



# Adding or Changing an Advisor

SGAADVR



University of Dayton

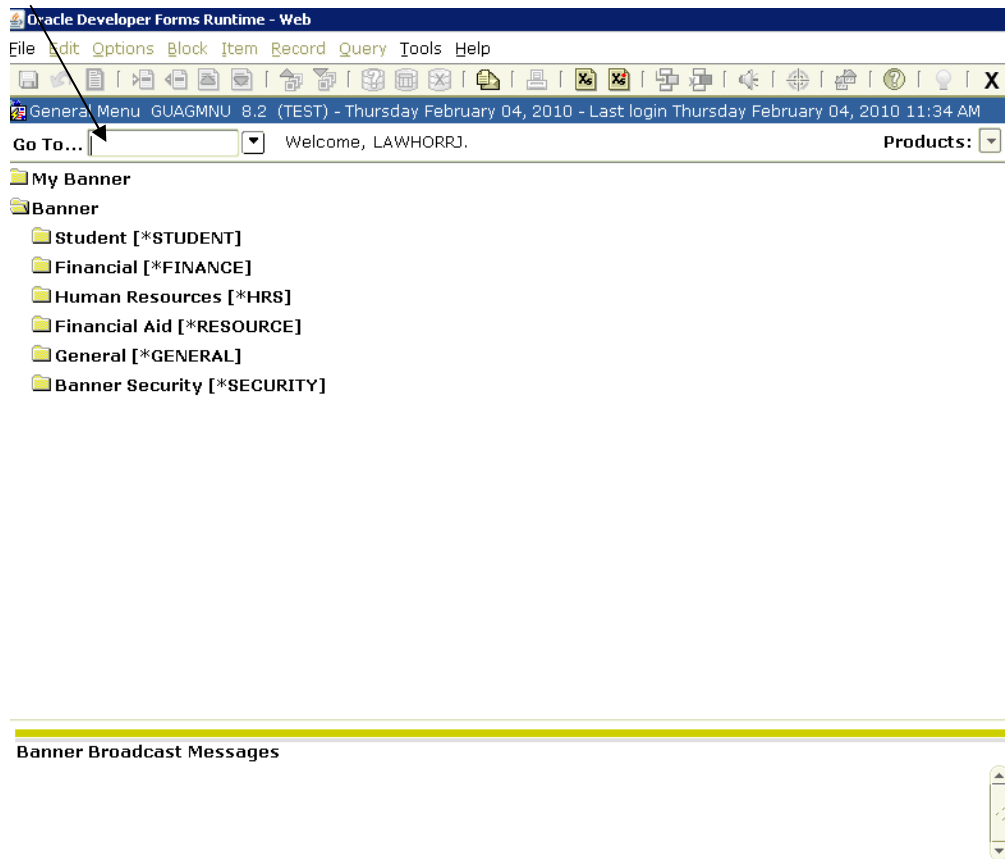
Updated on: 02.05.10



### Quick Start Summary Steps

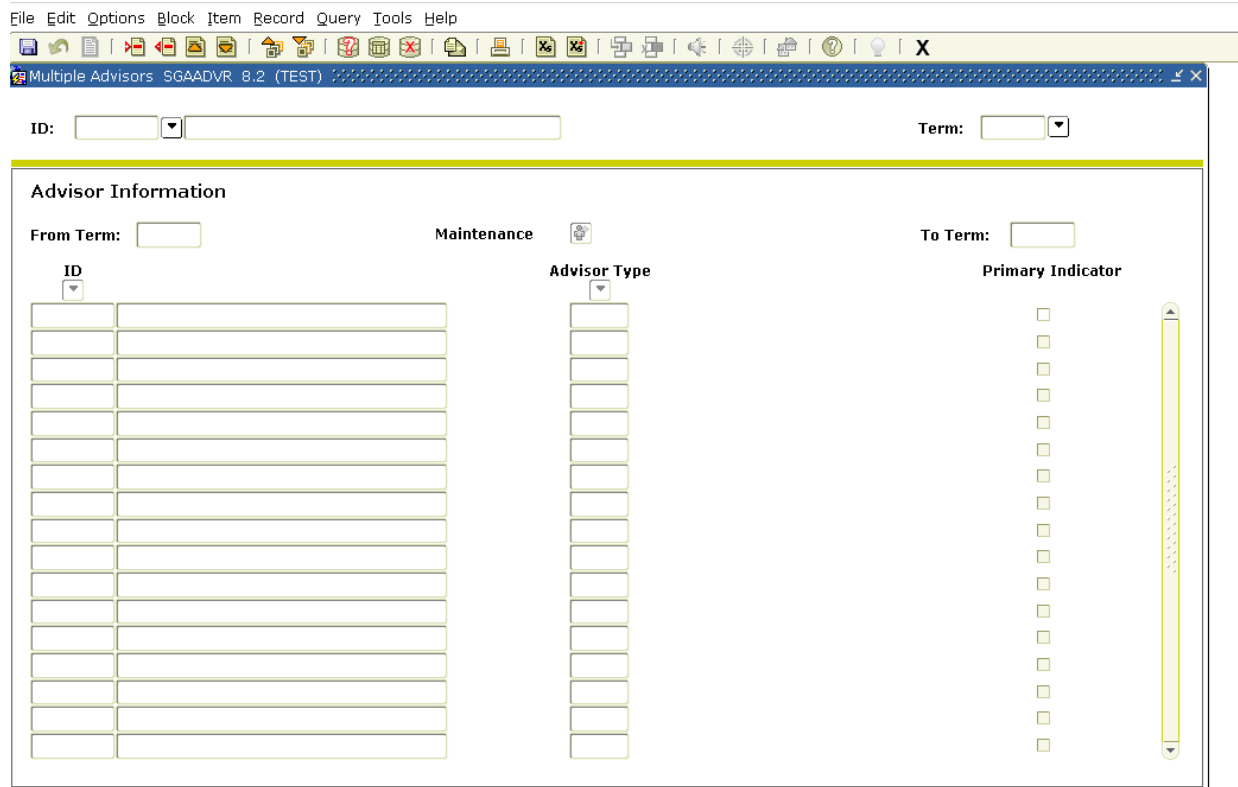
1. Open your web browser and go to **porches.udayton.edu**.
2. Log in with your LDAP username and password.
3. Access INB (Internet Native Banner)

Enter SGAADV and press **Enter** to get to the advisor maintenance form.



You may also access SGAADV by double-clicking the STUDENT Folder, then the GENERAL STUDENT folder, then select the MULTIPLE ADVISORS form.

You should now see a screen that looks like this:



Enter the ID # or name. (Current students will have two zeroes before their Colleague ID#).

Enter the term (For example, 201080) for which the change is valid. You may also click on the LOV (List of Values) button to access a menu of all of the terms. Once you have found the desired term in the dialog box, double click to select.

**A brief note on terms:**

The term naming convention in Banner will be the calendar year followed by the following term designations:

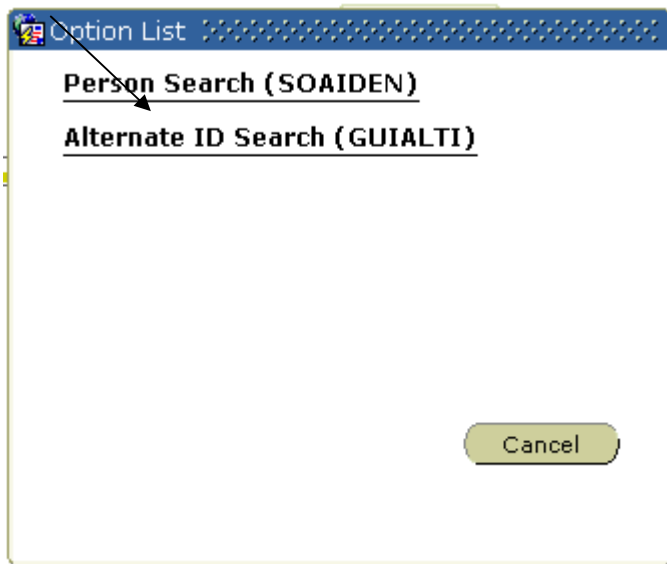
- FALL: 80
- SPRING: 10
- SUMMER: 51, 52, 53.

The School of Law will follow the similar term naming convention. However, their terms will be identified with a 5. I.e. 85,15, 55.

If you do not know the student ID #, you can do a name search. Click on the down arrow to the right of the ID window.

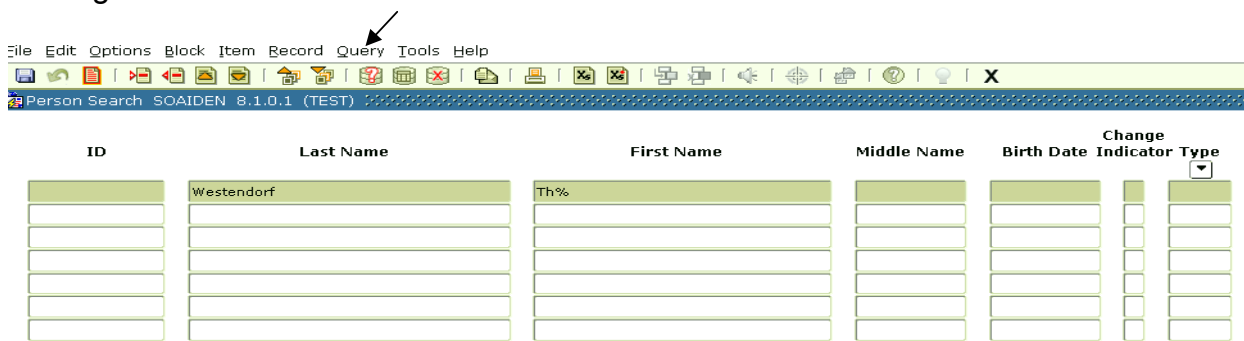


Select Person Search.




Tab to the last name area and type the last and first or part of the name using % as a wild card. (in Colleague it was ...) Please note: These search fields are case sensitive.

**F8** or choose "Execute" under "Query" above the toolbar to find the name that you are looking for.



Once you receive the results of your query and have found the student you need, you can click (Select) in the toolbar, double click on the student in the ID field, or **Shift+F3** on your keyboard to select the correct record. **Control+Page Down** or next block . You will see all advisors currently assigned to the student.

To add, change, or remove advisors:

Click Maintenance 

ID	Advisor Type	Primary Indicator
002837602	White, Shane E.	<input checked="" type="checkbox"/>
003762009	Lawhorn, Rebekah	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Then, select Copy Advisor. (By using the Copy Advisor selection, the past advisor information will remain in tact.)

Copy Advisor

End Advisor

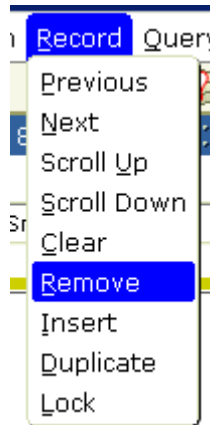
Cancel

To remove an advisor:

Choose Record from the menu bar



Then choose "Remove" from the Record menu.



Add the new advisor on the blank row.

NOTE: Students may have only ONE primary advisor.

Advisor Information

From Term: 201110

Maintenance

Ti

ID	
002837602	White, Shane E.
	Type the Faculty or Advisor here

Advisor Type	
MAJR	Major

Save ( or F10).

You may also search for faculty and advisors if you do not know their ID or the full spelling of their name.

Click in the ID field in the Advisor Information block, and then click on the down arrow under ID.

### Advisor Information

From Term:  Main


You will now see a screen that looks like this:

Faculty/Advisor Query SIAIQRY 8.1.1 (TEST)

Term:   Faculty  Advisor  Category:   
 Staff Type:  Contract Type:  Tenure Status:  Status:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
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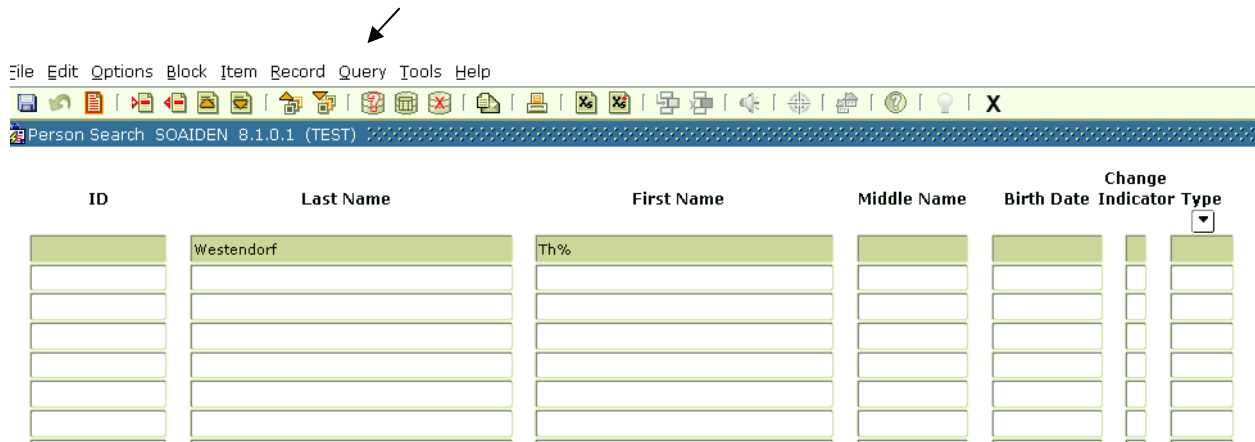


At the top of this screen, you can choose your query parameters. For example, you can search for individuals who have been designated as an advisor, or as faculty, by particular faculty or staff categories and types, etc.

Once you have selected your parameters, next block. (**Control+Page Down** or )

Then, follow the same “Person Search” instructions used for students. .  
Tab to the last name area and type the last and first or part of the name using % as a wild card. (in Colleague it was ...)

**F8** or choose “Execute” under “Query” above the toolbar to find the name that you are looking for.



Once you receive the results of your query and have found the person you need, you can click (Select) in the toolbar, double click on the appropriate person in the ID field, or **Shift+F3** on your keyboard to select the correct record.

You will be returned to the SGAADV screen. Save the record. ( or **F10**).

Key	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	<b>SUNLAND</b> HIGHER EDUCATION
Open	Help	Options	Duplicate Field/Item	Duplicate Record	Go To	Insert Record	Enter Query	Execute Query	List	Save	
Shift	Display Error	Count Query Hits	Select	Clear Record	Clear Block	Remove Record	Rollback	Print			
Ctrl	Show Keys										

Key	q	U	Page up	Page Dn	Esc	Tab	p	l	Left Mouse Double Click	
Open			Previous Record	Next Record	Cancel	Next Field			On date field = calendar On amount field = calculator	
Shift						Previous Field			Dynamic Help	
Ctrl	Exit or Cancel Query	Field Clear	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Dn		

Fold on dotted line, trim and laminate to use as a reference strip on your keyboard.