How to update a student's advisor in Banner 9

1. Log in to Banner 9 Admin Pages.

2. At the Banner 9 Admin Pages home screen type Multiple Advisors or SGAADVR.

3. Enter the following information in the search screen:
   a. Banner ID
   b. The Current Term Code or Admitted Term code if student is not admitted in Current Term.
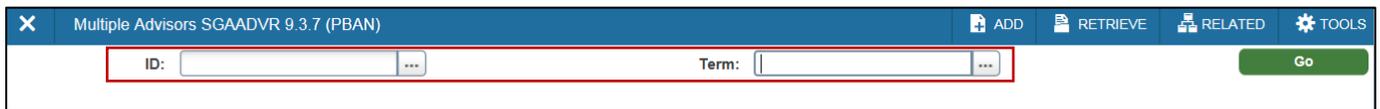
4. Click the Go button to find the record.

ADD ADVISOR IF NO ADVISOR IS LISTED	CHANGE ADVISOR	ADDING SECONDARY ADVISOR
5. If a green information message is displayed, the update term matches the From Term, you do NOT need to click the maintenance button.	5. If a blue information message is displayed, the update term does not match the From Term a blue information message will be displayed.	5. If a blue information message is displayed, click the maintenance button and click Copy Advisor. **OR** 5. If a green information message is displayed, you do NOT need to click the maintenance button
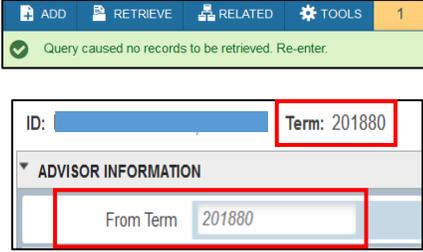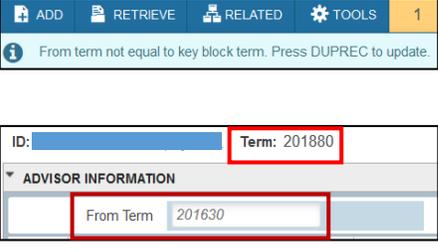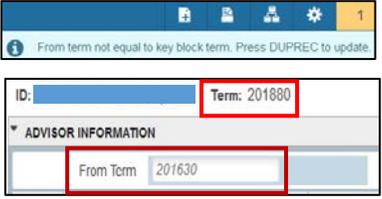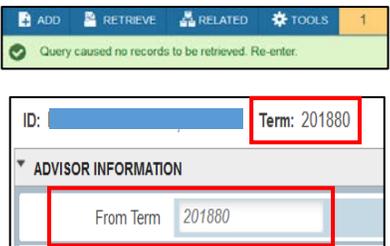
6. If no advisor exists, enter the Banner ID of the new advisor in the ID field or click the look up button to search for the banner ID.

ADVISOR INFORMATION

From Term 201880

ID	Name
...	

7. Tab to the Advior Type field and enter the advisor type. If necessary, use the look up button to search for advisor type codes.

Advisor Type

MAJ1 ...

8. Check the primary indicator button.

Primary Indicator *

☑

9. Click the Save button.

SAVE

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6. Click the Maintenance button.

Insert D

👤 Maintenance To Term

Advisor Type Description Primary

Major 1 Advisor

7. Click Copy Advisor

Option List ✕

Copy Advisor

End Advisor

Cancel

8. Click the Delete button to remove the current advisor.

➕ Insert ➖ Delete 📋 Copy

To Term 999999

Primary Indicator *

9. Click the Insert button to add a new advisor.

➕ Insert ➖ Delete 📋 Copy

To Term 999999

Primary Indicator *

10. Enter the Banner ID in the ID field.

ADVISOR INFORMATION

From Term 201880

ID	Name
...	

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6. Click the Insert button

➕ Insert ➖ Delete 📋 Copy

To Term 999999

Primary Indicator *

7. Enter the Banner ID in the ID field.

ID	Name
...	

8. Tab to the Advisor Type field and enter the advisor type. If necessary, use the look up button to search for advisor type codes.

Advisor Type

MAJ1

MAJ2 ...

9. DO NOT check the Primary indicator box. There can only be on primary advisor.

10. Click the Save button.

SAVE

11. Tab to the Advisor Type field and enter the advisor type. If necessary, use the look up button to search for advisor type codes.

Advisor Type

MAJ1 | ...

12. Check the primary indicator button.

Primary Indicator *

☑

13. Click the Save button.

SAVE

Advisor Type Codes

Advisor Type Code	Advisor Type Description
ALTH	Athlete Advisor
CNDR	Concentration Director
DISS	Dissertation Advisor
DSC1	Dissertation Chair 1
DSC2	Dissertation Chair 2
DSM1	Dissertation Committee 1
DSM2	Dissertation Committee 2
DSM3	Dissertation Committee 3
DSM4	Dissertation Committee 4
DSM5	Dissertation Committee 5
ECS1	EC Scholar Advisor 1
ECS2	EC Scholar Advisor 2
GFA1	Graduate Faculty Advisor 1
GFA2	Graduate Faculty Advisor 2
GFA3	Graduate Faculty Advisor 3
HNR1	Honors Advisor 1
HNR2	Honors Advisor 2
MAJ1	Major 1 Advisor
MAJ2	Major 2 Advisor
MENT	Faculty Mentor
MIN1	Minor 1 Advisor
MIN2	Minor 2 Advisor
PRC1	Practicum Chair 1
PRC2	Practicum Chair 2
PRM1	Practicum Committee 1
PRM2	Practicum Committee 2

PRM3	Practicum Committee 3
PRM4	Practicum Committee 4
SCD2	Secondary Advisor to Maj 2
SECD	Secondary Advisor to Maj 1
ROTC	ROTC Advisor
TFW1	Teaching Fellow Advisor 1
TFW2	Teaching Fellow Advisor 2
TFW3	Teaching Fellow Advisor 3
TFW4	Teaching Fellow Advisor 4
THC1	Thesis Chair 1
THC2	Thesis Chair 2
THES	Thesis Advisor
THM1	Thesis Committee 1
THM2	Thesis Committee 2
THM3	Thesis Committee 3
THM4	Thesis Committee 4