

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

PROCESS	2
RESPONSIBILITIES.....	2
Academic Programs.....	2
Registrar’s Office	2
ADDING ADVISORS TO STUDENTS RECORDS IN BANNER.....	2
REMOVING ADVISORS FROM STUDENTS RECORDS IN BANNER.....	5
ADVISOR TYPE CODES.....	6
CONTACT	7

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

PROCESS

The academic department in which the student resides is responsible for adding Advisors to each student in Banner. Academic programs will need to add Advisors for the faculty/staff member to have access to those students in JagTrax. Advisors can be added for a future term that advisement will begin or for the current. Additionally, advisors can be listed through the expected graduation date by ending the advisor for the appropriate expecting term. Following the instructions to remove an advisor for the expected end term will prevent the need to remove advisors from each student record at the time of graduation,

RESPONSIBILITIES

ACADEMIC PROGRAMS

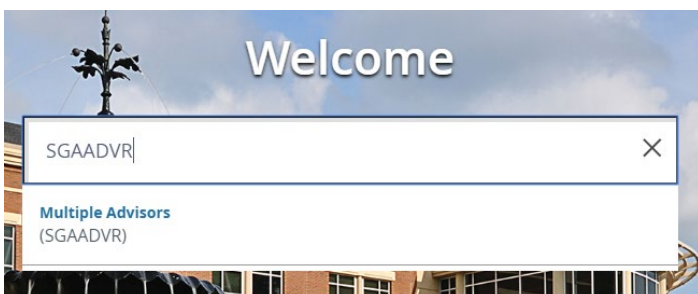
Academic programs are responsible for maintaining the list of advisors a student record in Banner to prevent any lapse in JagTrax audit availability. Each program is responsible for requesting maintenance access to SGAADVR. If this was not included in the previous Banner access request, please submit an updated form.

REGISTRAR'S OFFICE

The Registrar's Office will provide support and help troubleshoot for academic programs.

ADDING ADVISORS TO STUDENT RECORDS IN BANNER

1. Log into Banner using Chrome. <https://banner.augusta.edu>
2. Search "SGAADVR"



3. Enter the Student ID into "ID".

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

Multiple Advisors SGAADVR 9.3.7 (BT9x1108)

ID: ...

Term: ...

4. Enter the starting advisement term into “Term”

Multiple Advisors SGAADVR 9.3.7 (BT9x1108)

ID: ...

Term: ...

5. Click “Go”

ADD RETRIEVE RELATED TOOLS

Go

6. If the student already has advisors listed, use the charts below to update their record. If there are no advisors listed, move to step 7.

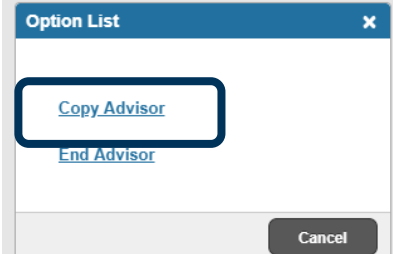

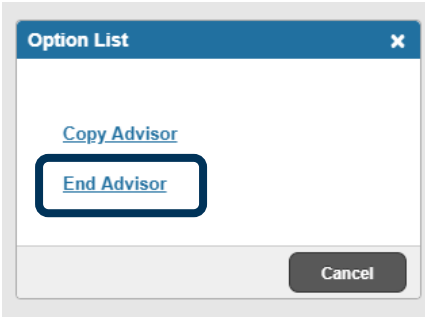
“To Term” Listed is 999999

ADVISOR INFORMATION	
From Term <input type="text" value="202005"/>	To Term <input type="text" value="999999"/>
Advisors listed ARE needed:	1. Continue to Step 7
Advisors listed are NOT needed:	1. Click the Advisor that should no longer be listed, highlighting the record. 2. Click the Delete Button in the “Advisor Information” menu.
	3. Continue to Step 7

“To Term” Listed is Not 999999

ADVISOR INFORMATION	
From Term <input type="text" value="201902"/>	To Term <input type="text" value="201905"/>
Advisors listed ARE needed:	1. Click the Maintenance Button.
	2. Click Copy Advisor.

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

	 <p>3. Save.</p>
Advisors listed are NOT needed:	<p>1. Click the Maintenance Button</p>  <p>2. Click End Advisor</p>  <p>3. Save.</p>

7. Enter the Advisor's ID, then confirm the Name populates correctly.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
				<input type="checkbox"/>

1 of 1 | 10 Per Page

8. Using the information from the section "Advisor Type Codes" enter the appropriate Advisor Type, then confirm the Advisor Type Description populates correctly

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
				<input type="checkbox"/>

1 of 1 | 10 Per Page

9. Check the "Primary Indicator" box for the advisor that that will be the primary advisor.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
				<input type="checkbox"/>

1 of 1 | 10 Per Page

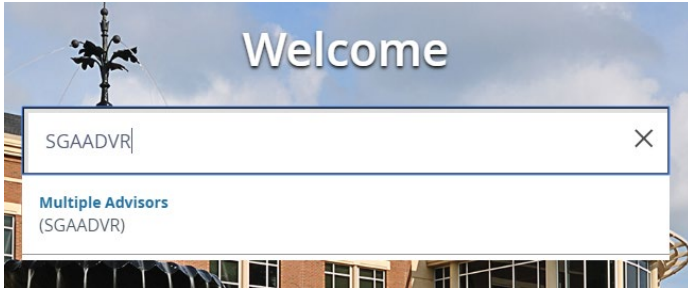
10. Save.

11. Advisors will be added to JagTrax after the nightly refresh and can be viewed on the degree audit the next business day.

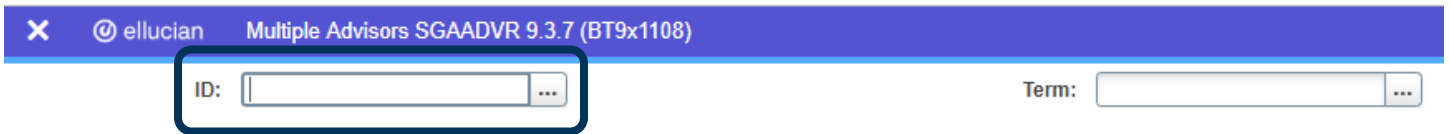
UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

REMOVING ADVISORS FROM STUDENT RECORDS IN BANNER

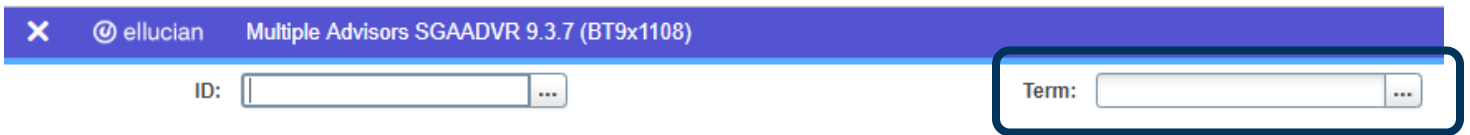
1. Log into Banner using Chrome. <https://banner.augusta.edu>
2. Search “SGAADVR”



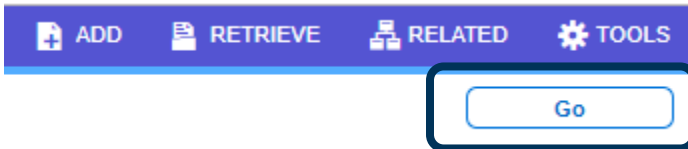
3. Enter the Student ID into “ID”.



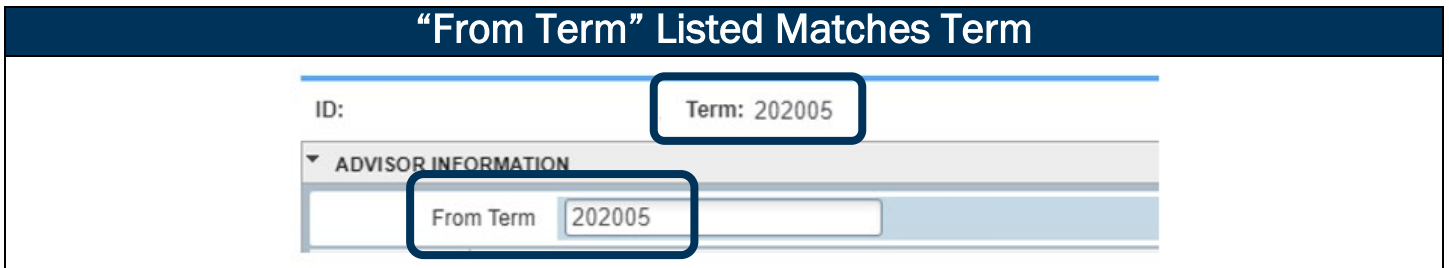
4. Enter the expected graduation term or final term for advisement into “Term”



5. Click “Go”



6. Compare the “Term” and “From Term” and use the chart below to update the student record.



1. Click the Advisor that should no longer be listed, highlighting the record.
2. Click the Delete Button in the “Advisor Information” menu.



3. Save

“From Term” Listed Does Not Match Term

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

ID: Term: 202008
 ADVISOR INFORMATION
From Term 202005

4. Click the Maintenance Button.

Maintenance

5. Click Copy Advisor.

Option List

Copy Advisor

[End Advisor](#)

Cancel

6. The “From Term” will now be updated to match the “Term” and the student record can be updated.

7. Click the Advisor that should no longer be listed, highlighting the record.

8. Click the Delete Button in the “Advisor Information” menu.

Delete
Insert
Copy
Filter

9. Save

12. Advisors will be removed from JagTrax after the nightly refresh and will no longer be viewable on the degree audit the next business day.

ADVISOR TYPE CODES

Advisor Type	Advisor Type Description	When to use?
ATH	Athletic Advisor	Faculty Advisor for Athletics Example: Basketball Coach
CERT	Certificate Advisor	Faculty Advisor for Academic Certificate Example: Cyber Defender Academic Advisor, Academic Advisor
CLGE	College Leadership	College Leadership Role Example: Dean, Department Chair

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

ADMN	Department Administrator	Department Administrator Example: TGS Office Manager, Communication Department Administrative Assistant
HONR	Honors Advisor	Faculty Advisor for Honors Program Example: Honors Program Director, Honors Program Coordinator
MAJR	Major Advisor	Faculty Advisor for Academic Major Example: History Academic Advisor, Biology Academic Advisor, Academic Advisement Center
MINR	Minor Advisor	Faculty Advisor for Academic Minor Example: Women and Gender Studies Academic Advisor, Military Science Academic Advisor
PROS	Professional Scholars Advisor	Advisor for Professional Scholars Program Example: Medical Scholars Academic Advisor, Dental Scholars Academic Advisor

CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.