

## Assigning Advisor for New Student

1. Enter SGAADVR.
2. Enter T number for student and term to begin assignment. Next block.
3. Enter T number for advisor, select MAJ1 for Major Advisor and click Primary Indicator. Save.

Multiple Advisors SGAADVR 8.3.0.1 (TECHTEST)

ID: T00000199 Rhodes, Tammy H. Term: 201140

Advisor Information

From Term: 201140 Maintenance To Term: 999999

ID: T00000227 Watson, John Wyatt Advisor Type: MAJ1 Major Advisor Primary Indicator:

## Removing Old Advisor/Assigning New Advisor

1. Enter SGAADVR.
2. Enter T number for student and term to begin assignment. Next block.
3. Click the Maintenance icon.
4. Click Copy Advisor.
5. Select Record Remove.
6. Enter T number for new advisor, select MAJ1 for Major Advisor and click Primary Indicator. Save.

Multiple Advisors SGAADVR 8.3.0.1 (TECHTEST)

ID: T00000199 Rhodes, Tammy H. Term: 201170

Advisor Information

From Term: 201140 Maintenance To Term: 999999

ID: T00000227 Watson, John Wyatt Advisor Type: MAJ1 Major Advisor Primary Indicator:

Option List

- Copy Advisor
- End Advisor

File Edit Options Block Item Record Query Tools Help

Remove

ID: T00000199 Rhodes, Tammy H. Term: 201170

Advisor Information

From Term: 201170 Maintenance To Term: 999999

ID: T00000227 Watson, John Wyatt Advisor Type: MAJ1 Major Advisor Primary Indicator:

**NOTE: If you are removing an advisor and assigning a new major advisor, do not remove additional advisors assigned such as Bridge to Excellence Mentor, Minor Advisors, University Honors Advisor, etc.**

ID: T00000199 Rhodes, Tammy H. Term: 201070

Advisor Information

From Term: 201070 Maintenance To Term: 201120

ID	Advisor Type	Primary Indicator
T00000227 Watson, John Wyatt	MAJ1 Major Advisor	<input checked="" type="checkbox"/>
T00000258 Donnell, Shauna S.	B2E Bridge to Excellence Mentor	<input type="checkbox"/>

## Ending Advisor Assignment for Graduating Student

1. Enter SGAADVR.
2. Enter T number for student and term to end assignment. Next block.
3. Click the Maintenance icon.
4. Click End Advisor. Save.

Multiple Advisers SGAADVR 8.3.0.1 (TECHTEST)

ID: T00000199 Rhodes, Tammy H. Term: 201170

Advisor Information

From Term: 201140 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
T00000227 Watson, John Wyatt	MAJ1 Major Advisor	<input checked="" type="checkbox"/>

ID: T00000199 Rhodes, Tammy H. Term: 201220

Advisor Information

From Term: 201170 Maintenance To Term: 999999

Option List

- Copy Advisor
- End Advisor