


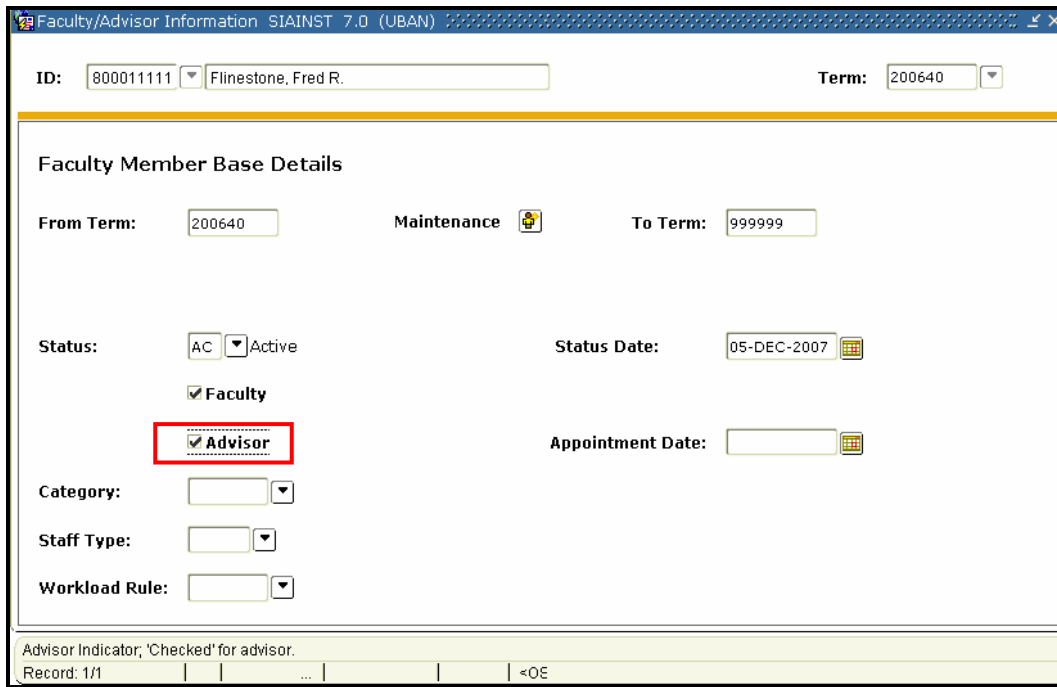
New Mexico State University

How to Assign Advisors

In order for an advisor to be assigned to a student, they must first be designated as an advisor. You can verify that they are designated as an advisor you can view the **Faculty/Advisor Information** form **SIAINST**.

Instructions

1. Type the **Advisor ID**.
2. Select the **Term**.
3. Click the **Next Block** button 



Faculty/Advisor Information SIAINST 7.0 (UBAN)

ID: 800011111 Flinestone, Fred R. Term: 200640

Faculty Member Base Details

From Term: 200640 Maintenance To Term: 999999

Status: AC Active Status Date: 05-DEC-2007



Faculty

Advisor

Appointment Date:

Category: Staff Type: Workload Rule:

Advisor Indicator: 'Checked' for advisor.
Record: 1/1

4. Verify the **From Term** and the **To Term** encompass the term you are checking.
5. The **Status** field, should be **AC** from **Active**.
6. The **Advisor** checkbox must be checked.
7. Click the **Maintenance** button  to update the information.
8. In the **Status** field, type **AC** for **Active Status**.
9. Click the **Advisor** box.
A checkmark should appear in the box.
10. Click the **Save** button 

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You can assign Advisors to an individual student in Banner on the **Multiple Advisors (SGAADVR)** form.

To Assign Advisors, perform the following actions:
Instructions

1. On the **Main Menu**, in the **Go To** field, type **SGAADVR** and press **ENTER**.
The **Multiple Advisors (SGAADVR)** form displays.

Multiple Advisors SGAADVR 7.3.1 (DBAN)



ID: 80002222 Student: Jane B. Term: 200640

Advisor Information

From Term: Maintenance To Term:

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

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1 <OSC>

2. In the **ID** field, type the student **ID**.
3. Type the **Term Code**
4. Click the **Next Block** button .
The existing Advisor is displayed.
5. Click the **Maintenance** button .
6. Select the **Copy Advisor** option.

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7. In the **ID** field, type the **Advisor ID**.
8. In the **Advisor Type** field, type the **Advisor Type**.
9. Check the **Primary Indicator** checkbox, if the advisor you entered is their primary advisor.



There must be one Primary Advisor for each student. There cannot be more than one Primary Advisor for a student.

ID	Advisor Name	Advisor Type	Primary Indicator
800011111	Flinestone, Fred R.	MAJR Major	<input checked="" type="checkbox"/>
800033333	Jackson, Jack	MAJR Major	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

10. Click the Save button .