Entering a Student's Committee Chair

Note: While these instructions tell you how to enter a <u>committee chair</u>, this document refers to that individual as "advisor" as that is what the field is labeled in Banner.

Getting Started

Log into Banner and go to the SGAADVR report.

🔏 Genera	al Menu	GUAGMINU	8.4.2	(MSTR)	(BZ)	- Thursday, Jur	пe
Go To	SGAAD	VR		Welcome	, An	n Vinciguerra.	

• Enter student GID to access record.

<u>File Edit Options Block Item Record Query Tools Help</u>	
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Bultiple Advisors SGAADVR 8.5.8 (MSTR) (BZ)	
	T

• Enter term student was admitted using year and term number with no spaces. (IE: 201450 for Summer 2014). If you don't know this, hit the arrow next to the term field and select "General Student Summary" from the pop-up menu.

ID:		Term:
Advisor Information		
From Term:	Maintenance 🔮	To Term:
Ш	🙀 Option List	Primary Indi
	List of Terms General Student Summary	

• This screen will open. Find the date in the "Curricula Summary" section. Close the screen by clicking the X in the upper-right hand corner, and you'll be back in the student's SGAADVR screen.

Currio	cula Sum	mary - Primary		Student T	ype: Return	ning	Rate	:
Priori	tyTerm	Program	Catalog	Level		Campus	Colle	ege
1	201450	Science Education	201450	Graduate	- Semester	MSU-Bozeman	The (<u>Graduate Sc</u> h
End:		Outcome Key:	Adn 🗌	nission Type	: Readmit		Admission:	201450

• Enter the term date and hit Control + Page Down to get to the "Advisor Information" section.

Entering the Advisor

• To enter a new advisor, tab to a blank line. (It will be shaded.) Advisor Information

From Term: 201450	Maintenance 🕼	To Term: 999999
ID	Advisor Type	Primary Indicator

• Hit the "ID" button. The search screen appears like this:

🗄 💅 📔 🍋	◆ ▲ ♥ ♪ ♪	💱 📾 🔀 🕰 📇
Faculty/Advisor (Query SIAIQRY 8.1.1	(MSTR) (BZ)
Term: 20	1450 V	Facı
Staff Type:	Cont	ract Type:
ID T	Last Name	First Name

Advisor Information

Enter advisor's name (You can only seach using complete first or last name. This is cap sensitative!) or GID. Hit F8 to search. A list of matching results will be dsiplayed, example below.

ff Type:	Contra	act Type:	Tenure St
ID T	Last Name	First Name	Middle Name
	Taylor	Deborah	Cooper
	Taylor	Johnathan	Ryan
	Taylor	Jonathan	R
	Taylor	Kenneth	Andrew

• Click the arrow under "Advisor Type" and from the pop-up list select "Major Advisor." Also check the "Primary Indicator" box. Hit F10 to save.

From Term: 201450	Maintenance	To Term: 9999999
ID T	Advisor Type	Primary Indicator
	MAJ Major Advisor	

Note: New assignments are extracted from Banner into DegreeWorks nightly. To immediately update the student's record in DegreeWorks, hit the refresh icon.

Back to MyInfo	FAQ	Help	Print	Exception Management	Template Management	Exit
Find Student ID II I	Name 🕨 🕅	Degree	Major	Level Classification Attribute	Last Audit Last Refresh	
		MED	 Education - Graduat 	te M GR Graduate M:	Today Today at 4:59 am	

If You Need to Change an Advisor

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• The current advisor will be highlighted. Click on the "Maintenance" icon and select "End Advisor."

ID:		Term: 201130
Advisor Information		
From Term: 201130	Maintenance	To Term: 9999999
	Advisor Type	Primary Indicato
	MAJ Major Advisor	

• To enter a new advisor, tab to a blank line. It will appear shaded.

ID:		Term: 201130
Advisor Information		
From Term: 201130	Maintenance	To Term: 9999999
	Advisor Type	Primary Indicator
	MAJ Major Advisor	

• Use the process listed above to find and select the new advisor.