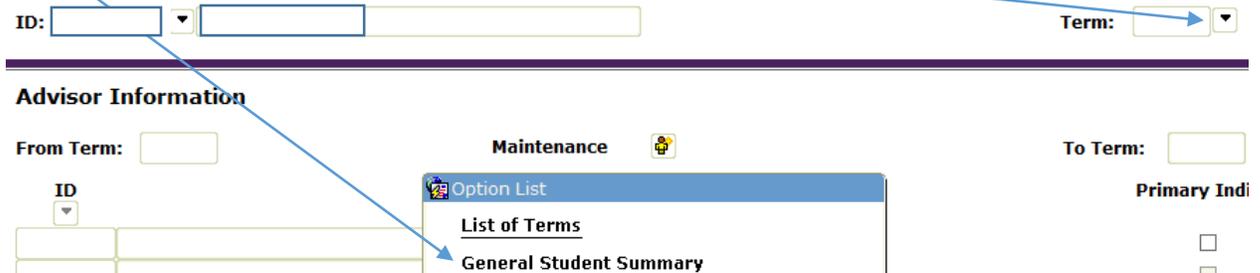
- Log into Banner and go to the SGAADVR report.



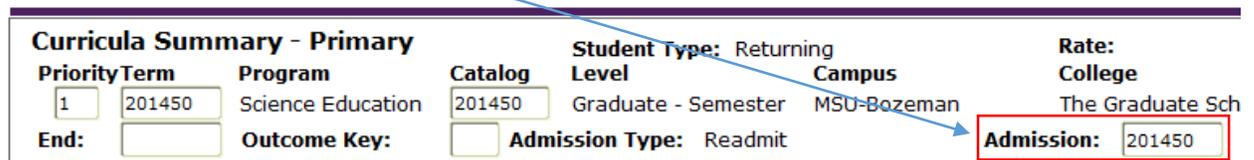
- Enter student GID to access record.



- Enter term student was admitted using year and term number with no spaces. (IE: 201450 for Summer 2014). If you don't know this, hit the arrow next to the term field and select "General Student Summary" from the pop-up menu.



- This screen will open. Find the date in the "Curricula Summary" section. Close the screen by clicking the X in the upper-right hand corner, and you'll be back in the student's SGAADVR screen.



- Enter the term date and hit Control + Page Down to get to the "Advisor Information" section.

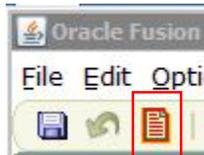
### Entering the Advisor

- To enter a new advisor, tab to a blank line. (It will be shaded.)



- Hit the “ID” button. The search screen appears like this:

- Enter advisor’s name (You can only search using complete first or last name. This is cap sensitive!) or GID. Hit F8 to search. A list of matching results will be displayed, example below.



- Select advisor by putting the cursor into any field on the correct name (Will appear shaded as above) and hitting the select icon.

- Click the arrow under “Advisor Type” and from the pop-up list select “Major Advisor.” Also check the “Primary Indicator” box. Hit F10 to save.

**Advisor Information**

From Term: 201450      Maintenance      To Term: 999999

ID: [ ] [ ]

Advisor Type: [MAJ] Major Advisor

Primary Indicator:

Note: New assignments are extracted from Banner into DegreeWorks nightly. To immediately update the student’s record in DegreeWorks, hit the refresh icon.

## If You Need to Change an Advisor

- The current advisor will be highlighted. Click on the “Maintenance” icon and select “End Advisor.”

Multiple Advisors SGAADVR 8.5.8 (MSTR) (BZ)

ID:   Term: 201130

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**Advisor Information**

From Term: 201130 Maintenance  To Term: 999999

ID	Advisor Type	Primary Indicator
<input type="text"/>	MAJ Major Advisor	<input checked="" type="checkbox"/>

- To enter a new advisor, tab to a blank line. It will appear shaded.

ID:   Term: 201130

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**Advisor Information**

From Term: 201130 Maintenance  To Term: 999999

ID	Advisor Type	Primary Indicator
<input type="text"/>	MAJ Major Advisor	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>
<input type="text"/>		<input checked="" type="checkbox"/>

- Use the process listed above to find and select the new advisor.