ASSIGNING AND ADJUSTING ADVISORS FOR GRADUATE STUDENTS

TABLE OF CONTENTS

Revision History ................................................................................................................................. 2
Introduction and Purpose ....................................................................................................................... 2
Impacted Departments, Units, Programs, and Centers ........................................................................... 2
Before You Begin ................................................................................................................................. 2
Forms .................................................................................................................................................. 2
Procedures ........................................................................................................................................... 2
Final Quiz ........................................................................................................................................... 5
Practice .............................................................................................................................................. 5
INTRODUCTION AND PURPOSE

Banner has the ability to assign several types of advisors to one student. Advisors assigned to the student in Banner will display on the student profile in self-service banner. The student’s faculty advisor, Graduate Advisor and major advisor are recorded on SGAADVR. A history of advisors will also be accessible. The procedures below provide instruction and expectations for graduate advising staff regarding maintenance of the SGAADVR form in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Faculty Advisors are assigned based on individual department policies and maintained by the department staff.
2. Graduate Advisors must be officially nominated by the Department Chair and appointed by the Graduate Dean. They are maintained in Banner via batch by the Graduate Academic Affairs Office.
3. Major Advisor are maintained in Banner via batch by the Graduate Academic Affairs Office.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Graduate Division Academic Affairs

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner (https://bannersbx.ucr.edu) to follow along. It is also required that you have completed the Assigning Advisors Banner training through the online UC Learning Center (www.ucrlearning.ucr.edu) before reviewing this document.

FORMS

• SGAADVR – Multiple Advisors

PROCEDURES

ASSIGNING AND ADJUSTING ADVISORS
1. The procedures for how to assign and adjust advisors on SGAADVR are outlined in the Assigning Advisors tutorial. This document outlines the expectations of who will assign and adjust the different types of advisors for graduate students on SGAADVR.

2. When a student is admitted to a graduate program, Graduate Academic Affairs will inform SAIS, via a batch process, who should be assigned as the Graduate Advisor and Major Advisor for each student based on their academic program. These two roles will be assigned with a From Term that is the same as the first term the student is enrolled at UCR. The To Term will show 999999 to indicate “the end of time”.
   a. Graduate Advisor role (GADV) = faculty member appointed by the Graduate Dean to support academic affairs. Only Graduate Advisors officially approved by the Graduate Dean will be uploaded to Banner.
   b. Major Advisor role (MAJR) = graduate program coordinator/staff member advisor supporting academic affairs.
      i. Banner requires that one advisor be noted as the primary advisor. The Major Advisor role will be assigned as the primary advisor.

3. When there are changes to the Graduate Advisor or the Major Advisor in a department, the Graduate Division Academic Affairs staff will be responsible for updating all currently enrolled students in the program. This will be done in coordination with SAIS to make a global update to all students in the program.
   a. If a student’s Graduate Advisor or Major Advisor is incorrect on SGAADVR, please report to the Graduate Division Academic Affairs office. A staff member in GAA will ensure the information in Banner is updated.
   b. Short term changes (less than a full term) to the Graduate Advisor role or to the Major Advisor role will not be reflected in Banner. Only changes that affect a role for an entire academic term or more will be recorded.

4. The Major Advisor (see definition in 2b above) will have the responsibility of updating and maintaining the Faculty Advisor (FACU) information on SGAADVR. The Faculty Advisor is the faculty member assigned to advise the student on their individual progress and research topic (major professor, PI, dissertation chairperson, etc). This will often, but not always, be the student’s Thesis or Dissertation Chairperson. The Faculty Advisor may change over time and the procedures contained in the Assigning Advisors tutorial, available through the UC Learning Center, provides instruction on how to update and manage this role.
5. Students will be able to see who is assigned to these advisor roles in Self-Service Banner. They will be directed to the appropriate person based on the roles as assigned on the SGAADVR form. Since SGAADVR is term driven, it will be important to keep the information up-to-date so that students are able to contact the correct person to speak to about individual issues.

![Student Information](image)

a. Clicking on the advisor’s name will bring up additional contact information.
Final Quiz

1. What are the three advisor roles and codes we will use for graduate students?
   a. Graduate Advisor (GADV), Major Advisor (MAJR) and Faculty Advisor (FACU)

2. Who will be responsible for keeping the Faculty Advisor up to date on SGAADVR?
   a. The Major Advisor (graduate program coordinator/staff member advisor supporting academic affairs) will update this role in Banner.

3. What action will the Major Advisor take if a mistake is found on SGAADVR with regard to the coding of the Graduate Advisor or the Major Advisor?
   a. Contact the Graduate Division Academic Affairs office to report the problem. Staff in GAA will ensure the role in Banner is updated.

4. What UC Learning Center training module will assist with the exact procedures for Assigning and Adjusting advisors?
   a. Topic Training: Assigning Advisors (www.ucrlearning.ucr.edu)

5. A student emails you to tell you that their faculty advisor is wrong in Self-Service Banner. What information do you need to know in order to make the change?
   a. Name of new faculty advisor and quarter new faculty advisor is active.

Practice

1. A student has been in the program for one year and now has a Faculty Advisor. Add the faculty advisor to the student’s record beginning Fall 2016, without removing the Major or Graduate Advisor

2. Using the same student from #1, remove the current Faculty Advisor and add a different one effective Winter 2017.