### Updating Student Advisor

1. Log into Banner Administrative and go to the **SGAADVR** form.

2. Enter the student ID number and check that the ID entered is for the correct student.

3. Tab over to the *Term* field and enter the term code.

![SGAADVR Form](image1.png)

4. Click on the **Next Block** 🚀, or type **CTRL + Page Down**

![Next Block Click](image2.png)

**NOTE:** The From Term and the Term in the top right corner will not be the same.

5. Press the **Maintenance** Icon 🔄 and select **Copy Advisor**

![Maintenance Icon](image3.png)

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*Student Advisor Information in Banner Administrative 1*
**NOTE:** Once this has been done, the From Term will match the Term listed above.

6. Click on the Advisor ID that is listed, and click on Record and then Remove Record, or click on the Remove Record Icon. The advisor information listed should then be removed, and you will be able to enter a new advisor.

4. Under **ID** in the Advisor Information block, enter the Advisor's ID or click the down arrow ▼ to search for the advisor.

**NOTE:** If you select the drop-down arrow ▼ under ID, a search window will come up.
- Under ID, enter 960%
- Under Last Name, enter the advisor's last name and press F8.
  - If you do not know the correct spelling of the advisor's name, simply enter a portion of their name followed by %
    - E.g. Kilb%
• Double click on the appropriate advisor name to select, and you will be brought back to the SGAADVR form.

5. Next, you will need to select the appropriate advisor type by clicking on the down arrow ▼ to open the Advisor Type Validation form.

**NOTE:** Currently, UTM only uses the following advisor types:
- MAJR (Major)
- SCHE (Scheduling Advisor)
- MENT (SSS Mentor/Success Coach)

6. Double click to select the appropriate type listed.

7. Make sure to select the *Primary Indicator* box to indicate that this is the primary advisor for this student.

8. Save your work.