Overview

Use this form to assign advisors to a student or remove an existing advisor from a student.

Adjust Advisors

After logging into Banner (INB) from your portal enter SGAADVR in the direct access field and press Enter, or double click it from the Student>General Student menu.
See Perform a Person Search for details on how to use the Person Search form.

See Perform a Term Search for details on how to search for a term.

If the student is majoring in your department select the advisor type of **MAJR**. Select **MINR** if the student is a minor in your department.

Be sure that the appropriate advisor is flagged as the student’s primary advisor.

If you clicked the option to be taken to an Advisor search form you will see the screen below.
Adjust Advisors

Highlight the advisor you want to assign to this student in the list below then click Select.

Click Execute Query to get a list of advisors that match the criteria you entered.

Enter as much information as you desire to search for the advisor you want. In this example we entered the last name of Train.