

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
Records Office	Major is being changed and advisor is needed

- **Who is the primary advisor?**

Each student must have a primary advisor. Unless the student has prescribed coursework to complete, the faculty major advisor should typically be selected as the primary advisor. If the student has a declared major and prescribed coursework to complete, the primary advisor may be the Prescribed Course (PRES) advisor. Once the prescribed coursework has been completed, then the Prescribed Course advisor can be removed. Look at SZADEF for outstanding prescribed coursework requirements.

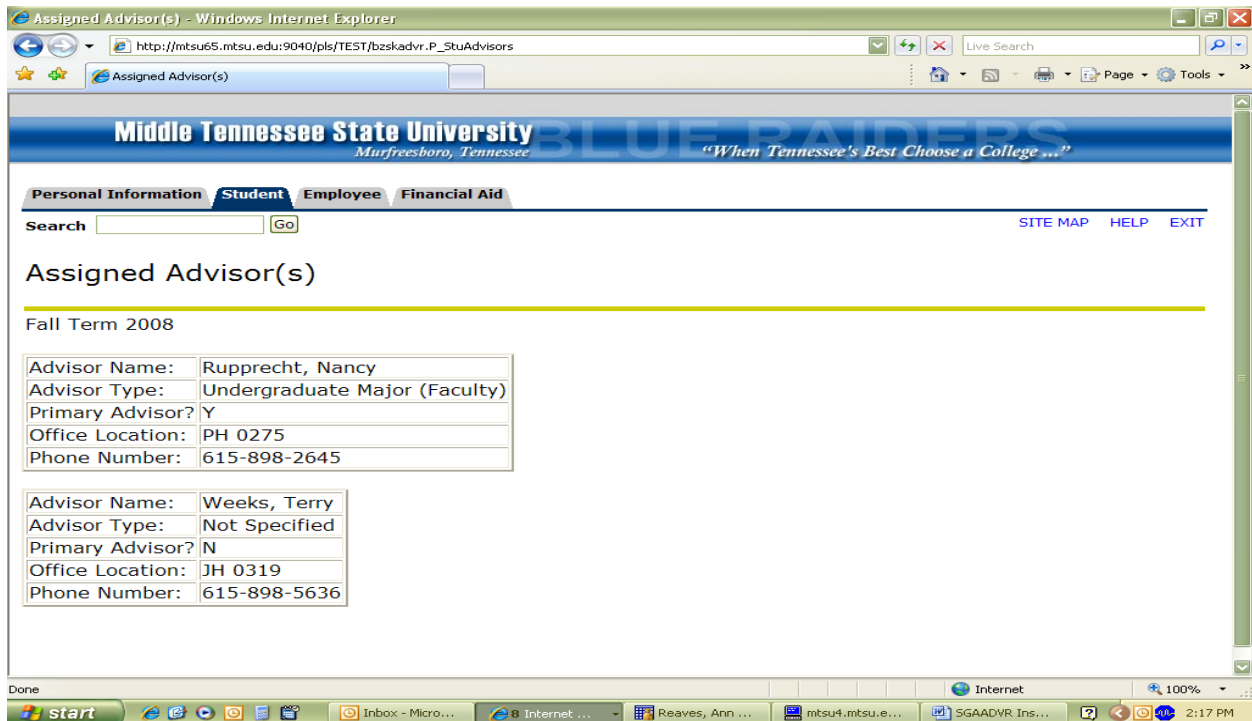
- **What are the advisor types?**

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

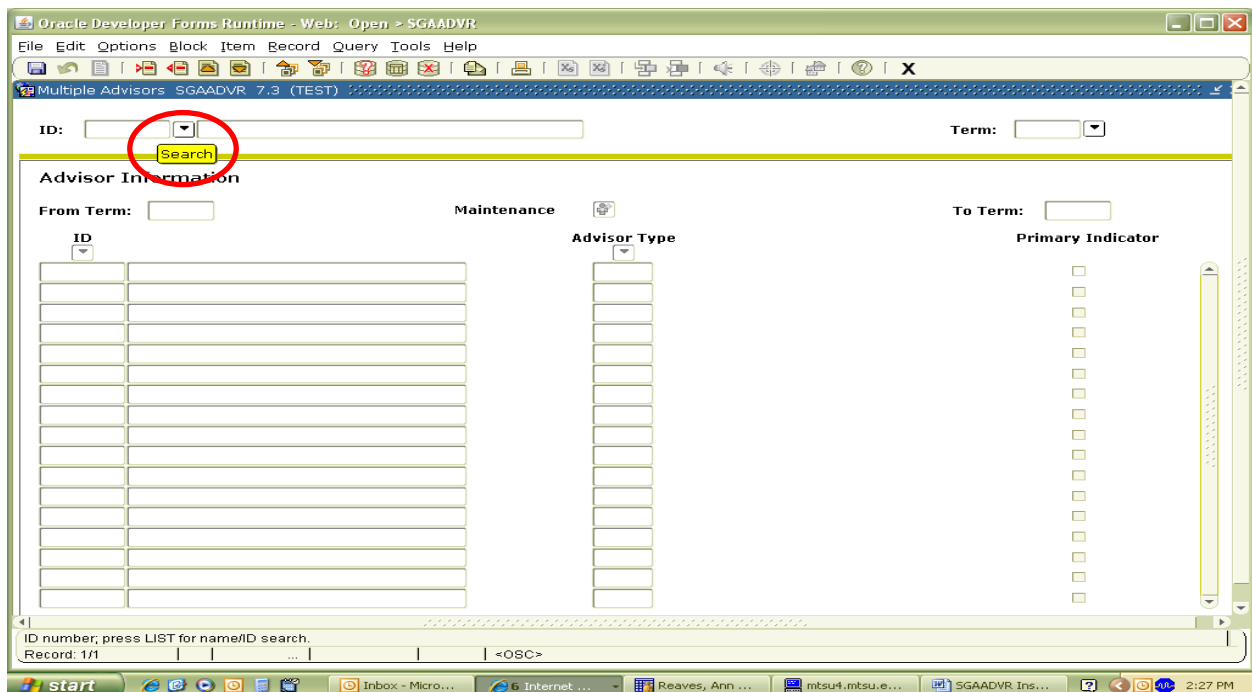
- **What do students see on RaiderNet?**

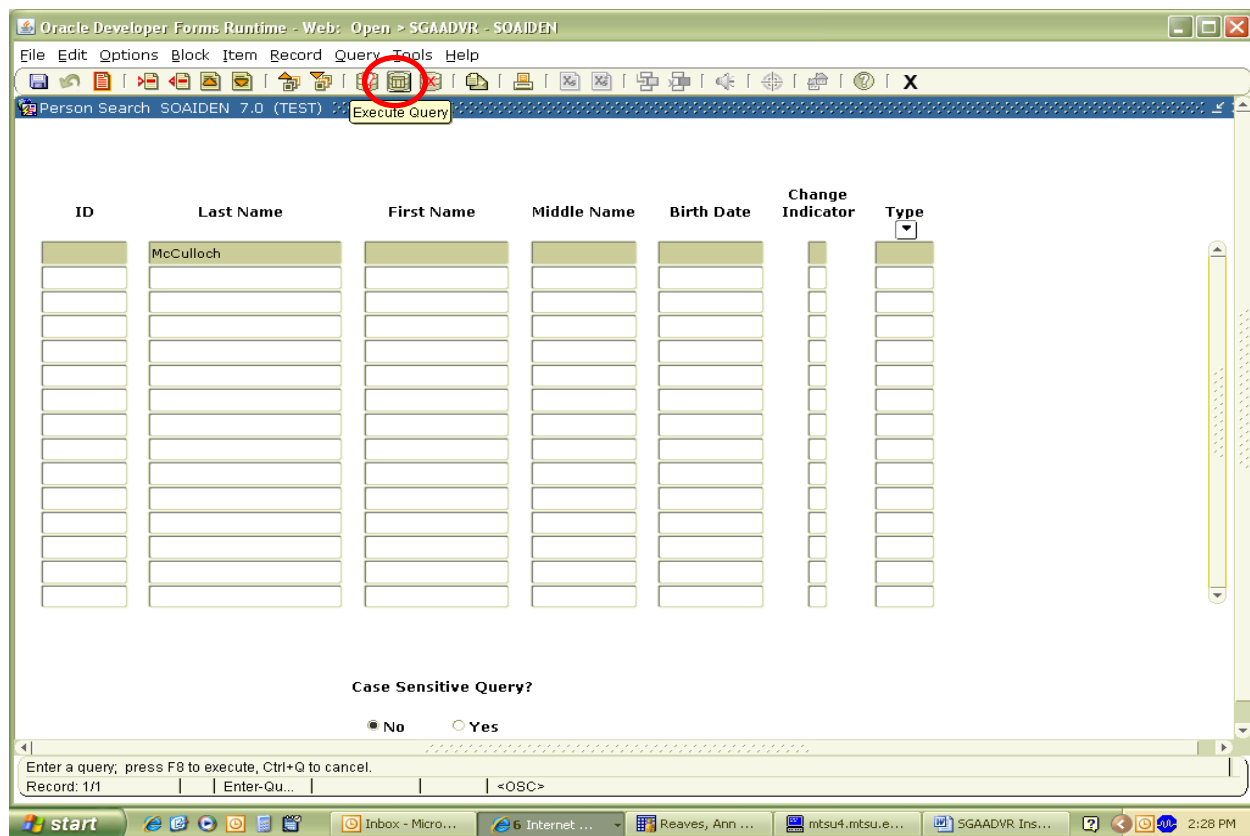
A student must have a primary advisor. If no primary advisor is assigned on SGAADVR, the Advisor Information block will not display on RaiderNet under the Student Information link. A new link “Assigned Advisor(s)” has been added in RaiderNet that is available for students and advisors that will list all advisors assigned to the student as well as the advisor’s type, office location, and phone number.



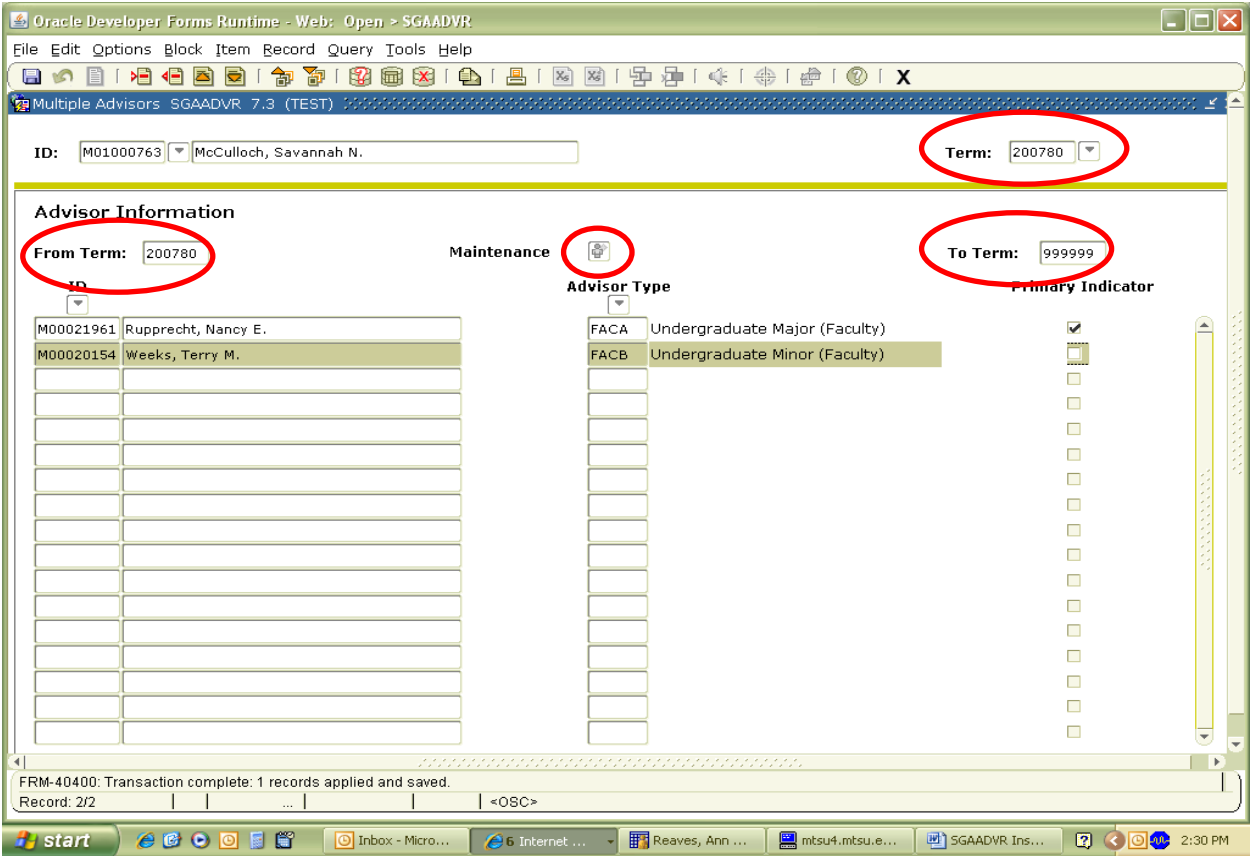
1) How do I assign an advisor?

- 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 SGAADVR. Next block into the form.

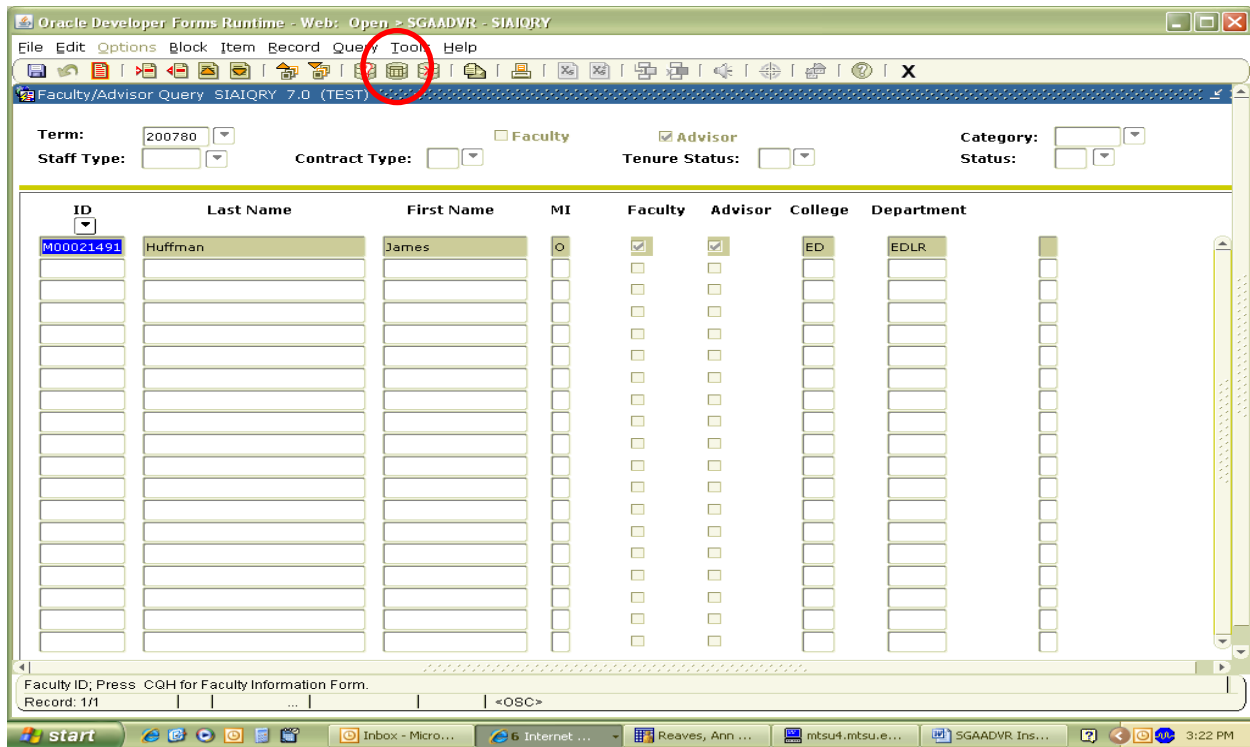




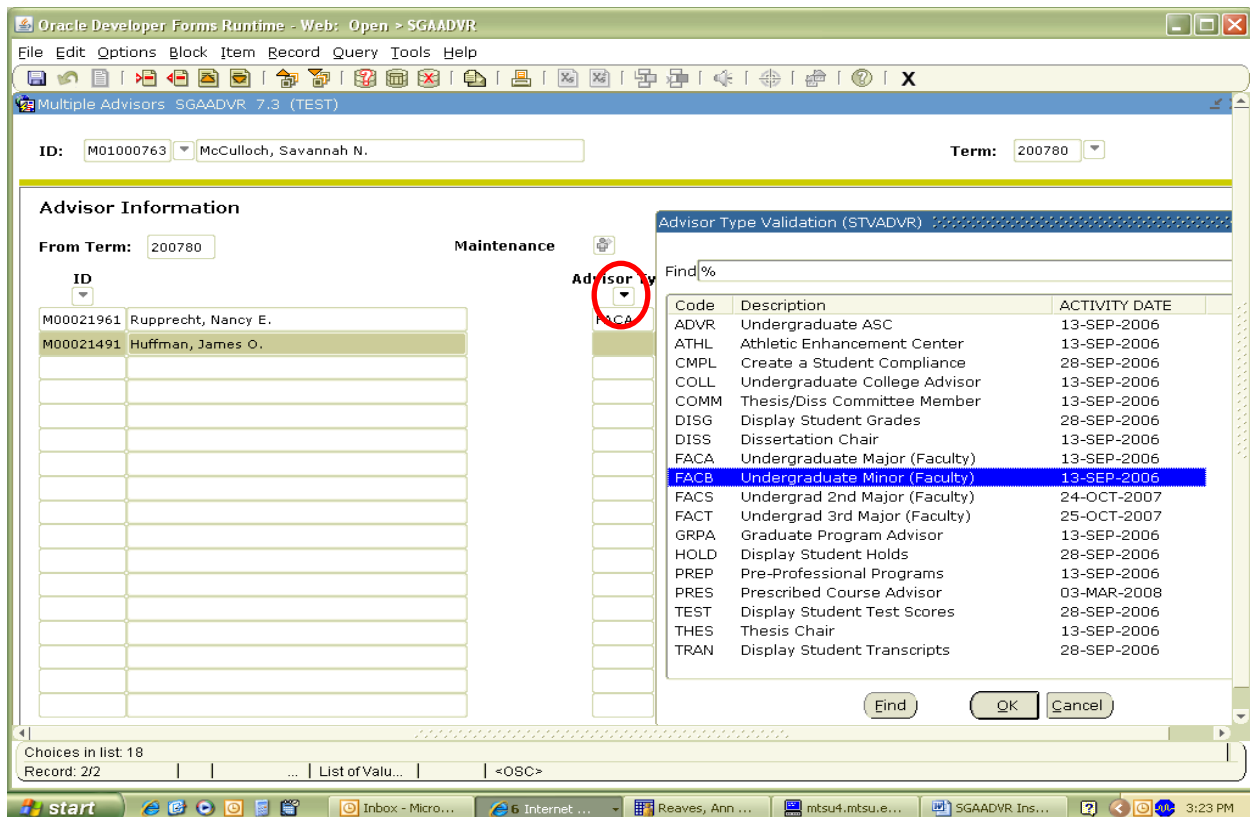
- 2) Review the From Term and the To Term.
- a) If the From Term is the **same** as the effective term:
 - i) Record>Remove any incorrect advisor(s) and enter the correct advisor(s).
 - ii) Do not type over an entry that is already on the form. It will allow you to do so but will not save.
 - iii) You 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.

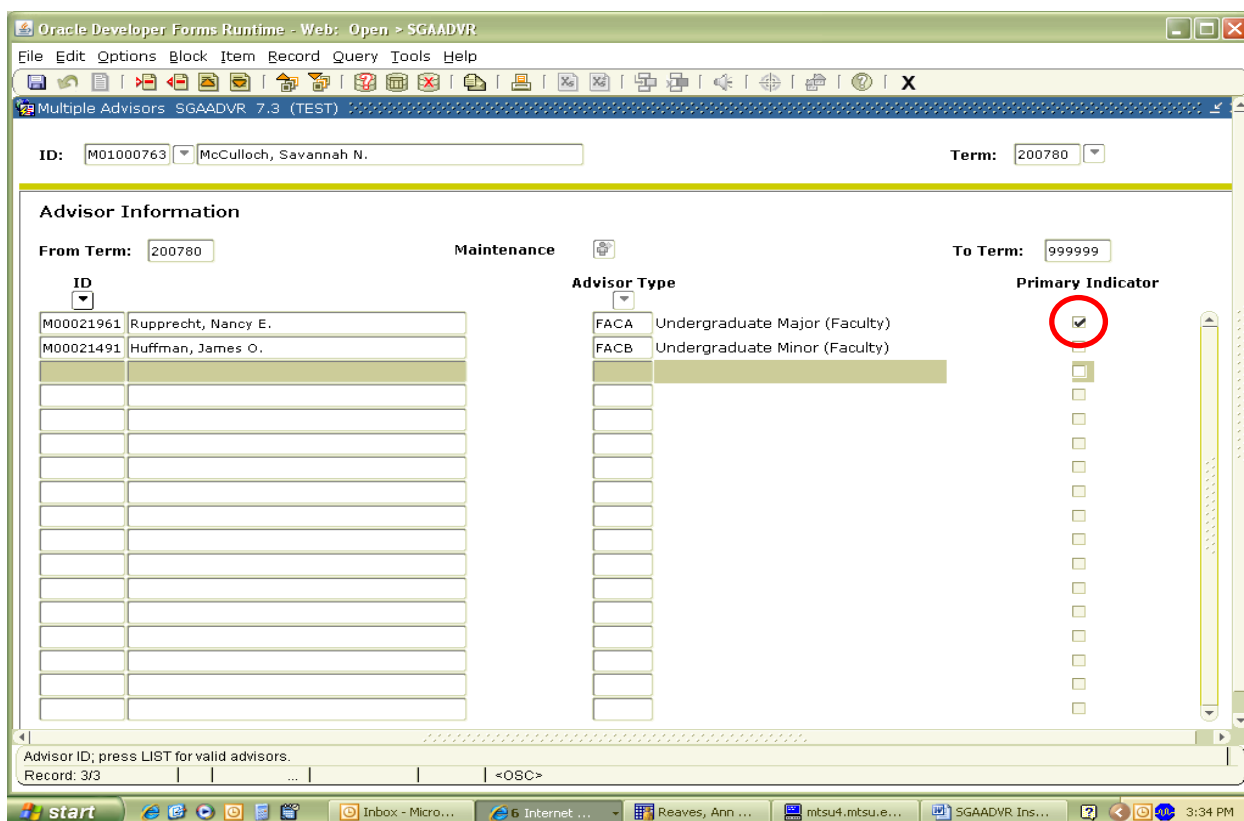


iv) You can search for the new advisor to enter by selecting the drop-down box under ID. This will bring up a search box where you can search for only those that have the Advisor role based on the effective term. The search is case sensitive. Also not that the middle name appears to only be 1 character; however, the field does contain the entire middle name. 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.

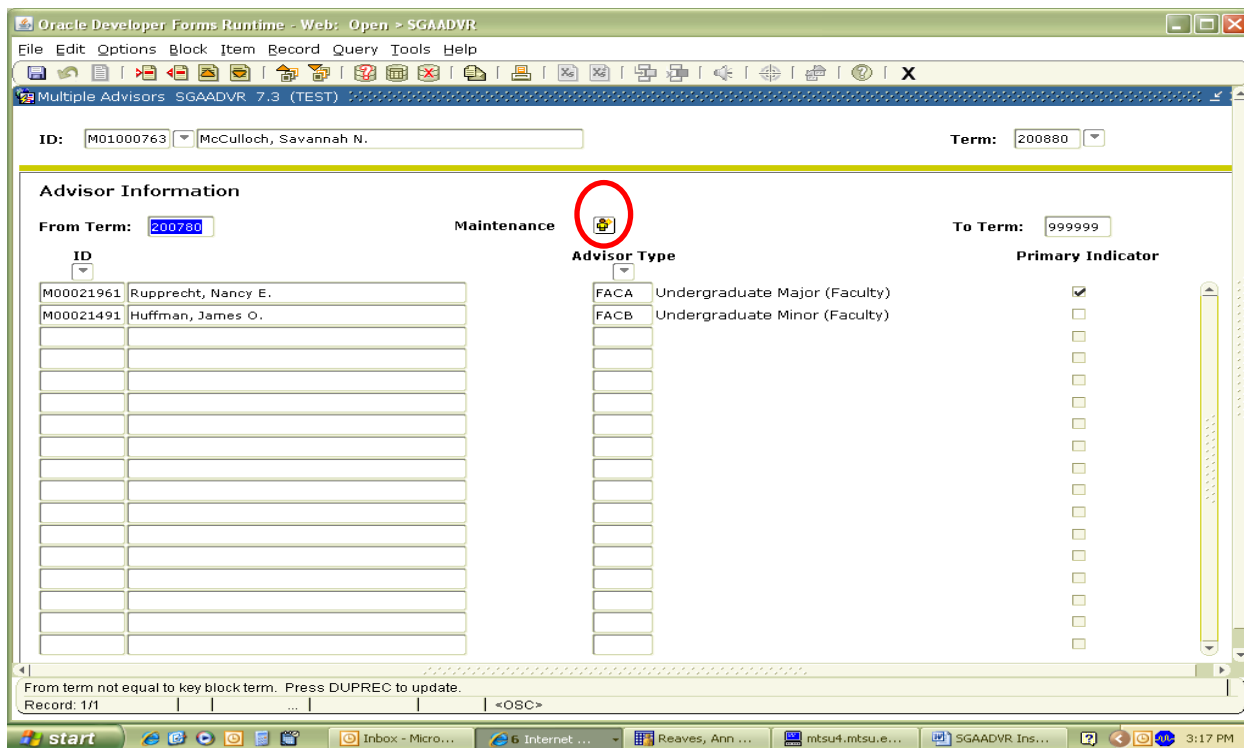


- v) Select the Advisor Type (use the drop-down box for a list of advisor types) and indicate if the advisor is primary. At least one advisor must be primary; otherwise, no advisors will display on the student's RaiderNet page.

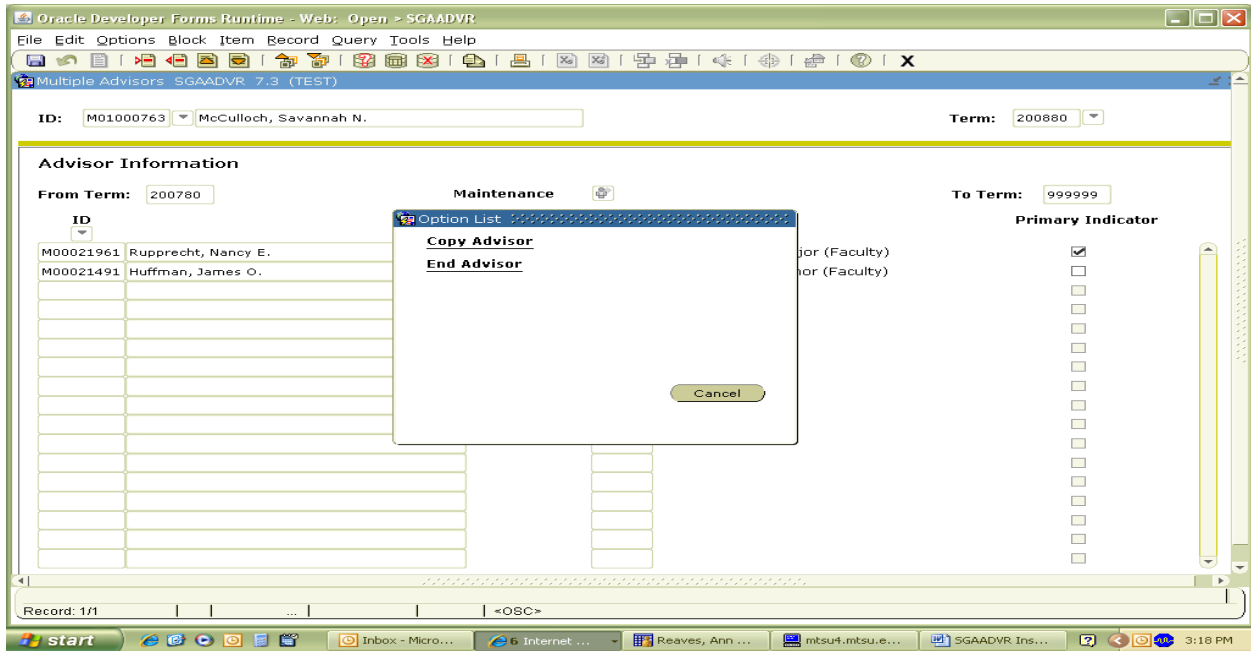




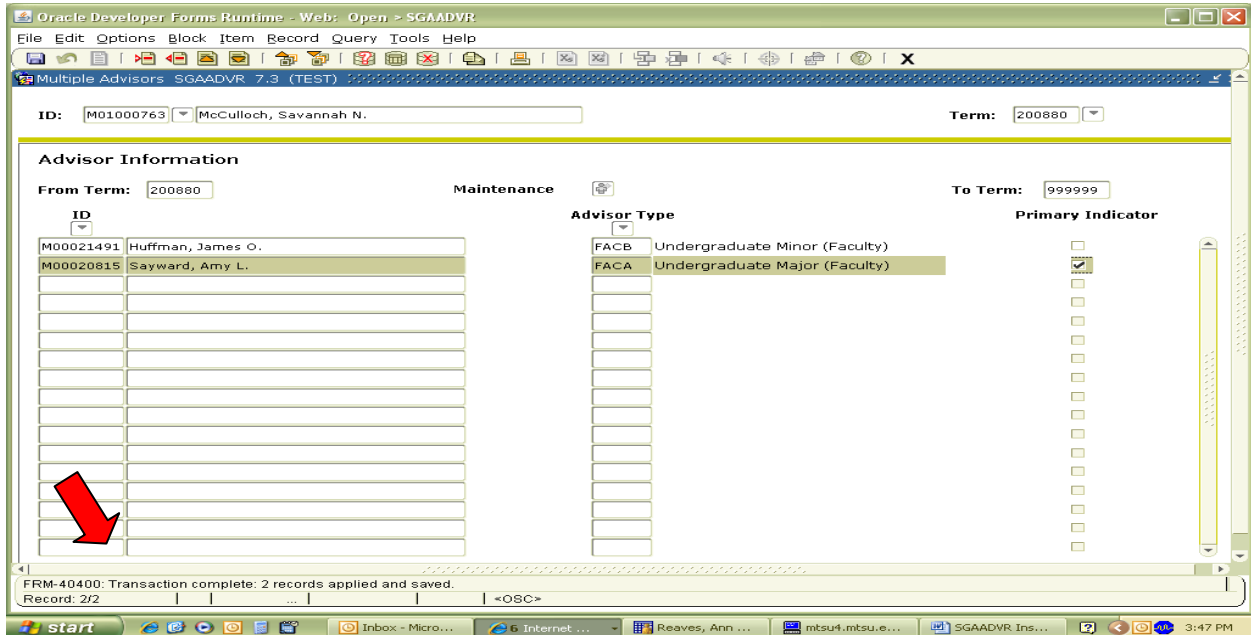
- vi) Save and exit the form.
- b) If the From Term is **different** from the effective term:
 - i) Click the Maintenance button between the From Term and the To Term boxes.



- ii) Select "Copy Advisor."



- 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.



- 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 never 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.