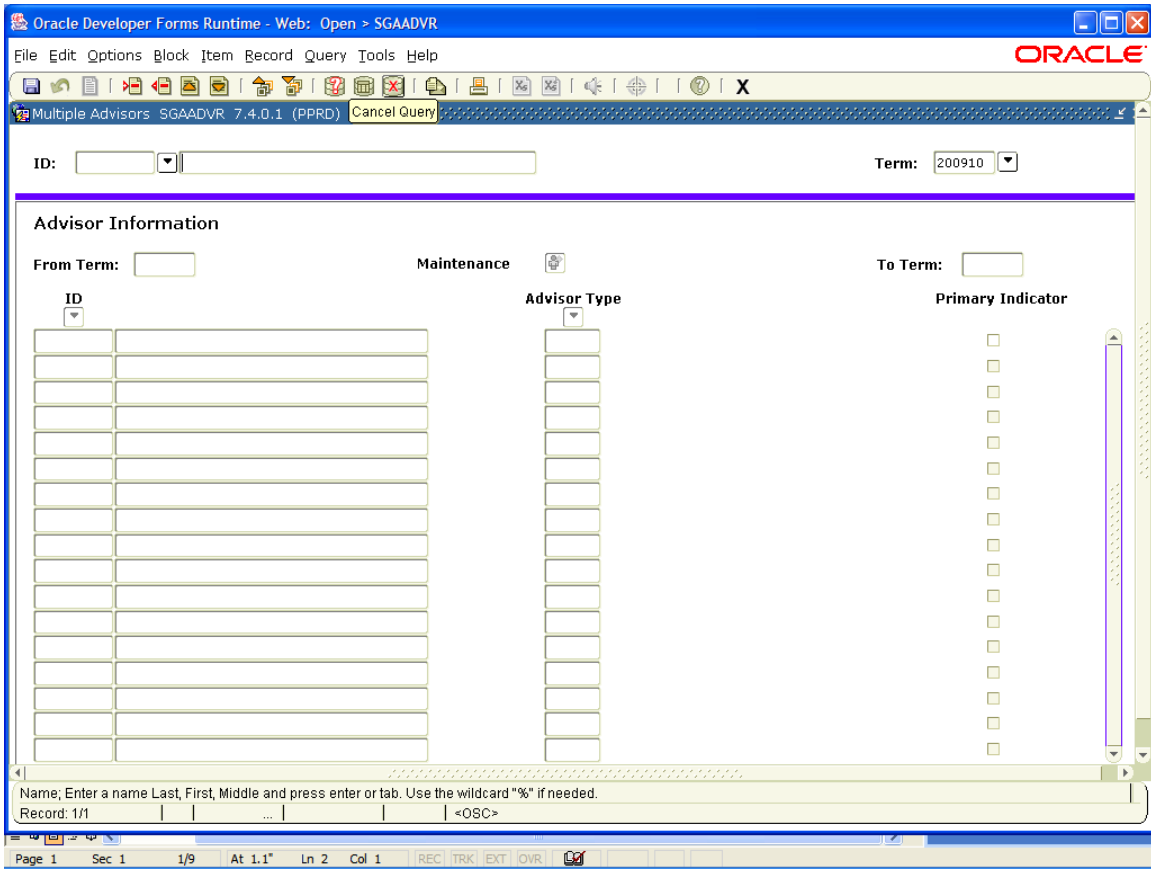
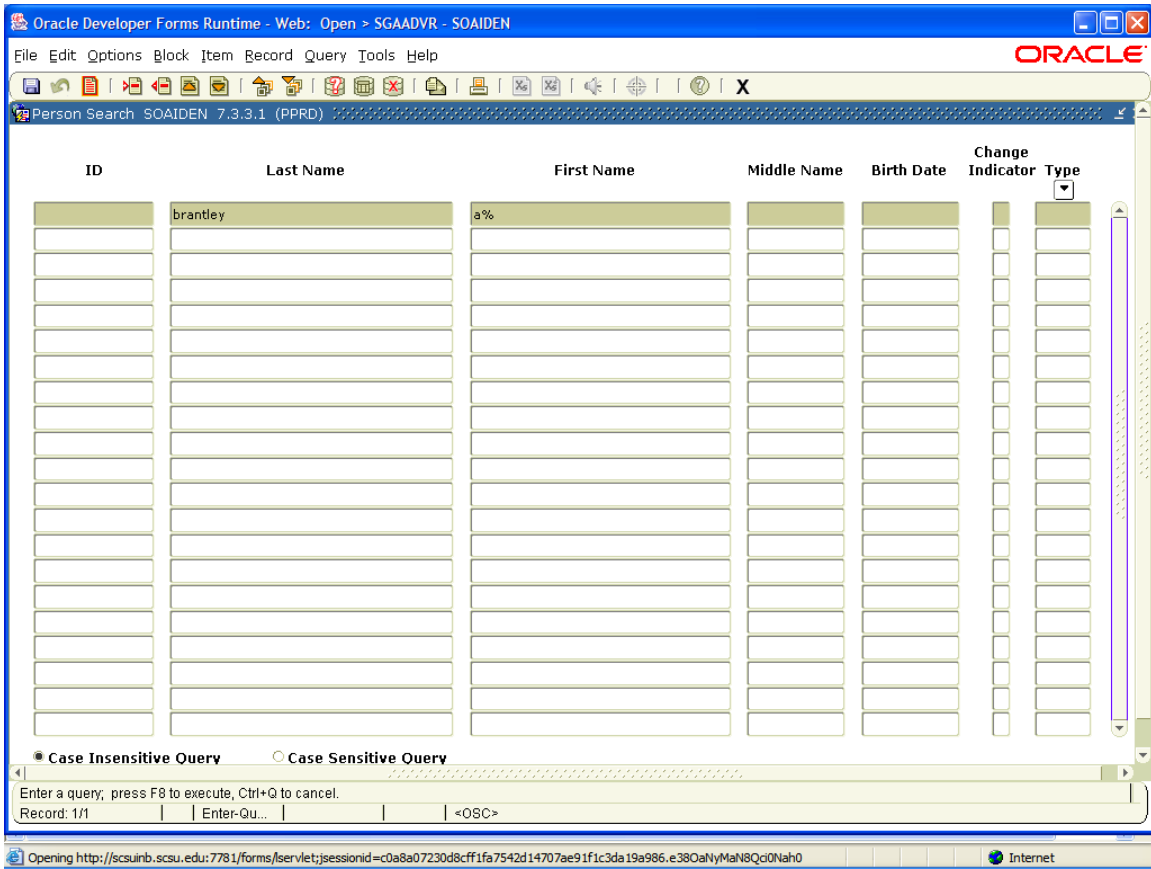


Type in the Go To Box ...SGAADVR Screen (Click Enter)



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)

Oracle Developer Forms Runtime - Web: Open > SGAADVR - SOAIDEN

File Edit Options Block Item Record Query Tools Help

Person Search SOAIDEN 7.3.3.1 (PPRD)

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
10152902	Brantley	Adam	Bernard	20-JUL-1985	I	LGCY
240492629	Brantley	Adam	Bernard	20-JUL-1985	I	
900020376	Brantley	Adam	Bernard	20-JUL-1985		
900043000	Brantley	Autumn	Y	11-OCT-1982	N	

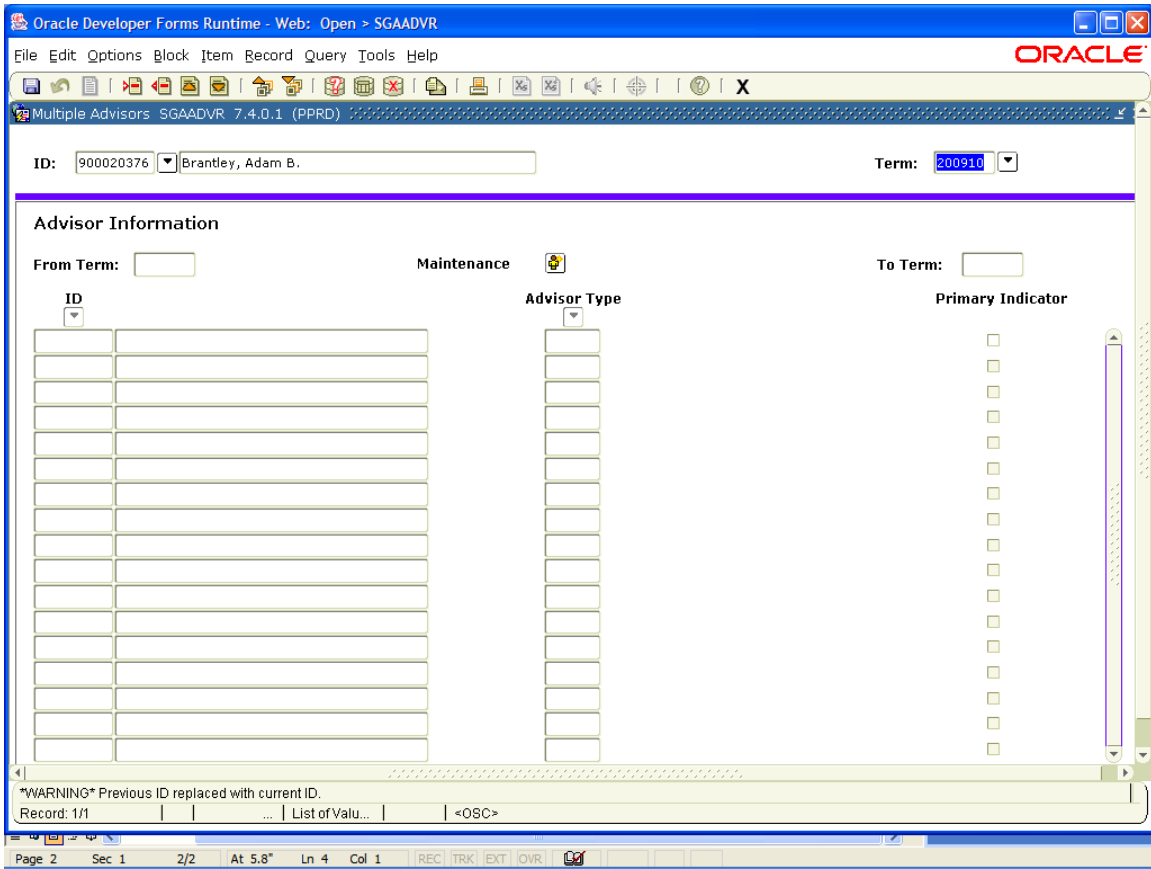
Case Insensitive Query  Case Sensitive Query

Identification Number, press COUNT QUERY HITS to access additional information.

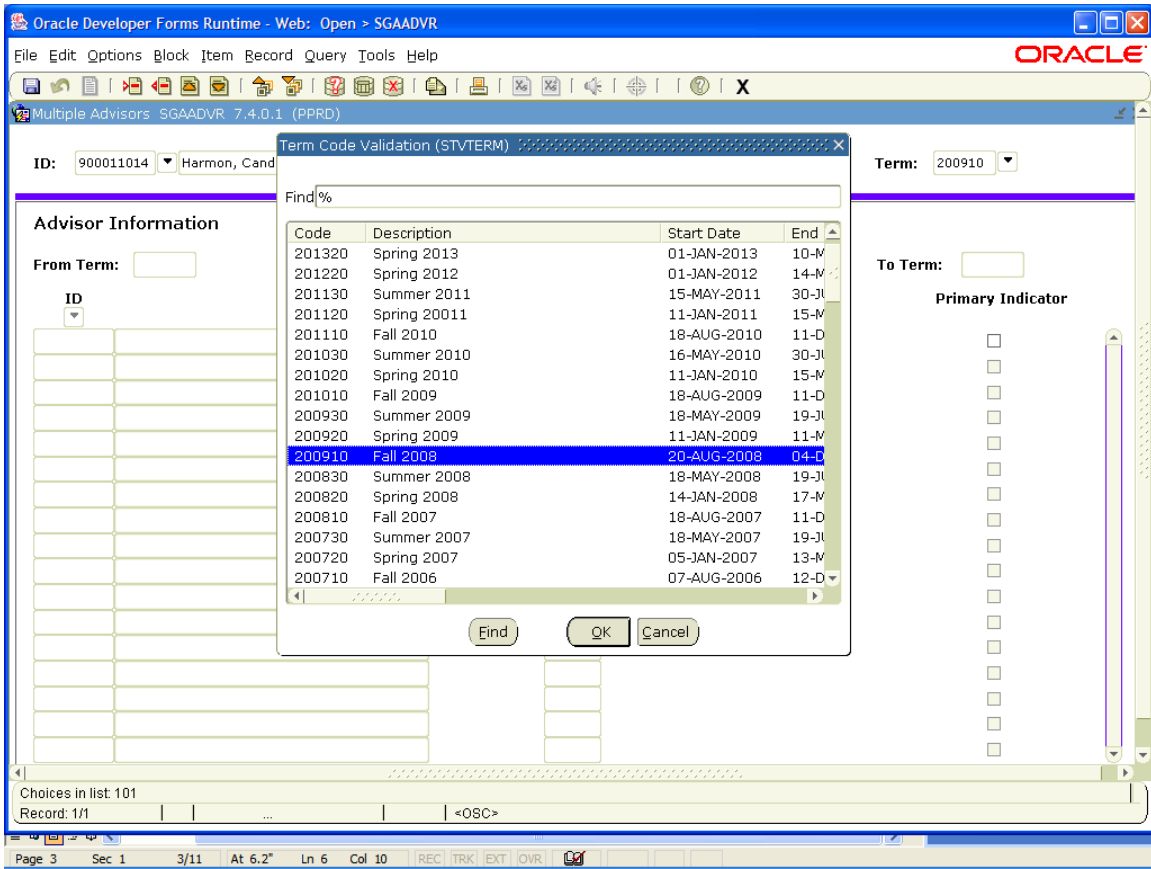
Record: 1/4 | ... | <OSC>

Page 1 Sec 1 1/1 At 6.2" Ln 6 Col 1 REC TRK EXT OVR

Double Click on the ID of the Correct Faculty



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

XXXXXX or 200910

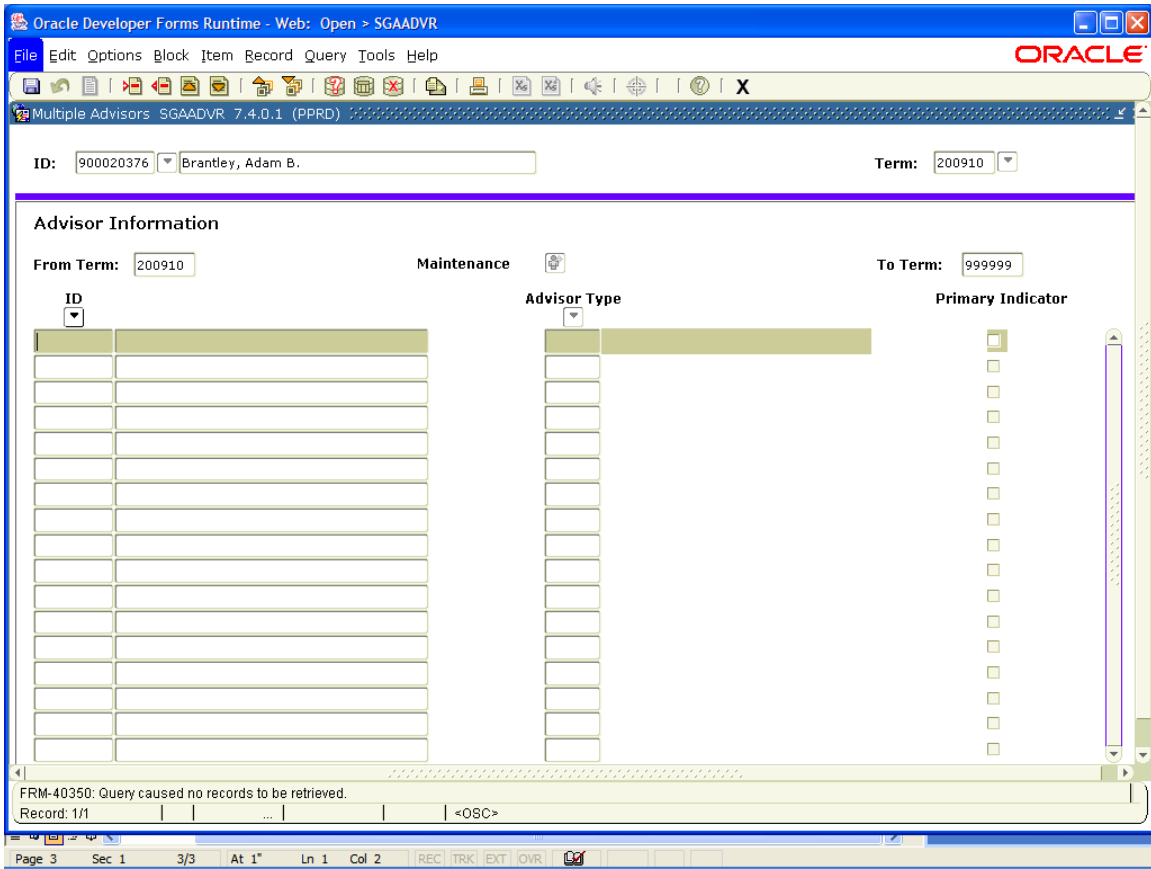
(10) Fall

(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

Oracle Developer Forms Runtime - Web: Open > SGAADVR - SIAIQRY

File Edit Options Block Item Record Query Tools Help ORACLE

Faculty/Advisor Query SIAIQRY 7.3.3 (PPRD)

Term:   Faculty  Advisor Category:

Staff Type:  Contract Type:  Tenure Status:  Status:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Advisor Indicator: 'Checked' for advisor.  
Record: 1/1 ... <OSC>

Page 4 Sec 1 4/4 At 1\* Ln 1 Col 2 REC TRK EXT OVR

Check Advisor Box

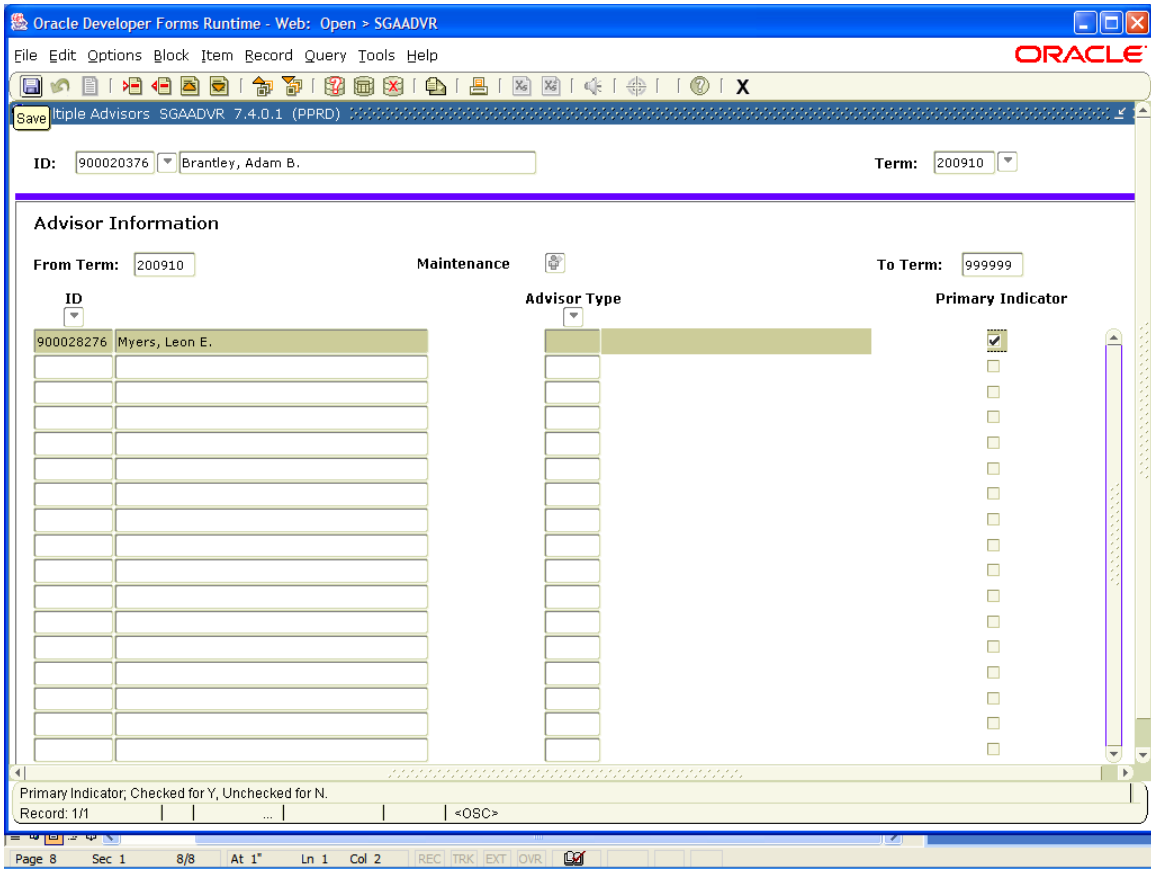
Click Next Block 

Type Last Name, First Name (% is Wild Card)

Click F8 (Function Key) to Execute Query







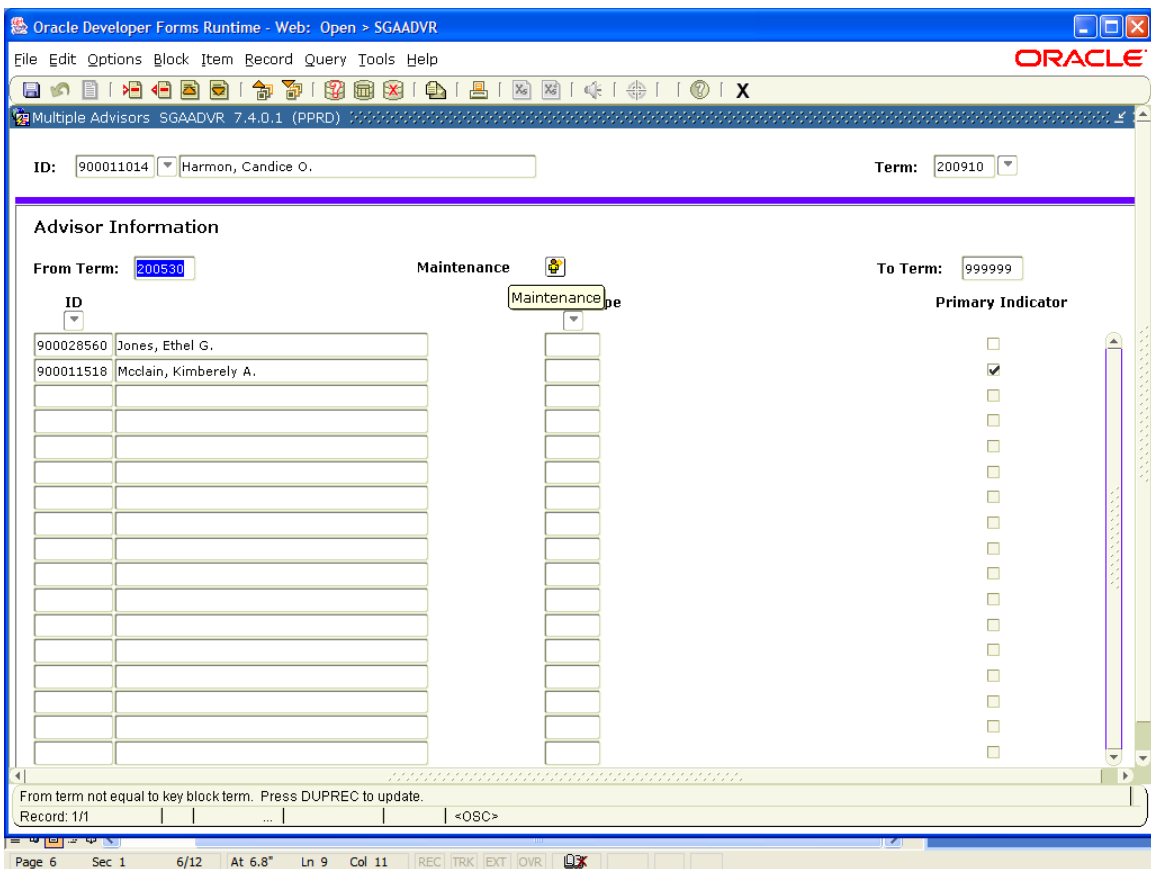
Returns to SGAADVR screen

Check Primary Indicator Box

Click Save Icon  or F10

Click Rollback Icon



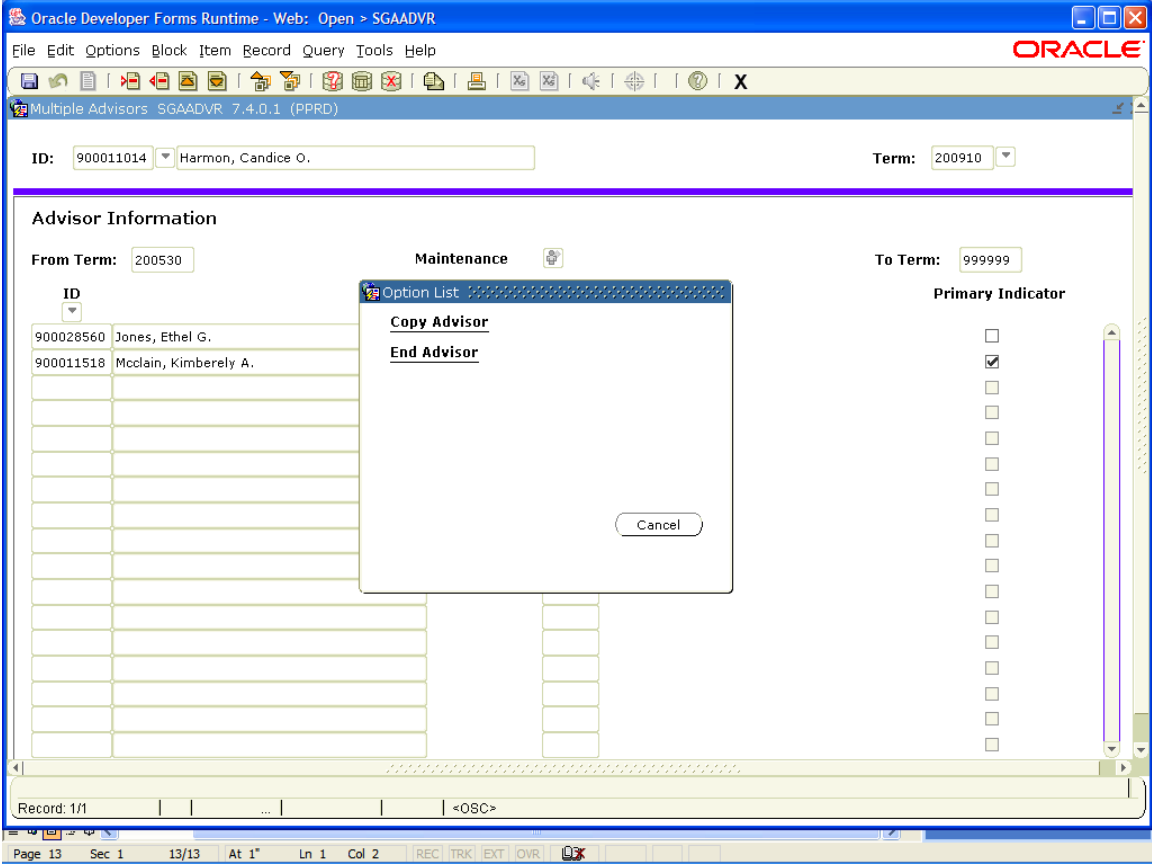


## Procedures to Change Advisors

Enter Student ID or Query (Use Wild Card % and F8)

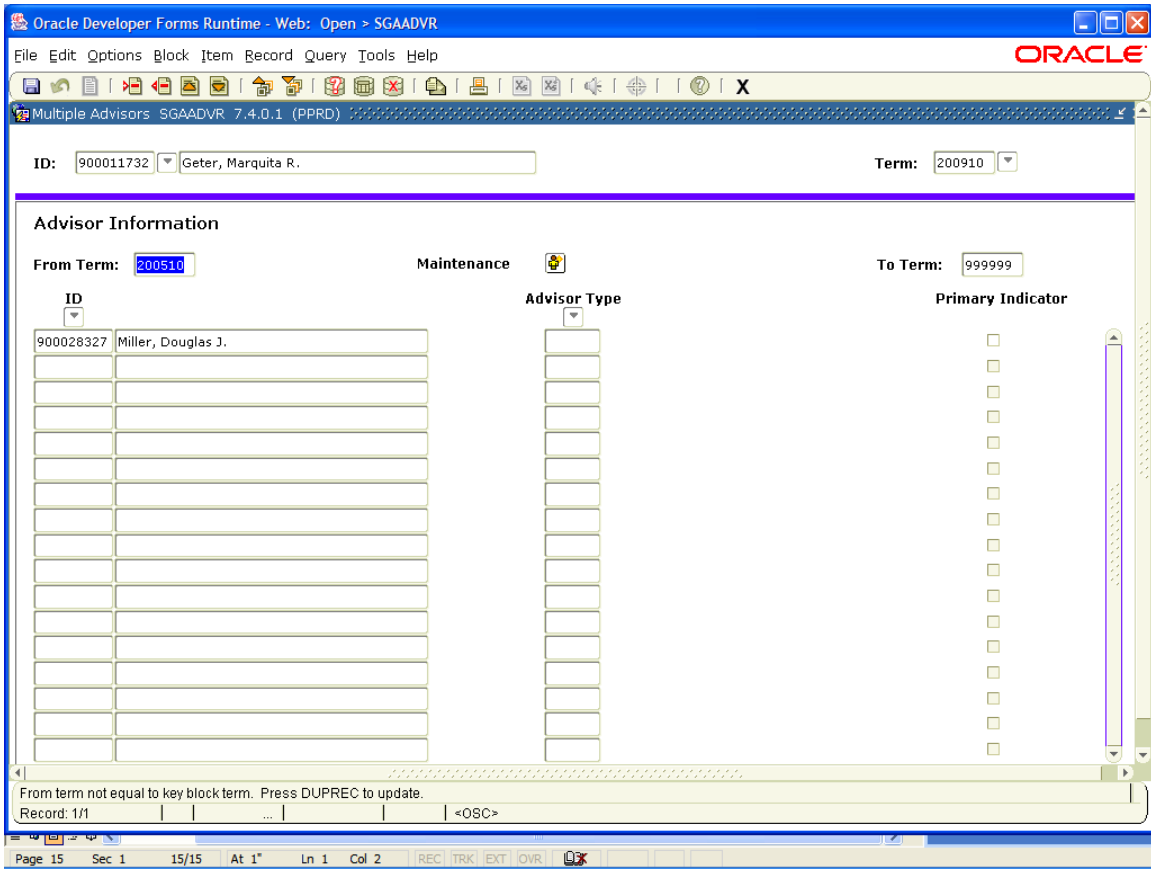
Click Next Block 

Click Maintenance Icon 



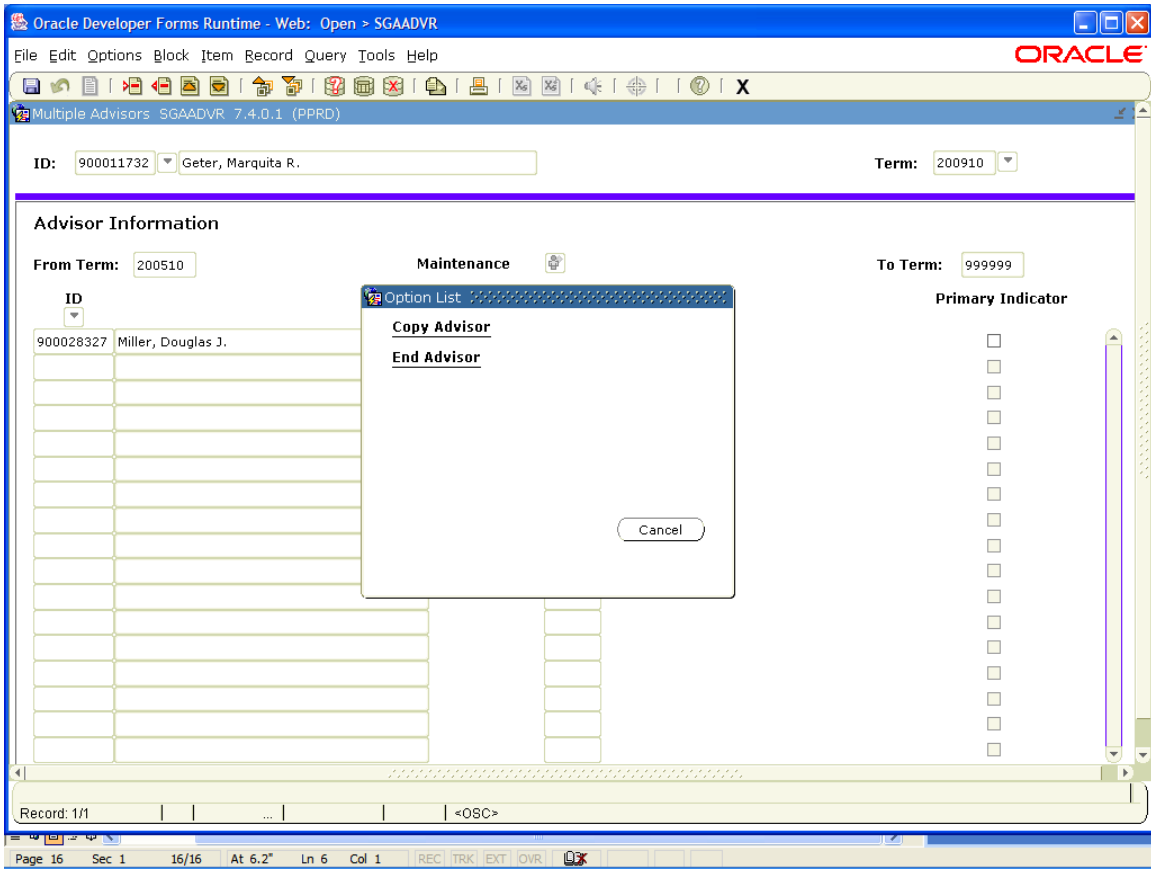
Click Option **End Advisor**

**Roll Back**  Begin Assigning other Advisees



If Advisor exists, but No Primary Indicator is checked

Click on Maintenance  and Copy Advisor



Click Copy Advisor

Oracle Developer Forms Runtime - Web: Open > SGAADVR

File Edit Options Block Item Record Query Tools Help

Multiple Advisors SGAADVR 7.4.0.1 (PPRD)

ID: 900011732 Geter, Marquita R. Term: 200910

Advisor Information

From Term: 200510 Maintenance To Term: 999999

ID	Advisor Name	Advisor Type	Primary Indicator
900028327	Miller, Douglas J.		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Primary Indicator, Checked for Y, Unchecked for N.  
Record: 1/1 ... <OSC>

Page 17 Sec 1 17/17 At 5.8 Ln 4 Col 13 REC TRK EXT OVR

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.