INTRODUCTION - FAQs

Why is it important to maintain correct advisors in Banner?

- So your faculty has access to their advisees' academic information in PAWS.

- So students know their primary advisor in PAWS.

What is an "active" student as opposed to a "registered" student?

- An active student is a student who is eligible to register for classes. This means that a person is either currently registered or has been accepted for a future term.

- A registered student is a student who is registered for the current or future term.

When should primary advisors be assigned?

- When a student is admitted or readmitted to the University and a major in your department.

    - This should be completed before each orientation session.

    - Run report for active students.

- When a student changes to a major in your department.

    - Hold onto change of major form until you see the major has changed in SGASTDN. If you change it immediately upon receiving the form, a script will run and you'll have to redo it.

- Prior to the advising period designated by the University.

    - Run report for registered students.

- ASK THEM WHEN THEY NORMALLY CHANGE PRIMARY ADVISORS

How do advisors get on students' records in the first place? I didn't do it!

- The Computer Center runs a daily script that assigns advisors in SGAADVR for students who have been admitted, readmitted, or changed their major. The script is based on information provided by the College and Departments.

- By default, the primary advisor is the Chair of your department unless specified otherwise. You may run reports to identify students assigned to your Chair and redistribute students to faculty according to your department protocol. The script also adds academic advisors from the Advising Office.

How do I find out what is currently in the system regarding advisors in my department?

- You can run reports in Banner. (See next section.)

- You can go to SGAADVR for individual student information.

**Why when I run advising reports in Banner does the information not match?**

- When parameters seem the same, advising reports still might not match because one is for active students (eligible to register) and the other is for registered students (actually registered for the specified term). If you have a question about why the reports aren't matching, please call Crystal Thomas at 460-6044.

ADVISOR REPORTS IN BANNER

Banner Reports

- ZSFR0005 – Output contains individual pages for each advisor and lists students for which he or she is primary advisor. Can only be run by specific term and must be run by advisor(s) or whole college.

- ZSFR0009 – Output identifies all active students assigned to all advisors in college, or specific advisor(s). Double-majors can be identified in the output of this report. Output gives students' programs, majors, concentrations, admit term, email, and whether the advisor is primary or secondary.

- ZSFR0010 - Output identifies students in College or program with no primary advisor assigned.

- ZSFR0015*– Output provides advisors in alphabetical order with program of advisee's, level, J-number and name. Can only be run by specific term, college, level, and choice of registered or active students.

- ZSFR0021*– Output provides every student in major in alpha order. Provides student's primary and secondary program, primary advisor and additional advisors. Must be run for specific term. Can be run by college, program, to include secondary advisors, limit to secondary program, and registered only.

- ZSFR0052 – Output provides an advisee count for each faculty member in a particular college. Must be run for particular term and only by college. Helpful to make sure that students are evenly distributed.

HOW TO CHANGE PRIMARY ADVISORS

1. Log on to **http://sisformssrv.usouthal.edu/inb/prod**.

2. At **Direct Access**, type form **SGAADVR** and press **ENTER**.
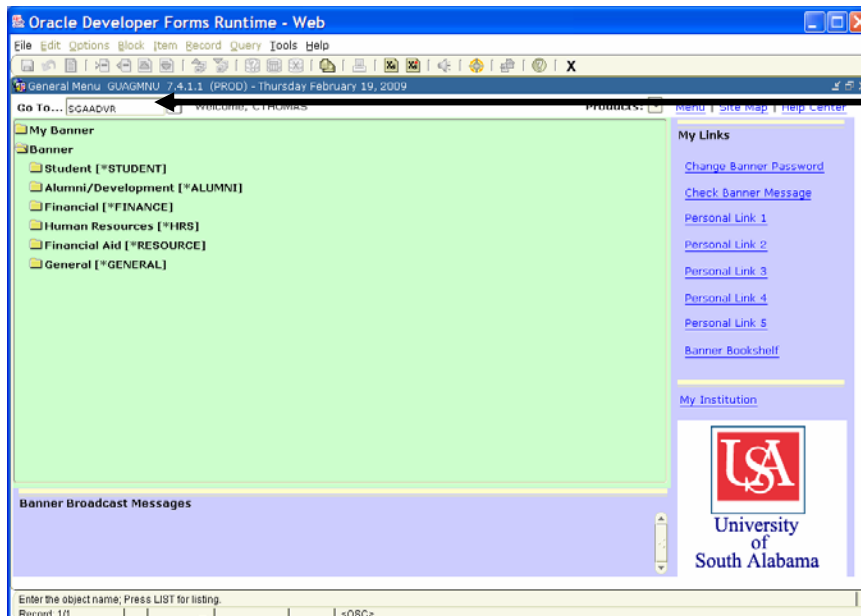
3. Enter the student's J-number in the **ID** field.
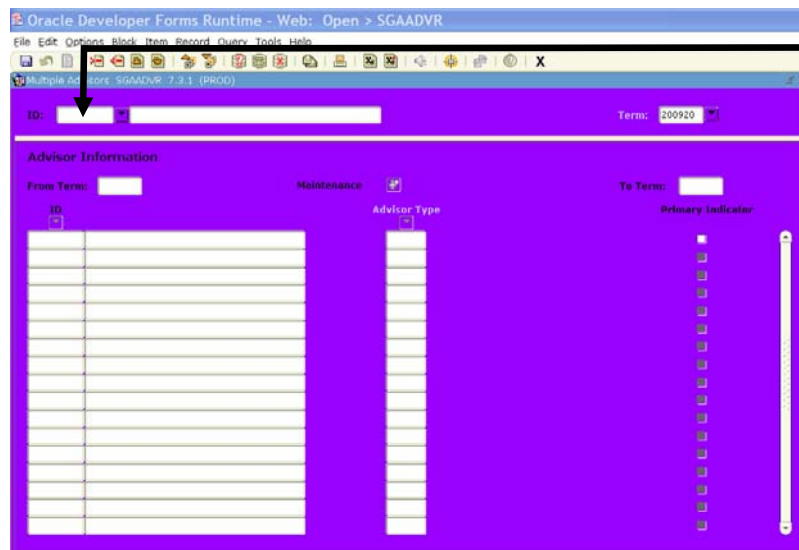
4. Indicate current term.
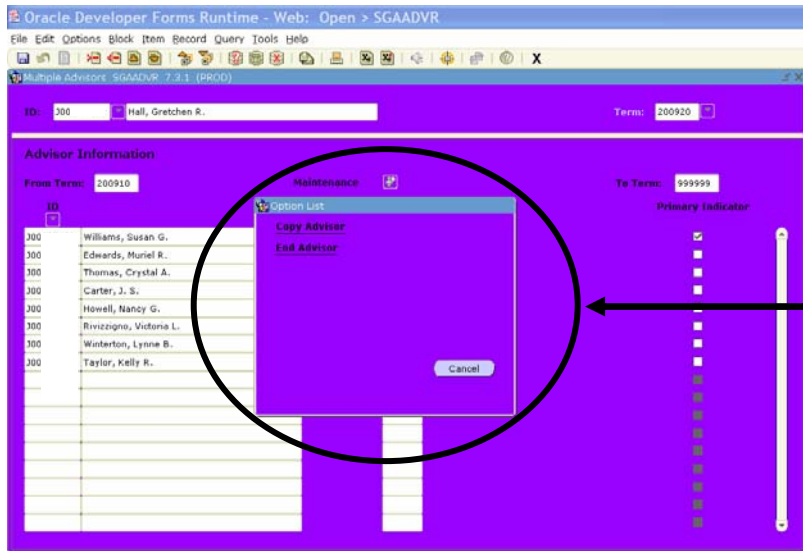

5. **Next Block** (CTRL + PAGE DOWN)

6. If the **From Term** is the same as the current term you entered in the key block, skip to step 10. If not, go to Step 7.

   NOTE: If the current term in the key block is not the same as the **From Term**, Banner will not allow you to make any changes to the advisors.

7. Click the **Maintenance** button.

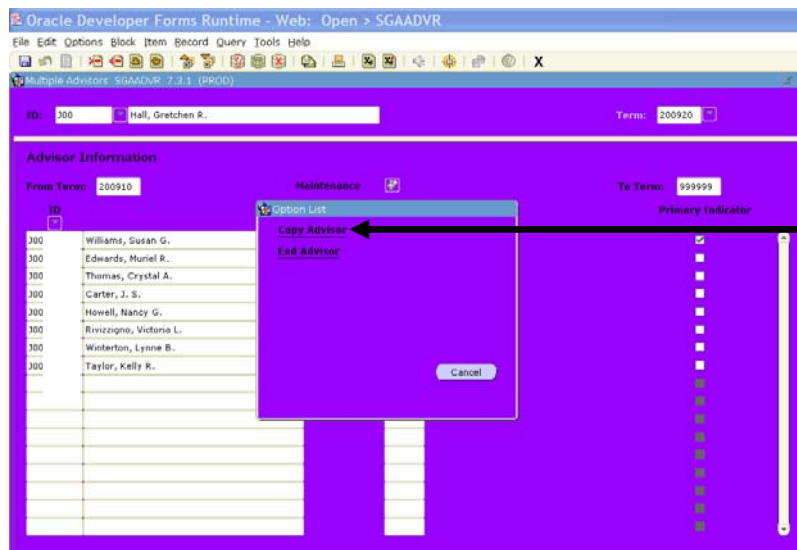8. You will see the following pop-up window titled **Option List**.

DO NOT click 'End Advisor'. (read on for instructions if you accidentally do click it).

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9. Click **Copy Advisor**.

10. Add new primary advisor's J-number in **ID field** *(student's assigned advisor in your department)*, **TAB**, type **MAJR** in **Advisor Type** field, and click in **Primary Indicator** check box.

NOTE: **DO NOT DELETE** those from the Advising Office (Muriel Edwards, Nancy Howell, Victoria Rivizzigno, Kelly Taylor, Crystal Thomas, Lynne Winterton), advisors with **Advisor Type** Athletics, Developmental Studies, Honors, or Preprofessional; or advisors who are there because the student is a double major.

11. Delete advisors from other colleges if major has been dropped. Put cursor on ID line of advisor you need to delete. Delete record (SHIFT + F6).

12. Save your work (F10). You should receive a message at the bottom of the window that says *Transaction complete: 1 records applied and saved*.

HELPFUL TIPS

What happens if I click 'End Advisor' by accident?

If you click 'End Advisor' by accident instead of 'Copy Advisor', everything will work exactly as outlined to this point – all dates will end, etc. The difference is that instead of copying the former advisors from the most recent terms (i.e., those advisors with 'To Term' terms of end of time), you will get a blank form. In other words, you have ended all advisors without copying anything from the most recent term.

What do I do to correct this?

- Go back to the most recent effective advising term (the term from which you wanted to make changes). Do a screen print to capture all former advisors.

- Go to the new effective term – the term in which you wanted to make changes effective by accidentally clicked the wrong button.

- Manually enter all the old advisors from the previous effective term. Save.

- Go to your new effective term. Make any changes from this term forward. Save.

- Review your work to ensure you have not deleted any of the historical advising record.