

## Advisor-Related Transaction Instructions

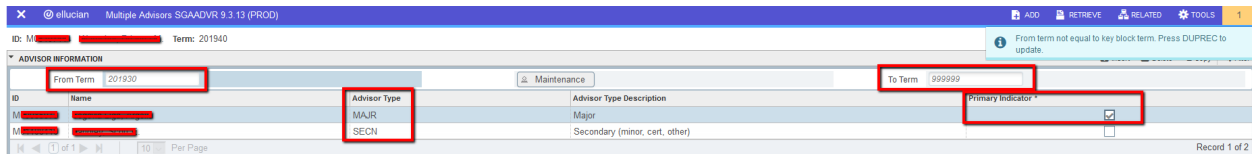
Advisor-related transactions are processed in the SGAADVR (Multiple Advisors) form in Administrative Banner.

### General Navigation

**Step 1:** Log into Admin Banner via My Missouri State>Enterprise Software card. Go to SGAADVR. Enter the BearPass number (M-number) of the student or click on the ellipse (...) button to the right of the ID drop down to search for the intended student. Enter the current term in which you wish to make the advising assignment change. Click “Go” in the upper-right corner of the form.



**Step 2:** Review the current information. The “From Term” tells you what semester the current advising assignment began. The “To Term” tells you when it is scheduled to end and be replaced by a future advising assignment. If there is no additional future assignment, it will say “999999” which means until the end of time. Students should have a primary major advisor which can be identified with an “Advisor Type” of MAJR and a checked Primary Indicator. The student may also have a secondary advisor for a minor, additional major, certificate, or other university program. There are several additional corresponding advisor types.

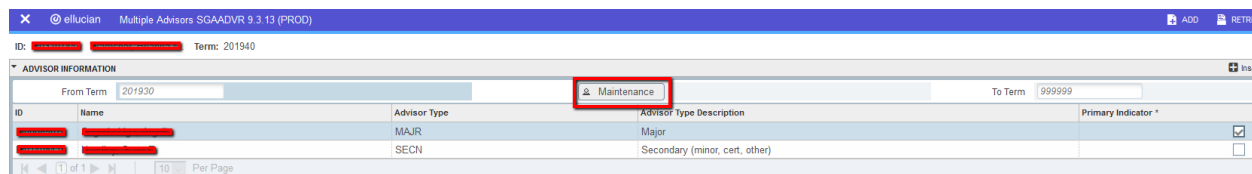


### Transaction Types

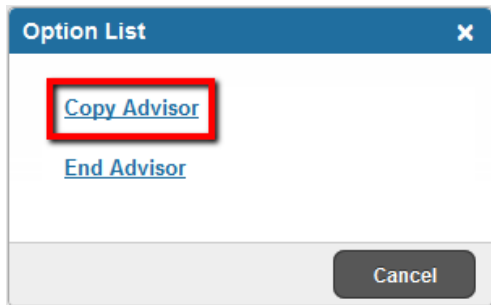
For all the transaction types described below, you will start with the two steps described in the General Navigation section. Therefore, each transaction step will start with Step 3.

#### Changing An Advisor-From Term Starts In A Semester Prior to the Current Semester

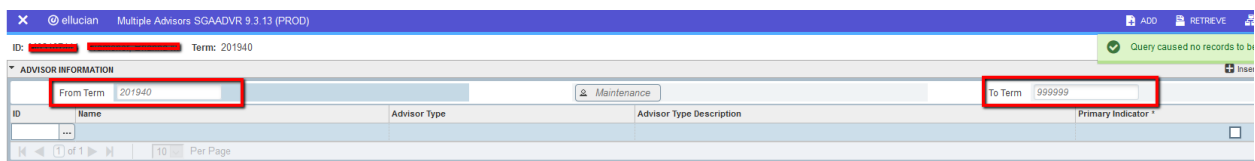
**Step 3:** Click the “Maintenance” button between the “From Term” and “To Term” fields.



**Step 4:** An “Option List” box will open. If there are other non-primary advisors listed that you wish to keep, click “Copy Advisor.” If not, you may click “End Advisor” instead. Click “Save” in the bottom right portion of the screen.



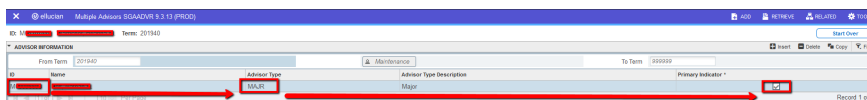
**Step 5:** Click the “Start Over” button in the upper-right corner of the page. Click “Go” to return to your intended semester. You will notice the “From Term” now starts with the current semester and the “To Term” will go to the future.



**Step 6:** Enter the BearPass number (M-number) of the advisor you wish to assign or click on the ellipse (...) button to the right of the ID drop down to search for the intended advisor.

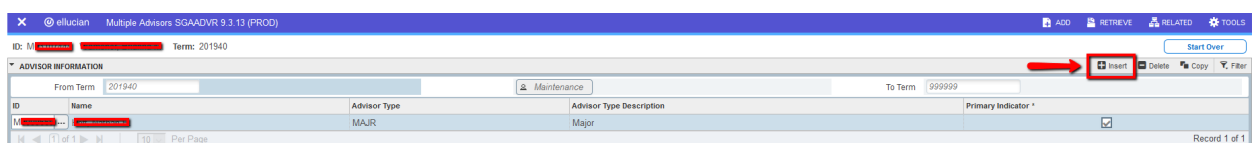
**Step 7:** Enter the Advisor Type as “MAJR” either by typing it or selecting it from the ellipse button the right of the Advisor Type field. Tab to fill in the description.

**Step 8:** Check the Primary Indicator checkbox. Click “Save” in the bottom right.



### Changing An Advisor-From Term Starts In The Current Semester

**Step 3:** Click the “Insert” button on the right side of the Advisor Information header row. This will add a second blank row.

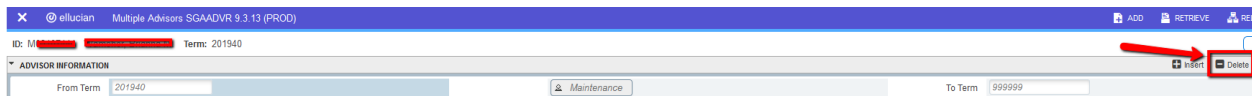


**Step 4:** Enter the BearPass number (M-number) of the advisor you wish to assign or click on the ellipse (...) button to the right of the ID drop down to search for the intended advisor.

**Step 5:** Enter the Advisor Type as “MAJR” either by typing it or selecting it from the ellipse button the right of the Advisor Type field. Tab to fill in the description.

**Step 6:** Check the Primary Indicator checkbox. Click “Save” in the bottom right.

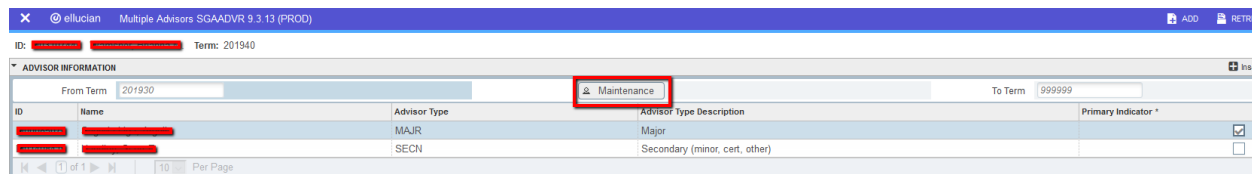
**Step 7:** Click on the row with the advisor you wish to remove. Click the “Delete” button on the right side of the Advisor Information header row. This will remove the old advisor’s information. Click “Save” in the bottom right corner.



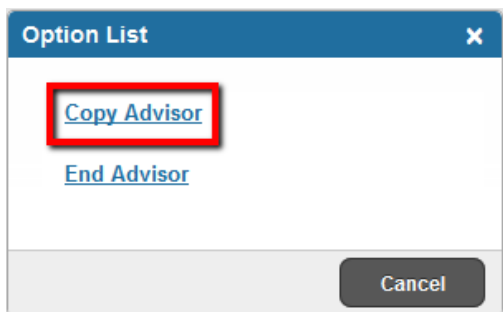
**NOTE:** It is important you follow these steps when processing this type of transaction. If you attempt to just type in the new advisor’s BearPass number over the old advisor’s information, it will appear that it worked and allow you to save it. However, when you return back to the page, you will find that the old advisor’s information is still there as if you never changed anything. In this type of change, you must insert a row for the new advisor and delete the row of the old advisor for it to save properly.

Adding a Secondary Advisor to an Existing Primary Advisor- From Term Starts In A Semester Prior to the Current Semester

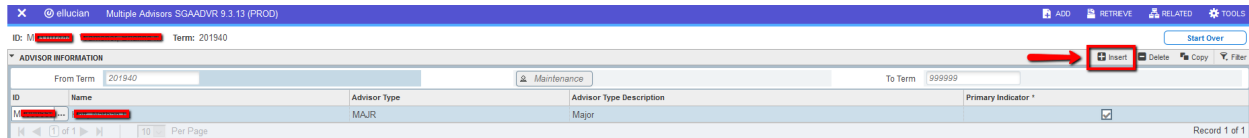
**Step 3:** Click the “Maintenance” button between the “From Term” and “To Term” fields.



**Step 4:** An “Option List” box will open. Click the “Copy Advisor” link. Doing this will carry over the existing advisor information so you can add to it. Click “Save” in the bottom right portion of the screen.



**Step 5:** Click the “Insert” button on the right side of the Advisor Information header row. This will add a second blank row.



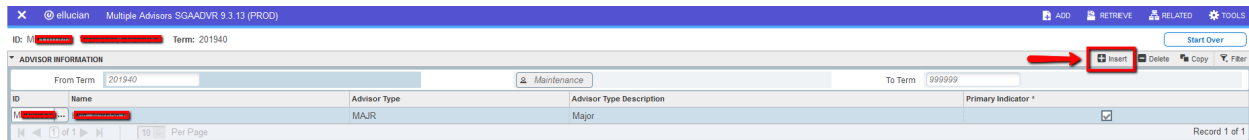
**Step 6:** Enter the BearPass number (M-number) of the advisor you wish to assign or click on the ellipse (...) button to the right of the ID drop down to search for the intended advisor.

**Step 7:** Enter the Advisor Type you want either by typing it or selecting it from the ellipse button the right of the Advisor Type field. A list of the different advisor types available can be found at the end of this document. Tab to fill in the description.

**Step 8:** Do not check the Primary Indicator checkbox as the student already has a primary advisor. Click “Save” in the bottom right.

### Adding a Secondary Advisor to an Existing Primary Advisor-From Term Starts In The Current Semester

**Step 3:** Click the “Insert” button on the right side of the Advisor Information header row. This will add a second blank row.



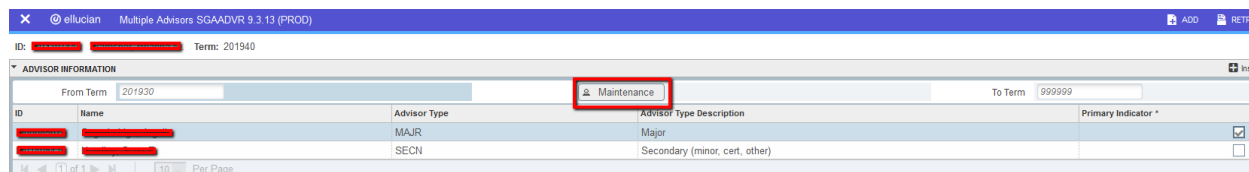
**Step 4:** Enter the BearPass number (M-number) of the advisor you wish to assign or click on the ellipse (...) button to the right of the ID drop down to search for the intended advisor.

**Step 5:** Enter the Advisor Type you want either by typing it or selecting it from the ellipse button the right of the Advisor Type field. Tab to fill in the description.

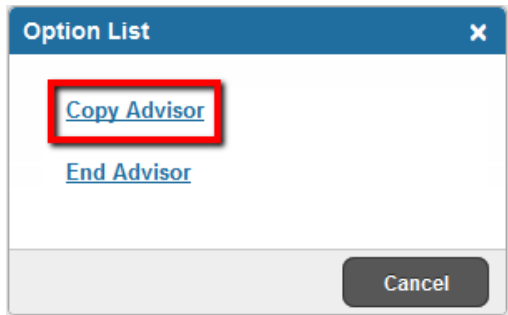
**Step 6:** Do not check the Primary Indicator checkbox as the student already has a primary advisor. Click “Save” in the bottom right.

### Deleting a Secondary Advisor but Leaving The Primary Advisor or other Secondary Advisors-From Term Starts In A Semester Prior to the Current Semester

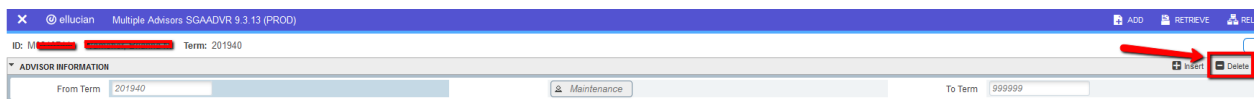
**Step 3:** Click the “Maintenance” button between the “From Term” and “To Term” fields.



**Step 4:** An “Option List” box will open. Click the “Copy Advisor” link. Doing this will carry over the existing primary advisor information that you will want to keep. Click “Save” in the bottom right portion of the screen.

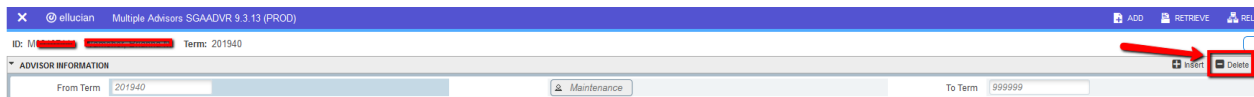


**Step 5:** Click on the row with the advisor you wish to remove. Click the “Delete” button on the right side of the Advisor Information header row. This will remove the old advisor’s information. Click “Save” in the bottom right corner.



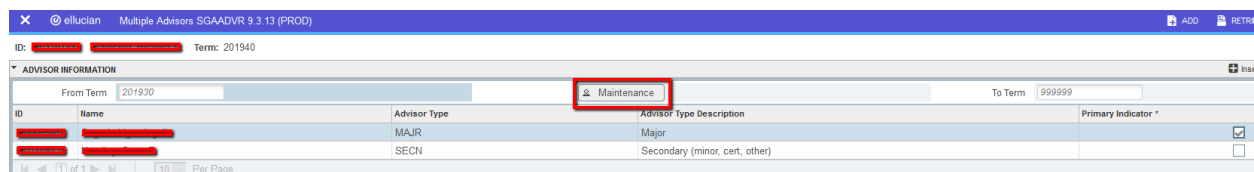
Deleting a Secondary Advisor but Leaving The Primary Advisor- From Term Starts In The Current Semester

**Step 3:** Click on the row with the advisor you wish to remove. Click the “Delete” button on the right side of the Advisor Information header row. This will remove the old advisor’s information. Click “Save” in the bottom right corner.

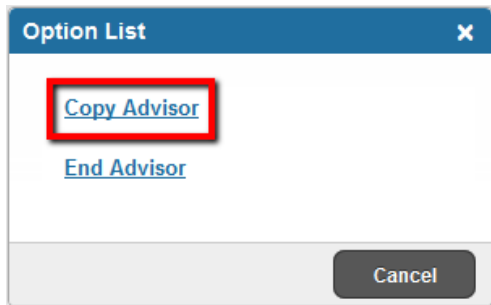


Student Changing Programs to a Different Department and the New Advisor Is Unknown- From Term Starts In A Semester Prior to the Current Semester

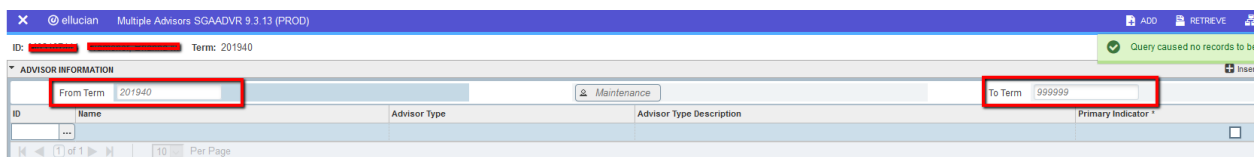
**Step 3:** Click the “Maintenance” button between the “From Term” and “To Term” fields.



**Step 4:** An “Option List” box will open. If there are other non-primary advisors listed that you wish to keep, click “Copy Advisor.” If not, you may click “End Advisor” instead. Click “Save” in the bottom right portion of the screen.



**Step 5:** Click the “Start Over” button in the upper-right corner of the page. Click “Go” to return to your intended semester. You will notice the “From Term” now starts with the current semester and the “To Term” will go to the future.



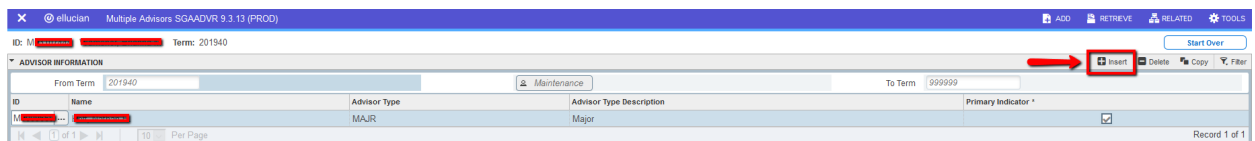
**Step 6:** Enter the BearPass number (M-number) M01051320 and tab so the advisor name will display, which will be “Unassigned, Advisor.”

**Step 7:** Enter the Advisor Type as “MAJR” either by typing it or selecting it from the ellipse button the right of the Advisor Type field. Tab to fill in the description.

**Step 8:** Check the Primary Indicator checkbox. Click “Save” in the bottom right.

Student Changing Programs to a Different Department and the New Advisor Is Unknown- From Term Starts In The Current Semester

**Step 3:** Click the “Insert” button on the right side of the Advisor Information header row. This will add a second blank row.



**Step 4:** Enter the BearPass number (M-number) M01051320 and tab so the advisor name will display, which will be “Unassigned, Advisor.”

**Step 5:** Enter the Advisor Type as “MAJR” either by typing it or selecting it from the ellipse button the right of the Advisor Type field. Tab to fill in the description.

**Step 6:** Check the Primary Indicator checkbox.

**Step 7:** Click on the row with the advisor you wish to remove. Click the “Delete” button on the right side of the Advisor Information header row. This will remove the old advisor’s information. Click “Save” in the bottom right corner.

NOTE: It is important you follow these steps when processing this type of transaction. If you attempt to just type in the Advisor Unassigned’s BearPass number over the old advisor’s information, it will appear that it worked and allow you to save it. However, when you return back to the page, you will find that the old advisor’s information is still there as if you never changed anything. In this type of change, you must insert a row for the new advisor and delete the row of the old advisor for it to save properly.

### Advisor Types

The following is the current list of Advisor Types available for use on SGAADVR. This comes from STVADVR (Advisor Type Validation) in Administrative Banner.

X Ellucian Advisor Type Validation STVADVR 9.3 (PROD)	
▼ ADVISOR TYPE VALIDATION	
Code *	Description *
ACCL	Accelerated Graduate Advisor
<b>ATHL</b>	Athletic Counselor
BPWR	Bear POWER Program
CERT	Certificate
HNRS	Honors College
INTL	International Services
MAJR	Major
MINR	Minor
PCHS	Pre-College High School
SCSA	Success Coach - Athletics
SCSB	Success Coach - Bears Lead
SCSG	Success Coach - Grant
SCSN	Success Coach
SECN	Secondary (other)
SPEC	Career Specialist
SSMC	Access and Success Programs
VETN	Veteran Student Services