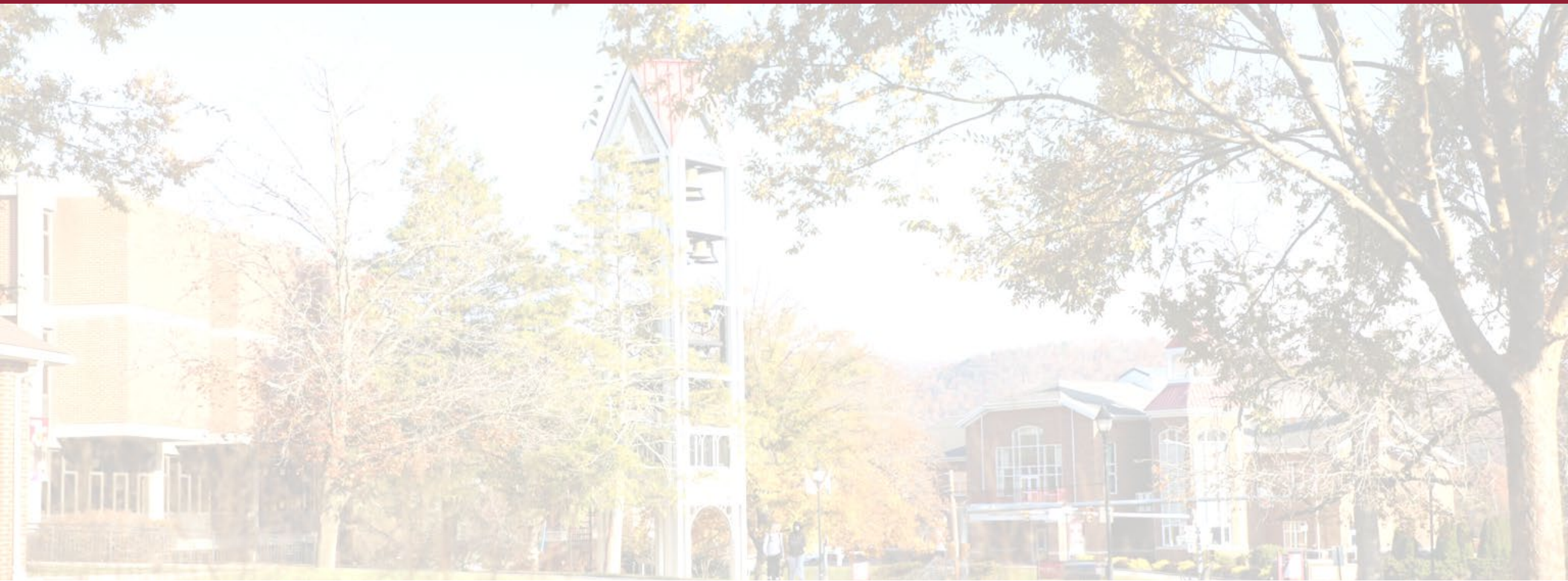


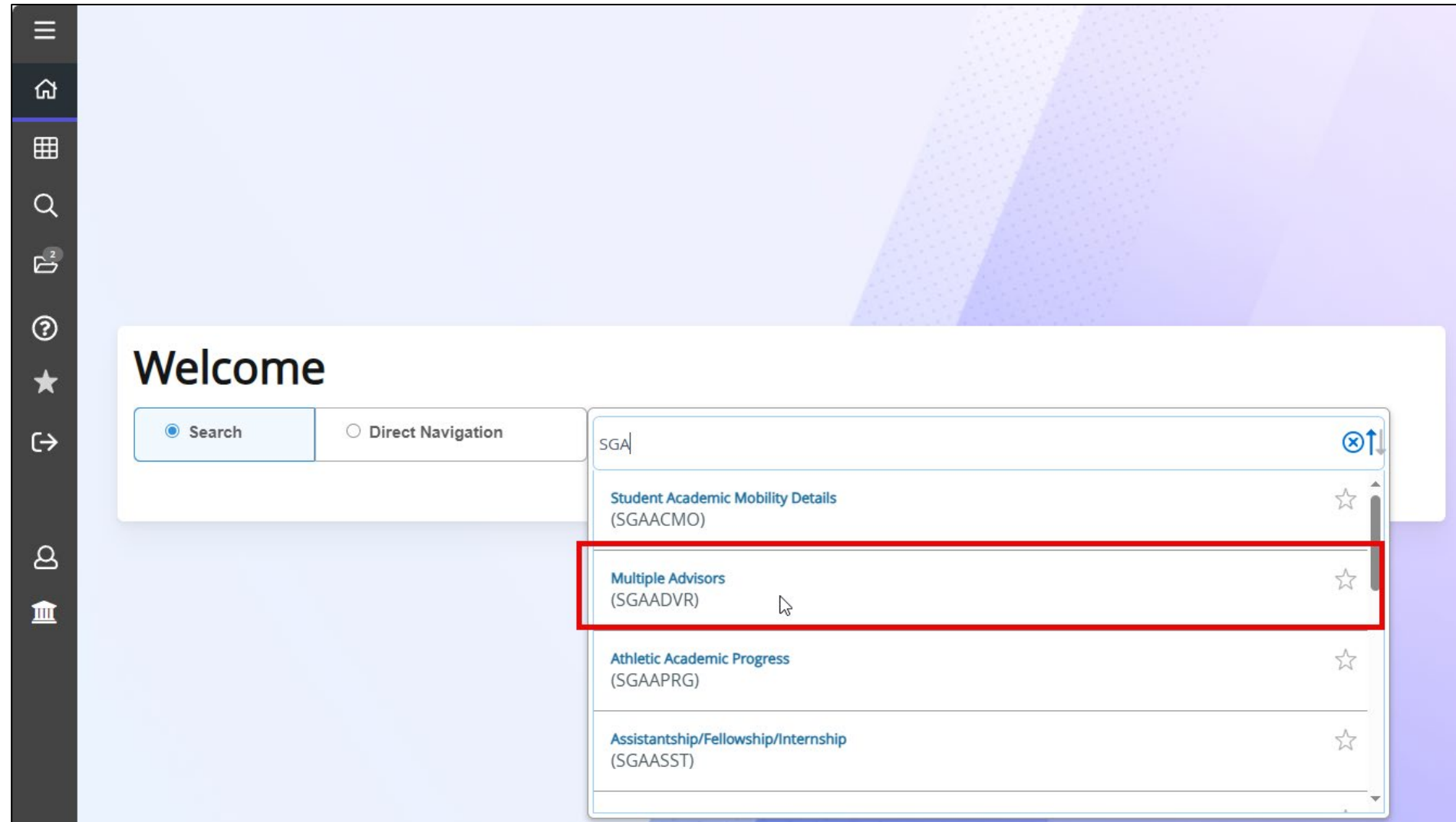


Ending Advisors *in* Banner for Staff

You can end advisors for students in Banner.

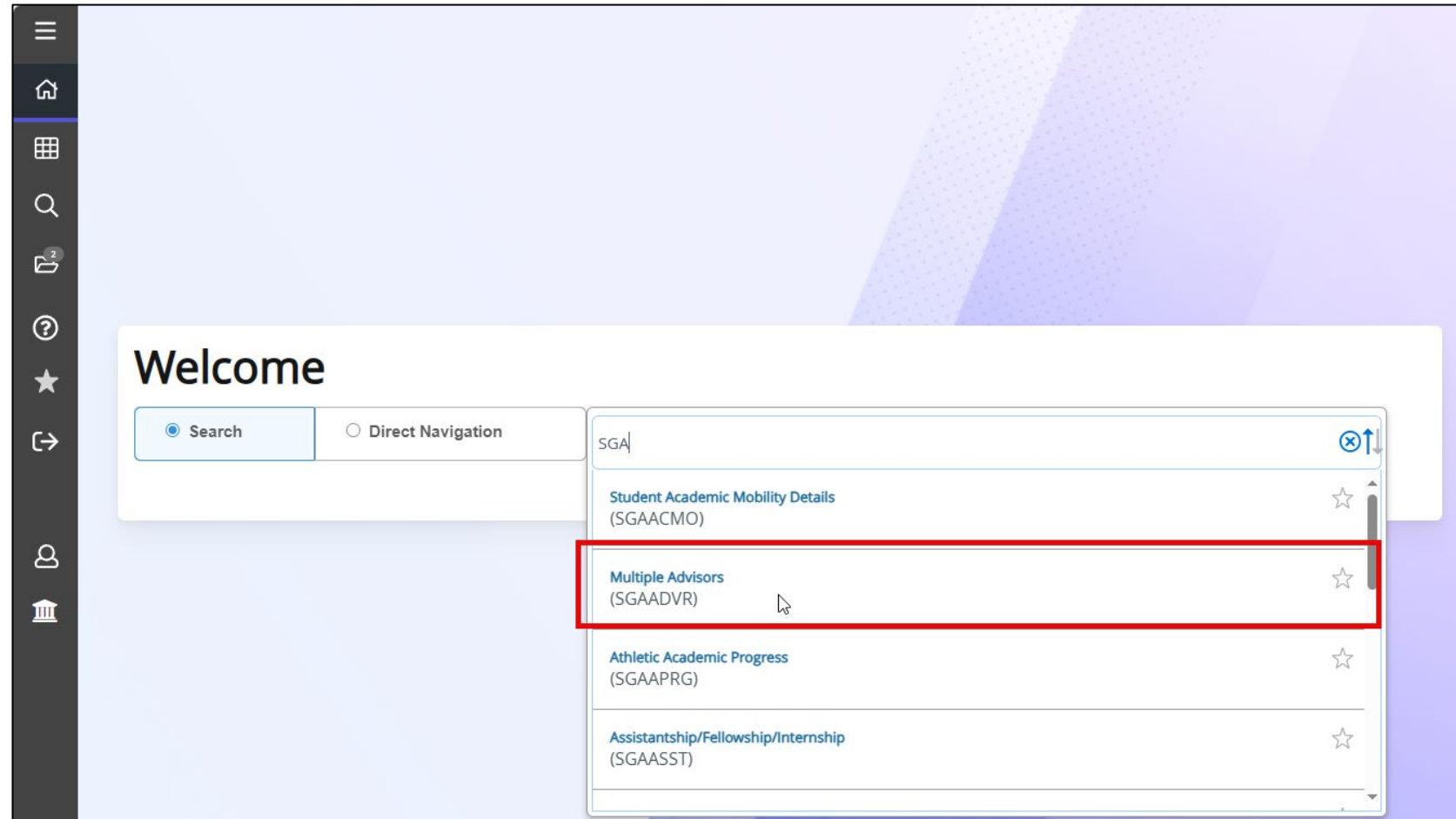
This is something you might do when:

- a student changes majors but isn't double majoring
- a student graduates
- a student withdraws from the University



End Advisors in SGAADVR

Step 1: In Banner, enter SGAADVR in the search field and click on the result *“Multiple Advisors (SGAADVR)”*.



End Advisors in SGAADVR

Step 2: Enter *the student's ID* on the screen.

Step 3: Tab to the Term field and *enter the term following the current term*.

Terms are the academic year with a code:

- 10 – Spring
- 20 – Summer
- 30 – Fall
- 40 – Winter

Step 4: Click *Go*.



The screenshot shows a web application window titled "Multiple Advisors SGAADVR 9.3.13 (PROD) (003315)". The window has a blue header bar with a close button (X) on the left and several icons on the right: a plus sign for "ADD", a document for "RETRIEVE", a group of people for "RELATED", a gear for "TOOLS", and a bell for notifications. Below the header, there are two input fields. The first is labeled "ID:" and contains the text "P11201821". Below this field, the text "Test, D2L" is visible. The second field is labeled "Term:" and contains the text "202610". To the right of these fields is a blue button labeled "Go".

End Advisors in SGAADVR

Step 5: Click *Maintenance*.

Step 6: Click *End Advisor*.

Step 7: Click *Save*.

Multiple Advisors SGAADVR 9.3.13 (PROD) (003315)

ID: P11201821 Test, D2L Term: 202610 [Start Over](#)

▼ ADVISOR INFORMATION [Settings](#) [Insert](#) [Delete](#) [Copy](#) [Filter](#)

From Term [Maintenance](#) To Term

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
P11028812	Merrell, Chaya	PRI	Primary	☒

1 of 1 10 Per Page Record 1 of 1

Option List

[Copy Advisor](#)

[End Advisor](#)

Cancel

Save

ES... All rights reserved.

When you **Start Over** in SGAADVR to add an advisor for that same term, there will not be one listed as you have just ended their advisor status for the student with the preceding steps.

Multiple Advisors SGAADVR 9.3.13 (PROD) (003315)

ADD

RETRIEVE

RELATED

TOOLS

1

ID: P11201821 Test, D2L Term: 202610

✓

Query caused no records to be retrieved. Re-enter.

ADVISOR INFORMATION

Settings

Insert

Delete

Copy

Filter

From Term

202610

Maintenance

To Term

999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
...				☐

1 of 1

10 Per Page

Record 1 of 1