Updating or Changing a Student's Advisor Assignment in Banner

In order for your assigned student advisees to populate in Navigate, they must first be coded in Banner.

Directions:

1. Go to **Banner**
2. Open the SGAADVR or *Multiple Advisors* Banner screen
3. Enter the Student Identification Number
4. Enter the effective term (6 digits, e.g. 202110)
5. Click Maintenance button and *Copy Advisor*. This will bring the cursor down to the names of advisors and then you can edit.
6. Delete (*Delete* button in top right corner) the Advisor row that has the Advisor's name that is no longer needed.
   a. *When transitioning from a CAAR advisor to a faculty or departmental advisor, delete the CAAR advisor.*
   b. *When transitioning from a Running Start Advisor to a CAAR advisor, delete the Running Start advisor.*
   c. *It is OK for a student to have 2 or more advisors, such as with a BAE or if they are an athlete.*
   d. *Please do not delete ATHL, CAMP, or INTL advisors.*
   e. *Please do not delete Coaches, Mentors, Specialists, or Tutors.*
7. Insert (*Insert* button in top right corner) new advisor by adding the new advisor Employee ID Number
8. Indicate the proper Advisor Type (see below)
9. If applicable, check the PRIMARY Advisor box. The PRIMARY indicator should be used to designate the Major/Departmental advisor. (Only ONE advisor can be designated as the primary advisor. If adding a minor advisor or second major advisor, do NOT check the Primary indicator box.)
10. Click Save or F10

Please use ONLY the following Advisor Types. All other Advisor Types are not recognized by Navigate.

Advisor Type	Code		
Departmental Advisor	DEPT		
Athletic Advisor	ATHL		
CAMP Advisor	CAMP		
Ctr for Acad Adv & Retent	CAAR		
Graduate Advisor	GRAD		
Graduate Committee Chair	GCHR		
International Programs Advisor	INTL		
Running Start Academic Advisor	RSAA		
Pathways Advisor	PTW	*New*	See CAAR
Passport Specialist	PPS	*New*	See SASS
Wellbeing Coach	WBC	*New*	See Counseling and Wellness Services
Career Advisor/Coach	CAC	*New*	See Career Services
Peer Mentor/Coach	PMC	*New*	See PLUS Tutoring
Peer Tutor	PT	*New*	See PLUS Tutoring
Faculty Mentor	FM	*New*	See CAAR, EagleCare team

Other items to note:

- Navigate syncs with Banner each night. Advisor assignments entered in Banner today will show up in Navigate tomorrow.