**Entering a Student’s Committee Chair**

*Note: While these instructions tell you how to enter a committee chair, this document refers to that individual as “advisor” as that is what the field is labeled in Banner.*

**Getting Started**

- Log into Banner and go to the SGAADVR report.
- Enter student GID to access record.
- Enter term student was admitted using year and term number with no spaces. (IE: 201450 for Summer 2014). If you don’t know this, hit the arrow next to the term field and select “General Student Summary” from the pop-up menu.
- This screen will open. Find the date in the “Curricula Summary” section. Close the screen by clicking the X in the upper-right hand corner, and you’ll be back in the student’s SGAADVR screen.
- Enter the term date and hit Control + Page Down to get to the “Advisor Information” section.

**Entering the Advisor**

- To enter a new advisor, tab to a blank line. (It will be shaded.)
• Hit the “ID” button. The search screen appears like this:

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Enter advisor’s name (You can only search using complete first or last name. This is case sensitive!) or GID. Hit F8 to search. A list of matching results will be displayed, example below.

Select advisor by putting the cursor into any field on the correct name (Will appear shaded as above) and hitting the select icon.

• Click the arrow under “Advisor Type” and from the pop-up list select “Major Advisor.” Also check the “Primary Indicator” box. Hit F10 to save.

Note: New assignments are extracted from Banner into DegreeWorks nightly. To immediately update the student’s record in DegreeWorks, hit the refresh icon.
If You Need to Change an Advisor

- The current advisor will be highlighted. Click on the “Maintenance” icon and select “End Advisor.”

- To enter a new advisor, tab to a blank line. It will appear shaded.

- Use the process listed above to find and select the new advisor.