Advisors

If advisor information is maintained in Banner then it will appear on the GRAD worksheet.

If departments would like to have assigned advisors appear on the worksheet they need to email Diane Previti Previti@rowan.edu in the University Registrar’s Office and request access to the Banner form (SGAADVR) where this information is maintained.

ADVISOR ASSIGNMENTS in BANNER: SGAADVR

Advisor assignments will display on the Degree Works audit as an email link to the advisor. 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 1. Entering an advisor when no current assignment exist.

a. In the Go To Box, type SGAADVR and hit enter then enter student Banner ID#.

b. In the TERM field, enter the term in which the assignment is to become effective.

c. Go to Next Block.

d. Enter the faculty advisor’s Banner ID# in the ID field, or tab to the next field and type in the Last Name, First Name. Banner will recognize the name or will pop up an Extended Search box option.

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

f. 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).

g. Arrow down to next record to make any additional assignments. (UG students may have multiple advisor assignments)

h. SAVE and verify that changes were saved per the hint line which will read “Transaction complete…..” (If hint line displays “*ERROR* Primary advisor must be identified,” then go back and enter a check mark under Primary Indicator.

Step 2. 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 yellow 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 yellow highlighted field, see Step 1. to add the new advisor and type.

**Step 3. 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 a previous assignment is in place, the FROM TERM will be less than the TERM.

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

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

e. 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.

f. The “end advisor” automatically saves.

g. Roll back to the key block and Next Block to enter new advisor. See Step 1.