

SGAADVR – Multiple Advisors Form

- **Where do you assign and/or view advisors?**

SGAADVR – multiple advisors form

- **Who changes advisors?**

WHO	WHEN
Academic Department	Advisor is blank and major is correct
Academic Department	Advisor is wrong and major is correct

- **Who is the primary advisor?**

Each student must have a primary advisor. The faculty major advisor should typically be selected as the primary advisor. ~~If the student has prescribed coursework to complete, there should also be a Prescribed Course (PRES) advisor. Look at SZADEF for outstanding prescribed coursework requirements.~~

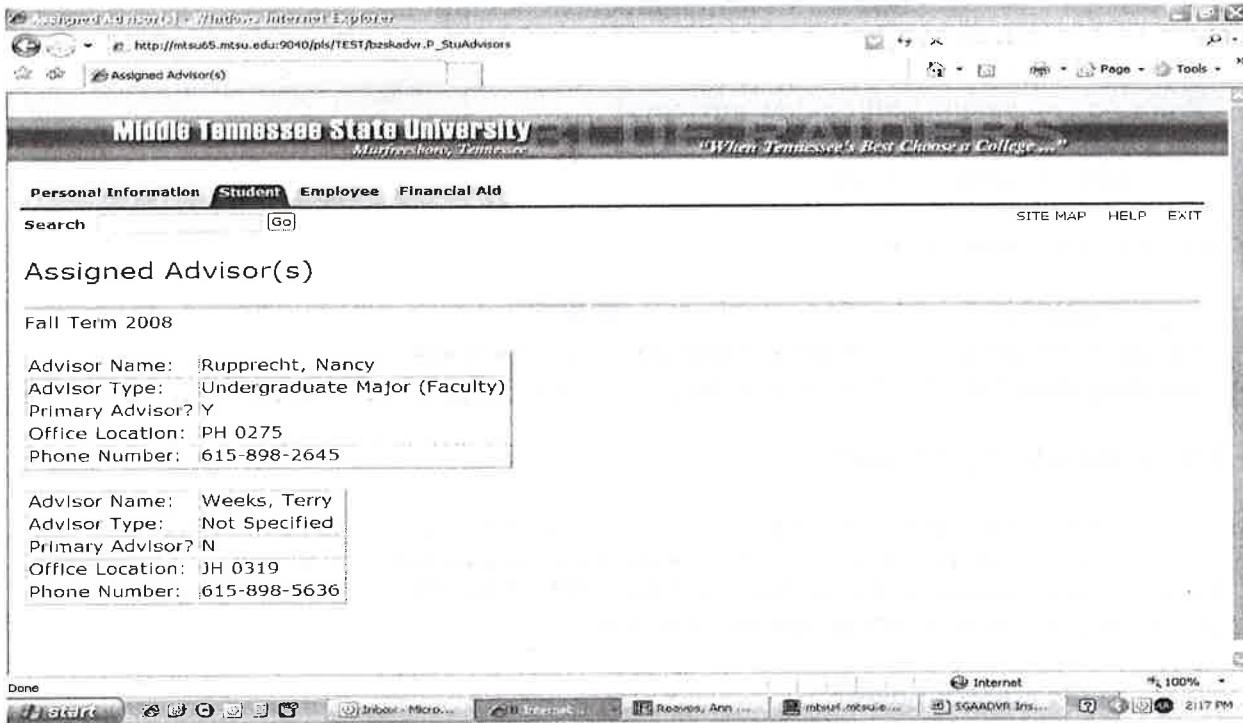
- **What are the advisor types?**

The advisor type indicates the role of the advisor for the student. The codes and types are:

CODE	TYPE
ADVR	Undergraduate Academic Support Center (undeclared)
ATHL	Athletic Enhancement Center
COLL	Undergraduate College Advisor
COMM	Thesis/Dissertation Committee Member
DISS	Dissertation Chair
FACA	Undergraduate Major (Faculty)
FACB	Undergraduate Minor (Faculty)
FACS	Undergraduate 2 nd Major (Faculty)
FACT	Undergraduate 3 rd Major (Faculty)
GRPA	Graduate Program Advisor
PREP	Pre-Professional Programs
PRES	Prescribed Course Advisor
THES	Thesis Chair

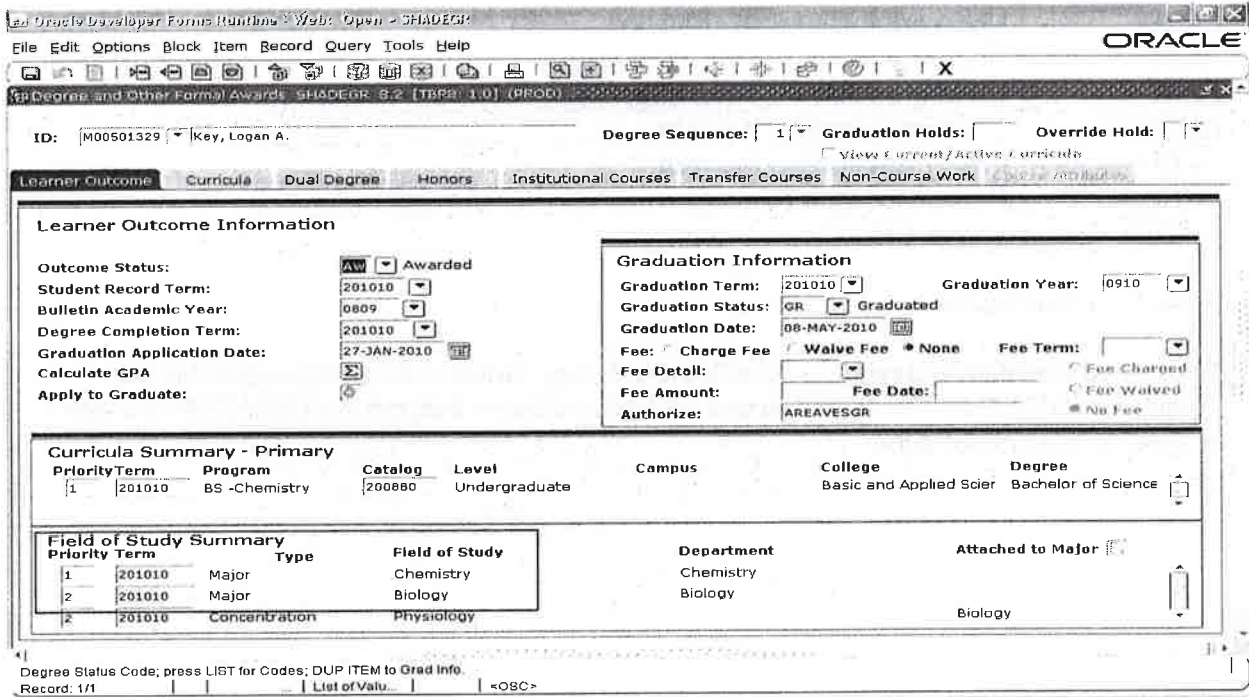
- **What do students see on RaiderNet?**

Must have one
If no primary advisor is assigned on SGAADVR, the Advisor Information block will not display on RaiderNet. Students will see all advisors listed that are on SGAADVR, as well as their contact information.



dual major priority #2

- 1) **Look at SGASTDN.** Enter the student's M#, make sure the term field is blank, and next block.
 - a) Is the student the correct major/concentration/minor?
 - i) On the Learner tab, look at the Field of Study Summary block.
 - ii) If not the correct major/concentration/minor, then contact the student to submit an online change of major form.
 - b) Is the student pursuing a double major?
 - i) On the Learner tab, look at the Field of Study Summary block (only three lines can display at one time, so use the scroll bar on the right to view additional entries).



- ii) If so, if your major is listed first, then your advisor should be primary.
- iii) If your major is listed second, then your advisor should have a FACS advisor type and should not be primary.
- c) Is the student pursuing a dual degree?
 - i) On the Learner tab, look at the Curricula Summary – Primary block. If the scroll bar on the right can be moved, then the second degree can be seen.

Oracle Developer Forms Runtime - Web: Open - SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student: SGASTDN 8.2 [TR88: 1.0] (PROD)

ID: M00509296 Johnson, Tiffany R. Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201010 Spring 2010 From Term: 201010 To Term: 999999

Student Status: AS Active

Student Type: C Continuing

Residence: 1 In State

Fee Assessment Rate:

Class: SR Senior

Full or Part Time: Full Time Part Time None

Additional Information

Site: Session: Block: Citizenship: Y US Citizen

Requirements

AB9 DSP

Create AB9

Create DSP

Delete AB9

Delete DSP

Priority	Term	Program	Catalog	Level	Campus	Rate	College	Degree
1	201010	BA -History (Teache	201010	Undergraduate		Liberal Arts		Bachelor of Arts

End: Outcome Key: Admission Type: Undergraduate Degree Se Admission: 201010 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201010	Major	History	History	
1	201010	Minor	Secondary Education		
1	201010	Concentration	Licensure		History

Fee assessment rate code; press LIST for valid codes.

Record: 1/? List of Valu... <OSC>

Oracle Developer Forms Runtime - Web: Open - SGASTDN

File Edit Options Block Item Record Query Tools Help

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Full or Part Time: Full Time Part Time None

Additional Information

Site: Session: Block: Citizenship: Y US Citizen

Requirements

AB9 DSP

Create AB9

Create DSP

Delete AB9

Delete DSP

Priority	Term	Program	Catalog	Level	Campus	Rate	College	Degree
1	200980	BA -History	200880	Undergraduate		Liberal Arts		Bachelor of Arts

End: Outcome Key: Admission Type: Admission: 200880 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200980	Major	History	History	

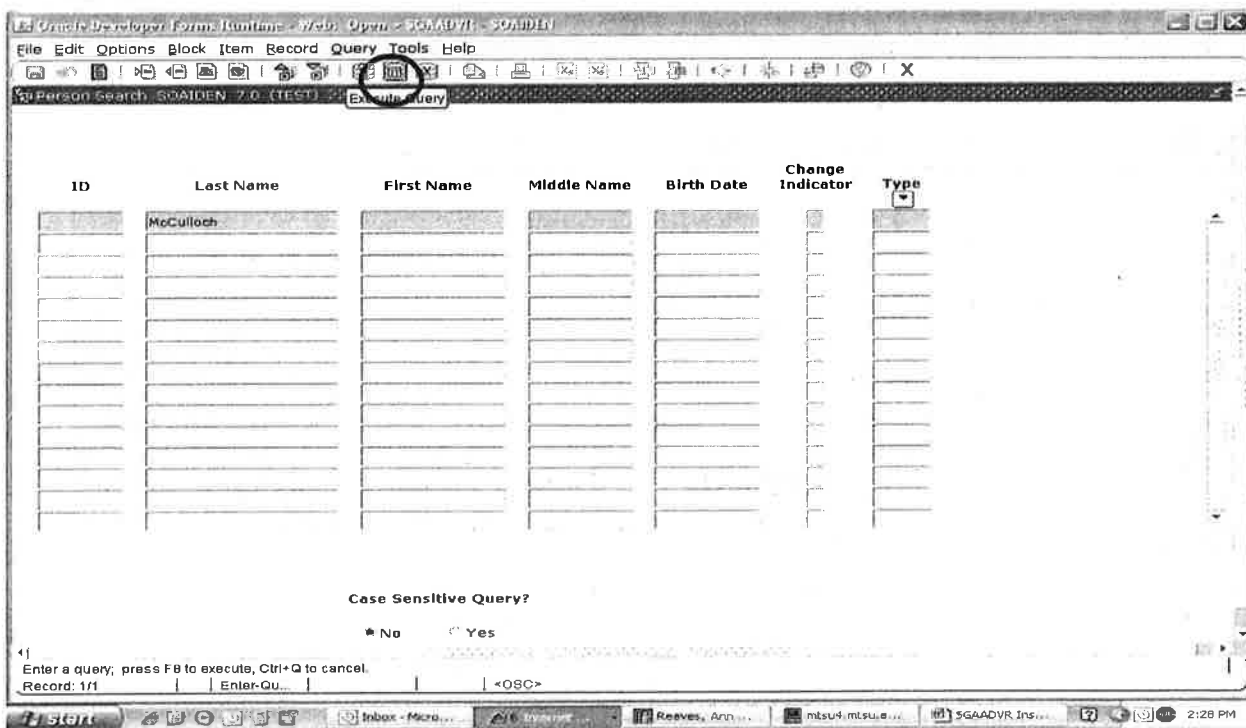
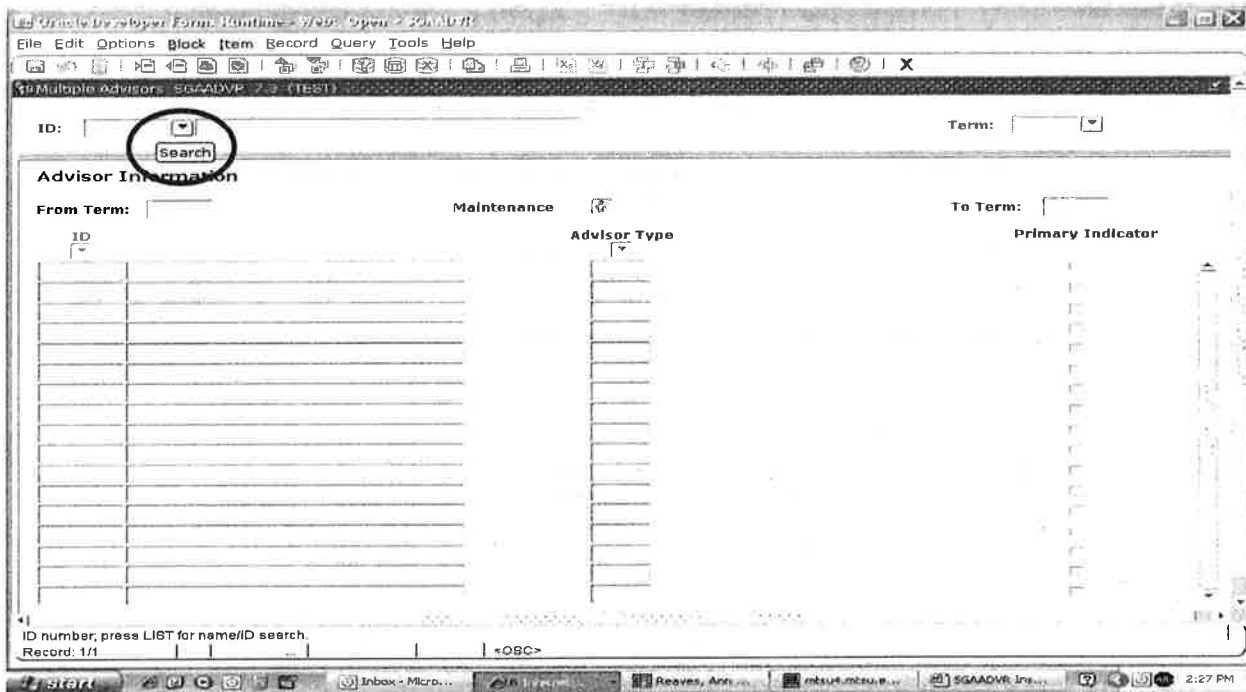
Curricula priority number.

Record: 2/2 List of Valu... <OSC>

- d. If your program is Priority 1, then enter your advisor as FACA.
- e. If your program is Priority 2, then enter your advisor as FACS.

2) **How do I assign an advisor?**

- a) Enter the student's M# and effective term (i.e. 200880=Fall 2008, 200910=Spring 2009, 200950=Summer 2009). If you do not know the M#, click on the search icon (the inverted triangle next to the ID field). This takes you to SOAIDEN for a person search. Enter the student's name and use the Execute Query icon, the F8 key, or Query>Execute from the menu to execute the search. Double click on the M#; you will be returned to SGAADV. Next block into the form.



Oracle Developer Form Runtime - Web: Open - SGAADVR - SOAIDEN

File Edit Options Block Item Record Query Tools Help

Person Search SOAIDEN 7.0 (TEST)

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
411803264	McCulloch	Robert	S	15-APR-1949	I	LGCY
M00125042	McCulloch	Robert	S	15-APR-1949	I	LGCY
413632982	McCulloch	Savannah	N	13-JUL-1986	I	LGCY
M01000763	McCulloch	Savannah	N	13-JUL-1986	N	
M01000763	McCulloch	Savannah	Nicole	13-JUL-1986		
414889454	McCulloch	Susan	Diane	13-DEC-1950	I	LGCY
M00089681	McCulloch	Susan	Diane	13-DEC-1950		
M00130628	McCulloch	Tammy	Rena	18-OCT-1962	N	
526579677	McCulloch	Tamra	Kee	19-NOV-1961	I	LGCY
M00505000	McCulloch	Tamra	Kee	19-NOV-1961		
MCCULLOCI	McCulloch	Tamra	Kee	19-NOV-1961	I	
409028560	McCulloch	Terry	Gus	29-NOV-1955	I	LGCY
M00061841	McCulloch	Terry	Gus	29-NOV-1955		
411679601	McCulloch	Kathryn	A	24-OCT-1988	I	LGCY
M01075388	McCulloch	Kathryn	A	24-OCT-1988	N	

Case Sensitive Query?
 No Yes

Identification Number, press COUNT QUERY HITS to access additional information.
 Record: 41/72 << >> <OBC>

Taskbar: Start, Inboxes - Micro..., mtsu4.mtsu.e..., Reeves, Ann..., mtsu4.mtsu.e..., SGAADVR Ins., 2:28 PM

- 3) Review the From Term and the To Term.
 - a) If the From Term is the **same** as the effective term:
 - i) Record>Remove any incorrect advisor(s) and enter the correct advisor(s).
 - ii) Do not type over an entry that is already on the form. It will allow you to do so but will not save.
 - iii) You will notice the Maintenance button between the From Term and the To Term is grayed out because the terms match. The From Term is the starting effective term and the To Term is up to, but not including. The 999999 stands for end of time.

Oracle Developer Form Runtime - Web: Open - SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors SGAADVR 7.3 (TEST)

ID: M01000763 | McCulloch, Savannah N.

Term: 200780

From Term: 200780 Maintenance To Term: 999999

Advisor Information

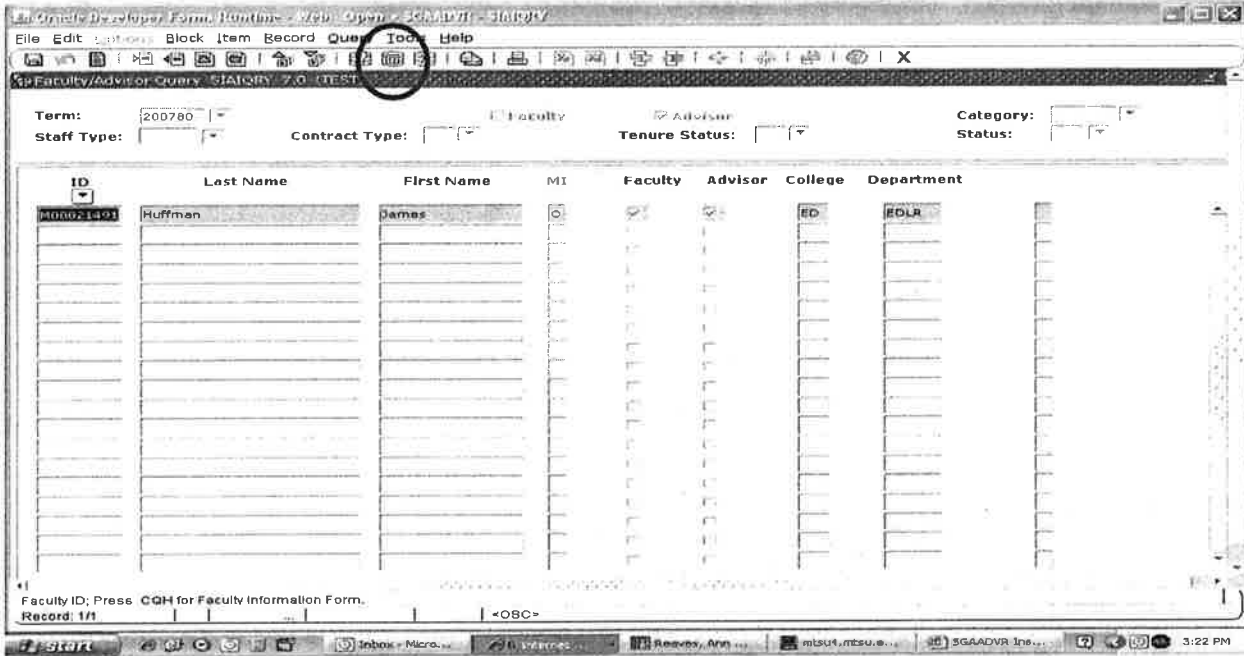
ID	Advisor Type	Primary Indicator
M00021961	FACA Undergraduate Major (Faculty)	<input checked="" type="checkbox"/>
M00020154	FACB Undergraduate Minor (Faculty)	<input type="checkbox"/>

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

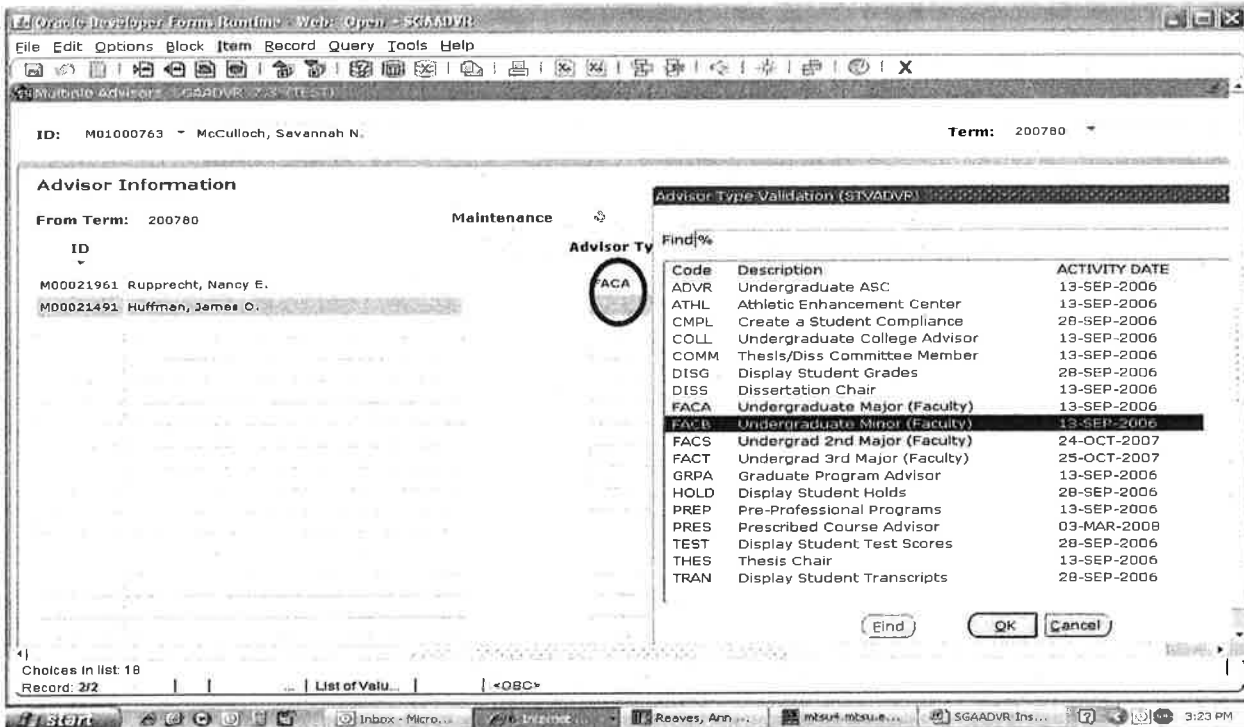
Taskbar: Start, Inboxes - Micro..., mtsu4.mtsu.e..., Reeves, Ann..., mtsu4.mtsu.e..., SGAADVR Ins., 2:30 PM

Handwritten notes:
 - Blue arrow pointing to 'click' next to Maintenance button.
 - Blue arrow pointing to 'make some terms match if not click maintenance & copy advisor' next to Term fields.

- iv) You can search for the new advisor to enter by selecting the drop-down box under ID. This will bring up a search box where you can search for only those that have the Advisor role based on the effective term. The search is case sensitive. You can search by name, role (faculty or advisor), college, or department; use the % as a wildcard for searching. Use the Execute Query icon, the F8 key, or Query>Execute from the menu to execute the search. Double click on the correct advisor's M#, and you will be returned to the SGAADV form.



- v) Select the Advisor Type (use the drop-down box for a list of advisor types) and indicate if the advisor is primary. At least one advisor must be primary; otherwise, no advisors will display on the student's RaiderNet page.



ii) Select "Copy Advisor."

Oracle Developer Form Runtime - Web Open - SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors - SGAADVR - 7.3 (TEST)

ID: M01000763 - McCulloch, Savannah N. Term: 200880

Advisor Information

From Term: 200780 Maintenance To Term: 999999

ID

M00021961 Rupprecht, Nancy E. (Faculty) Primary Indicator

M00021491 Huffman, James O. (Faculty) Primary Indicator

Description List

Copy Advisor

End Advisor

Cancel

Record: 1/1 <OSC>

- iii) Record>Remove (or Shift+F6 or Remove Record icon) any incorrect advisor(s), and add current advisor(s).
- iv) Do not type over an entry that is already on the form. It will allow you to do so but will not save.
- v) You can search for the new advisor to enter by selecting the drop-down box under ID.
- vi) Select the Advisor type (use the drop-down box for a list of advisor types) and indicate if the advisor is primary. At least one advisor must be primary; otherwise, no advisors will display on the student's RaiderNet page.

Oracle Developer Form Runtime - Web Open - SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors - SGAADVR - 7.3 (TEST)

ID: M01000763 - McCulloch, Savannah N. Term: 200880

Advisor Information

From Term: 200880 Maintenance To Term: 999999

ID

ID	Advisor Name	Advisor Type	Primary Indicator
M00021491	Huffman, James O.	FACB Undergraduate Minor (Faculty)	<input type="checkbox"/>
M00020615	Sayward, Amy L.	FACA Undergraduate Major (Faculty)	<input checked="" type="checkbox"/>

FRM-40400: Transaction complete: 2 records applied and saved.

Record: 2/2 <OSC>

vii) Save and exit the form.

IMPORTANT NOTES:

- Advisor Type is not a required field; however, it is highly recommended that an entry is made in this field. This was not available in SIS; therefore, no converted records have this information.
- **If a PREP advisor is listed, then do not remove this record.** A student can have a pre-professional advisor regardless of the student's major or major change. Only Jennifer Braswell (braswel@mtsu.edu) should remove or adjust a PREP assignment. Contact Jennifer if you have any questions about this.
- **If a PRES advisor is listed, then do not remove this record.** This is the advisor that works with the students on their prescribed coursework requirements. The advisor will be removed once all prescribed requirements are met.

