Type in the Go To Box …SGAADVR Screen (Click Enter)
Enter **Student ID** or Query for Student’s Name/ID
To Query Click Dropdown Arrow (% is Wild Card)
Type Student’s LastName Jones
  FirstName John%
Click the F8 (Function Key)
To Query Click Dropdown Arrow (% is Wild Card)
## Double Click on the ID of the Correct Faculty

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Change Indicator</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001243</td>
<td>Brasher</td>
<td>Adam</td>
<td>Bernard</td>
<td>26-JUL-1965</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>00002234</td>
<td>Brasher</td>
<td>Adam</td>
<td>Bernard</td>
<td>26-JUL-1965</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>00003409</td>
<td>Brasher</td>
<td>Autumn</td>
<td></td>
<td>11-OCT-1992</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>
Make sure that Term is correct. It will default to the previous term after the first student is entered.
To Choose: Click the Dropdown Arrow and Double Click to Select the Correct Term
Term = Year XXXX
Semester = XX XXXXXXXX or 200910
(10) Fall
(20) Spring
(30) Fall
Click Next Block
Type in Advisor’s ID
Tab
Check Primary Indicator Box
Save   or
Click on ID Dropdown Arrow to go to Query Form
Check Advisor Box
Click Next Block
Type Last Name, First Name (% is Wild Card)
Click F8 (Function Key) to Execute Query
Double Click on ID of Faculty Member
Returns to SGAADVR screen
Check Primary Indicator Box
Click Save Icon or F10

Click Rollback Icon
Procedures to Change Advisors
Enter Student ID or Query (Use Wild Card % and F8)
Click Next Block
Click Maintenance Icon
Click Option **End Advisor**

**Roll Back** Begin Assigning other Advisees
If Advisor exists, but No Primary Indicator is checked

Click on Maintenance and Copy Advisor
Click Copy Advisor
Place Check in Primary Indicator

Roll Back

If you are unable to SAVE
This may mean that the Advisor is **Not Active**

Note: Chairs are advised to contact the Registrar’s Office with the Name/ID of the Faculty member that needs to be made active.