UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

OFFICE OF THE REGISTRAR
USER INSTRUCTIONS

UPDATING ADVISORS ON A STUDENT RECORD IN BANNER

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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

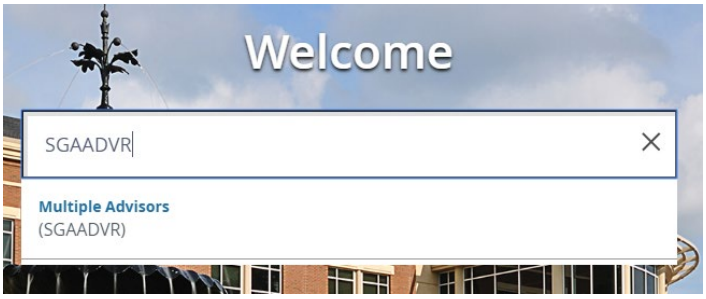
Academic programs are responsible for maintaining the list of advisors a student record in Banner to prevent any lapse in JagTrax audit availability. Each program is responsible for requesting maintenance access to SGAADVR. If this was not included in the previous Banner access request, please submit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

REGISTRAR'S OFFICE

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

ADDING ADVISORS TO STUDENTS RECORDS IN BANNER

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



3. Enter the Student ID into "ID".

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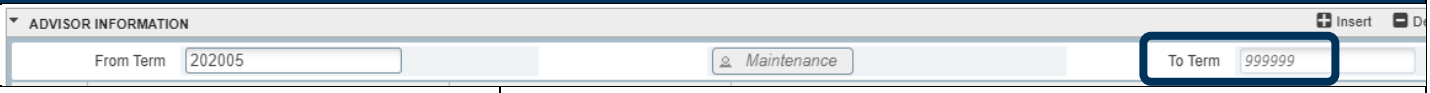
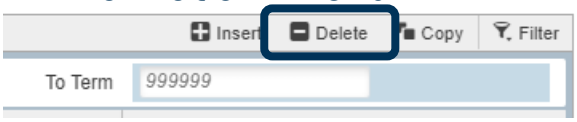
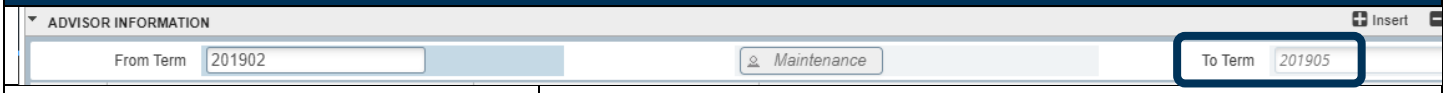
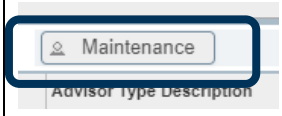
4. Enter the starting advisement term into "Term"

5. Click "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	
	
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	
	
Advisors listed **ARE** needed:	1. Click the Maintenance Button.  2. Click Copy Advisor.

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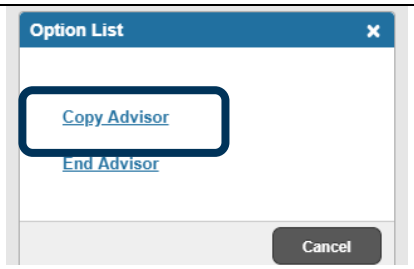
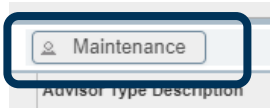
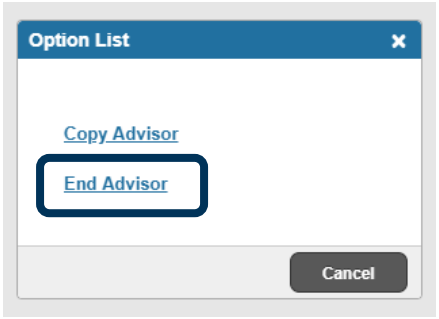
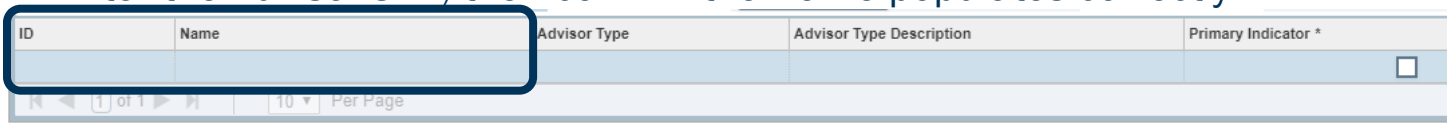
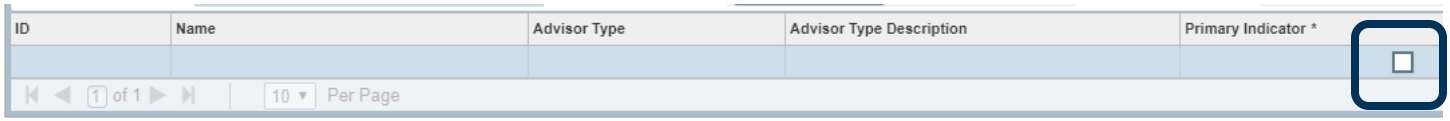
	 3. Save.
Advisors listed are **NOT** needed:	1. Click the Maintenance Button  2. Click End Advisor  3. Save.

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



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

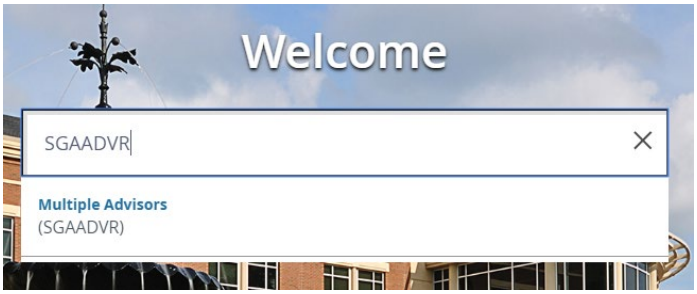
9. Check the "Primary Indicator" box for the advisor that that will be the primary advisor.



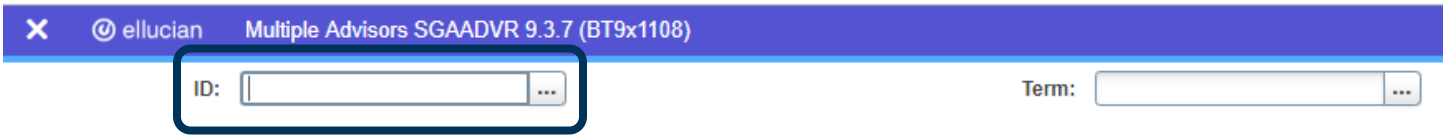
10. Save.
11. Advisors will be added to JagTrax after the nightly refresh and can be viewed on the degree audit the next business day.

REMOVING ADVISORS FROM STUDENTS RECORDS IN BANNER

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



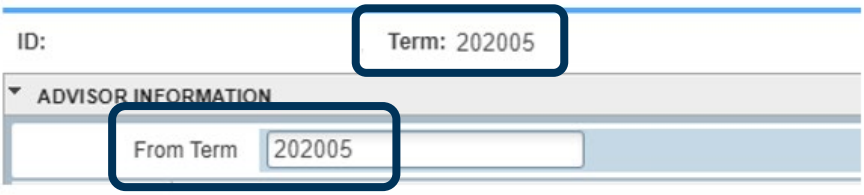
3. Enter the Student ID into “ID”.



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.

“From Term” Listed Matches Term

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

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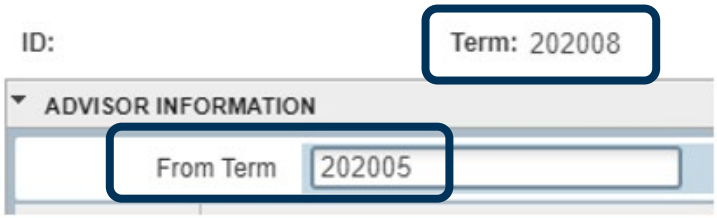
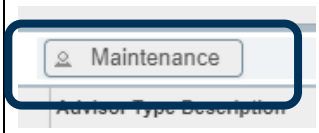
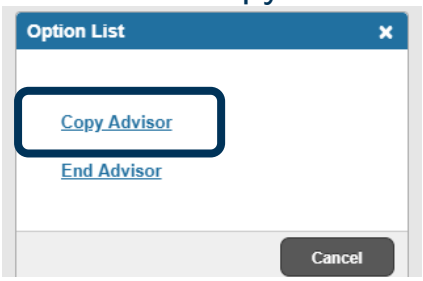
"From Term" Listed Does Not Match Term



4. Click the Maintenance Button.



5. Click Copy Advisor.



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.

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?
ACAD	Academic Advisement Center	Advisors within the Academic Advisement Center
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

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
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.