Assigning & Modifying Advisors
Assigning Advisors

1. In INB, type in SGAADVR in the Go To... box.

2. Press Enter.

3. In the key block, enter the Student’s CID in the ID field, or tab across and enter the student’s name (Last name, First name).
4. Tab across and enter the Term.

![Term: 201308](image)

Note: Remember to enter the term for which the student will be registering. This may not be the current term.

5. Click Next Block.

6. Type in the Advisor's ID in the ID field. Tab.

![Advisor Information](image)

If you need to search for the Advisor, follow these steps.

A) Click on the ID tab's drop-down menu.
B) Enter any of the information you have, e.g. last name.

Note: If you don’t have a complete name, you can do a partial string lookup: Enter the information you know and insert % for any information you don’t have (e.g., Doe, J%)

C) Click Execute Query.

D) Double click on the ID of the Faculty Member you wish to choose. The data will populate in the main form.

7. Enter the Advisor Type, or select one by clicking on the drop-down arrow.
8. Select the appropriate type and click OK. Advisor type **must** be selected for every entry.

*Note: Only Academic Advisors can clear students for registration.*

To add more advisors, click the next blank row and repeat the process.

9. Check the Primary Advisor box for the appropriate Faculty Member. A Primary advisor must be selected. Only one Primary is allowed.

*Note: The Primary advisor is displayed in Degree Works.*

10. Click Save.

11. Exit Form.
Modifying Advisors

If an advisor needs to be removed or if an additional advisor needs to be added, you must change the existing record.

1. In INB, enter SGAADVR in the Go To... box.

2. In the key block, enter the Student’s CID in the ID Field.

3. Tab across and enter the Term. This is the Registration term in which the change takes place, not necessarily the current term.

4. Click Next Block.

Notice the From Term: this is the term during which the current assignment went into effect. The To Term indicates the duration of the advisor assignment and should be 999999, indicating the end of time.

If the registration term you entered in the key block is the same as the From Term in the body of the form, you may Next Block, then add and delete entries as necessary.

5. Click on the ID of the Advisor you wish to remove.
6. Click Record, Remove from the drop-down menu at the top of the form.

![Dropdown menu with Record, Previous, Next, Scroll Up, Scroll Down, Clear, Remove, Insert, Duplicate, Lock options]

7. If the Advisor you removed was checked as the Primary Advisor, you must select a replacement by checking the Primary Advisor box.

8. Click Save.
If the registration in the key block is later than the From Term, you need to create a break in the date range to indicate when the record will change.

9. To make a change, click on the Maintenance button.

6. Select Copy Advisor. (NOT End Advisor) Note that the From Term now indicates the term in which you wish to make the change. The To Term now indicates the end of time.

7. You may Record, Remove any inactive advisors, or add a new advisor by clicking in the first blank row and entering their CID. Remember to add Advisor Type and indicate if they are primary.

8. Click Save.
Contact Information

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