

Adding a Student's Advisor/Mentor Assignment in Banner

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

Directions: Please do NOT delete or end any advisor, only add advisor/mentor

1. [Go to Banner](#) (if you do not have Banner access, go [here](#).)
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 the Maintenance button and *Copy Advisor*. This will bring the cursor down to the names of advisors and then you can edit.
6. Insert (*Insert* button in top right corner) new advisor by adding the new advisor Employee ID Number
7. Indicate the proper Advisor Type (see below)
 - a. *Please do not delete ATHL, CAMP or INTL advisors.*
8. If applicable, check the PRIMARY Advisor box. Only ONE advisor can be designated as the primary advisor.
 - a. *If adding a minor advisor or second major advisor, do NOT check the Primary indicator box.*
9. Click Save or F10

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

<u>Relationship Type</u>	<u>Code</u>	<u>Notes</u>
Athletic Advisor	ATHL	Athletics to manage
CAMP Advisor	CAMP	CAMP Director to manage
Career Advisor/Coach	CAC	Career Center to manage
Ctr for Acad Adv & Retent	CAAR	CAAR advisor
Departmental Advisor	DEPT	Undergraduate faculty advisors
Faculty Mentor	FM	For those in tandem advising model
Graduate Advisor	GRAD	Graduate faculty advisor
Graduate Committee Chair	GCHR	Committee chair, is not the main assigned advisor
International Programs Advisor	INTL	SGL to manage
Passport Specialist	PPS	SASS to manage
Pathways Advisor	PTW	CAAR to manage
Peer Mentor/Coach	PMC	See PLUS Tutoring
Peer Tutor	PT	See PLUS Tutoring
Running Start Academic Advisor	RSAA	Running Start to manage
Wellbeing Coach	WBC	Heath, Wellness & Prevention to manage

Other items to note:

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