

Advising a Student

Advisors can access their Advisees by accessing the Advising and Faculty Services landing page and choosing the 'Advising Student Profile' link. The Advisee Search Page is used to find the Student ID of your Advisee. The Advising Student Profile page is used to present all the student data that will assist you with advising as well as links to the students Transcript and Degree Audit.

This document contains the following sections:

[Log In](#)

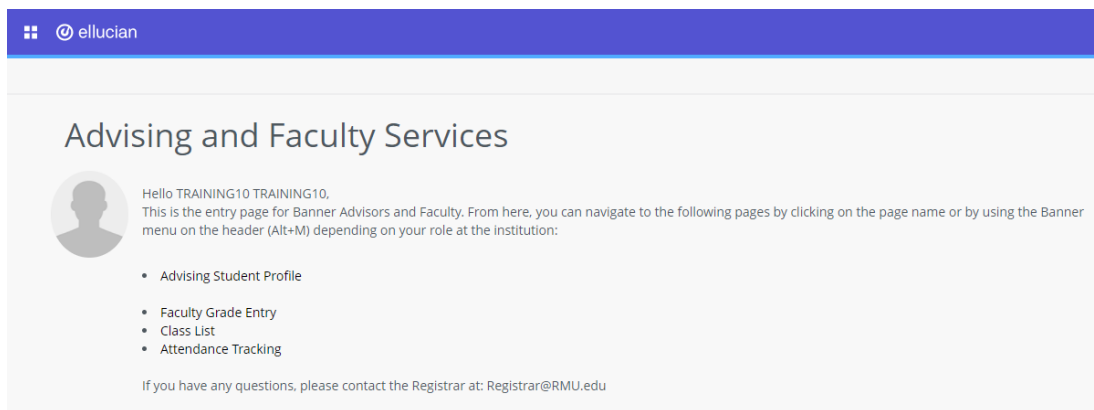
[Advisee Search](#)

[Advisee Student Profile](#)

[Academic Transcript](#)

Log in

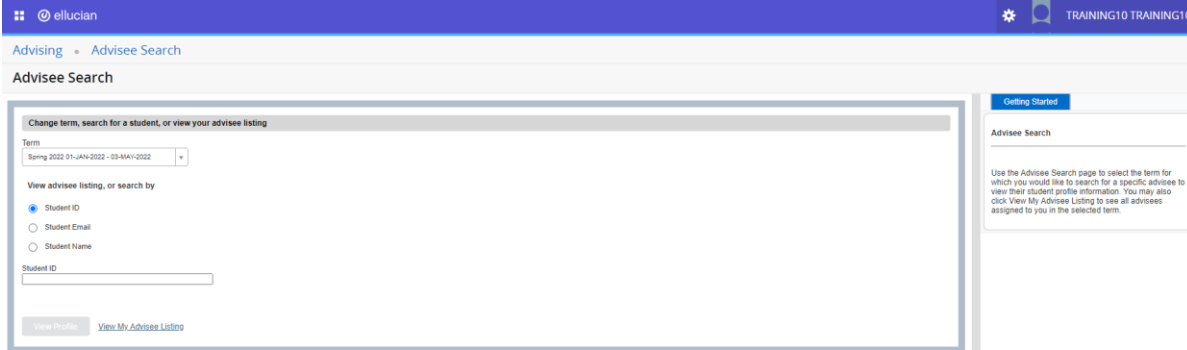
Once you have accessed Banner, you will be presented with the Advising and Faculty Services Landing Page. From this landing page, an Advisor access their Advisees contact, demographic, general, registration, curriculum, transcript and degree audit information by clicking on the 'Advising Student Profile' link to begin the Advising session.



Advisee Search

The Advisee Search page is used to find the Student to be accessed for the Advising session. An Advising session is based on Term and Student assigned to you. If the Student ID or Preferred Email is known, it can be entered directly without searching. A search can be performed by Student Name. Instead of

performing a search, the Advisors' Advisee list can also be accessed to select the student. The Getting Started section lists instructions for each page.



- 1) Select a Term by choosing a Term from the Drop Down in the Term field.

Term

Summer 2020 - Full

- 2) To select by Student ID:

- a. Click the Student ID Radio Button to enter a known ID. Info Text will display.

Student ID

- b. Enter the Student ID in the Student ID field and tab. If the student is on your Advisee List, the student's name will display and the 'View Profile' button will be activated. Click the 'View Profile' button to access the Advising Student Profile page and go to the Advising Student Profile section of this document.

Student ID

711000012

Dr TRAIN03 FN TRAIN03 LN

[View Profile](#) [View My Advisee Listing](#)

- A. If the student is not on your Advisee list for the selected term, an error will display. Continue to the next step to search using a different method.

SAISUSR SAISUSR 1

The advisee is not assigned to you for the term selected.

Student ID

711000006

The advisee is not assigned to you for the term selected.

- 3) To select by Student Preferred Email:

- a. Click the Student Email Radio Button to enter a known Preferred Email Address. Info Text will display.

Student Email Enter student email address below

- b. Enter the Students Preferred Email Address and tab. If the student is on your Advisee List, the students name will display and the 'View Profile' button will be activated. Click the 'View Profile' button to access the Advising Student Profile page and go to the Advising Student Profile section of this document.

Student Email

choochoo@juno.com

Dr TRAIN03 FN TRAIN03 LN

View Profile
[View My Advisee Listing](#)

- A. If the student is not on your Advisee list for the selected turn, an error will display. Continue to the next step to search using a different method.

SAISUSR SAISUSR
1

! The advisee is not assigned to you for the term selected.

Student Email

saisusr@juno.com

The advisee is not assigned to you for the term selected.

4) To select by Name or to Search by Name:

- a. Click the Student Name Radio Button to enter a known Name. Info Text will display.

Student Name Enter student name below. Only your assigned advisees for the selected term are available

- b. Click in the Name field and the Name Search will open.

Student Name

Search

|

Please enter 3 more characters

- c. Enter the name in the Last Name, First Name format. As you type in the Last Name, the name will auto fill from your Advisee List and display he Student Name, ID and Email.

Student Name

Search

tra

TRAIN03 LN, TRAIN03 FN

ID: 711000012

Email: ChooChoo@juno.com

- d. Click on the students Name to select it and activate the 'View Profile' button. Click the 'View Profile' button to access the Advising Student Profile page and go to the Advising Student Profile section of this document.

Student Name

TRAIN03 LN, TRAIN03 FN

Dr TRAIN03 FN TRAIN03 LN

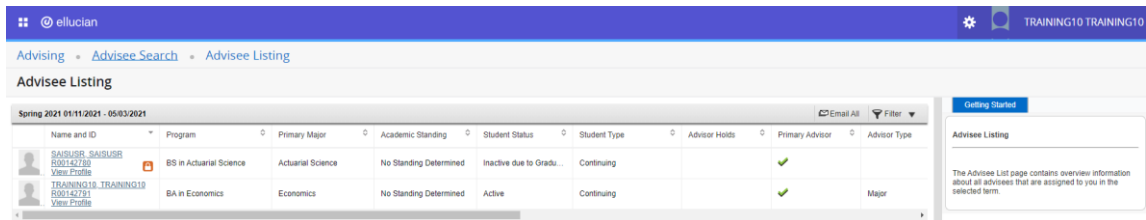
[View Profile](#) [View My Advisee Listing](#)

A. If the student is not listed, continue to the next step to search the Advisee List.

5) To select from the Advisee List:

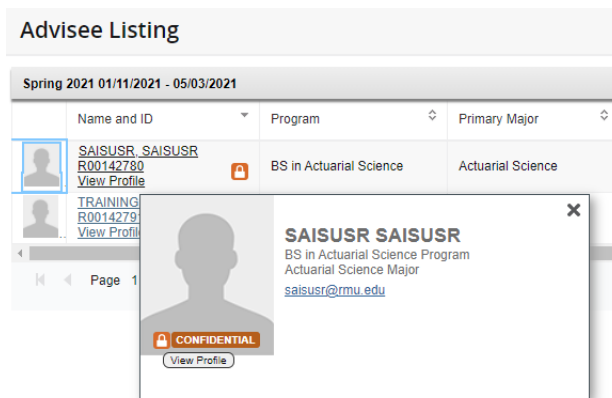
- a. From the Advisee List, you can view the students Photo, Name, ID, Curricula, Academic Standing, Student Type, Admit Type, Admit Term, Level, Campus, if you are the Primary Advisor and your Advisor Type and view the students Contact Card.

Click the 'View My Advisee Listing' link to view your Advisees for the selected Term.



A. Click on the Students Name to access the Advising Student Profile page or click on the Students Photo to see their Contact Card which lists their Name, Curricula and Email Address.

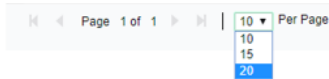
- i. Click the View Profile button on the Contact Card to access the Advising Student Profile page.



B. The following columns can be sorted, rearranged and resized:

Primary Major
Student Status
Student Type
Primary Advisor
Advisor Type
Campus
Study Level
Admit Type
Admit Term
Catalog Term
Minor
Concentration
College
Note: The Concentration displayed is the highest priority Concentration attached to the Primary Curriculum Major

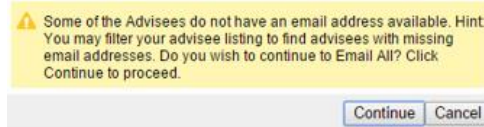
- C. The pages can be scrolled through and the number of records displayed on a page can be changed.



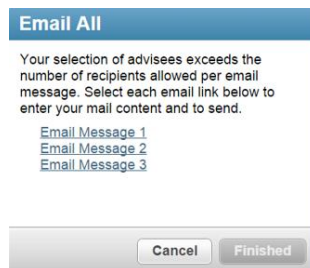
- D. The entire Advisee List can be Emailed by clicking the Email All feature. This feature will open your email account with each student listed as a BCC.



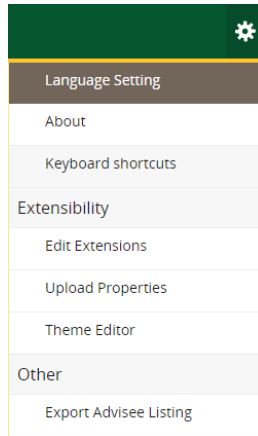
- i. If any students do not have an email, a notification will populate:



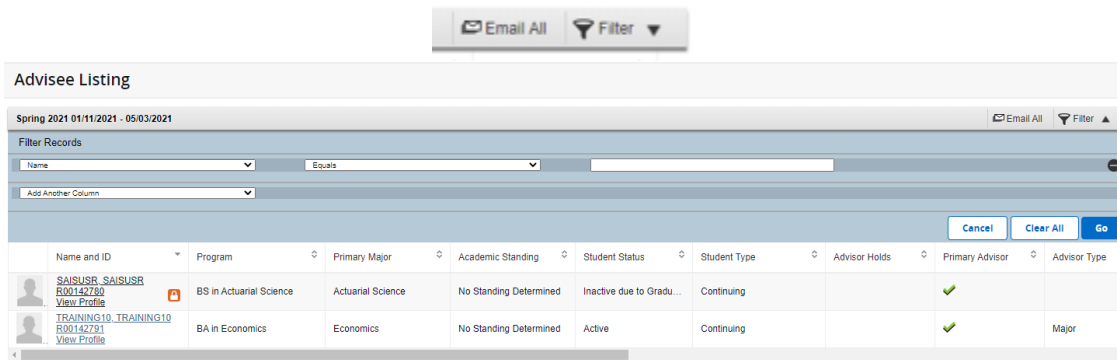
- ii. If your Advisee List exceeds your email recipient limit, the email will be broken up into multiple emails:



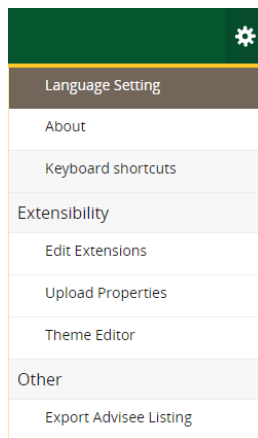
- E. The entire Advisee List can be exported by clicking the gear and choosing Export Advisee Listing.



- F. The Advisee List can be sorted or filtered by clicking the Filter feature and entering the filter criteria in the Filter Records box and clicking GO. Clicking the Email All feature on a filtered list will send an email to just the filtered list.

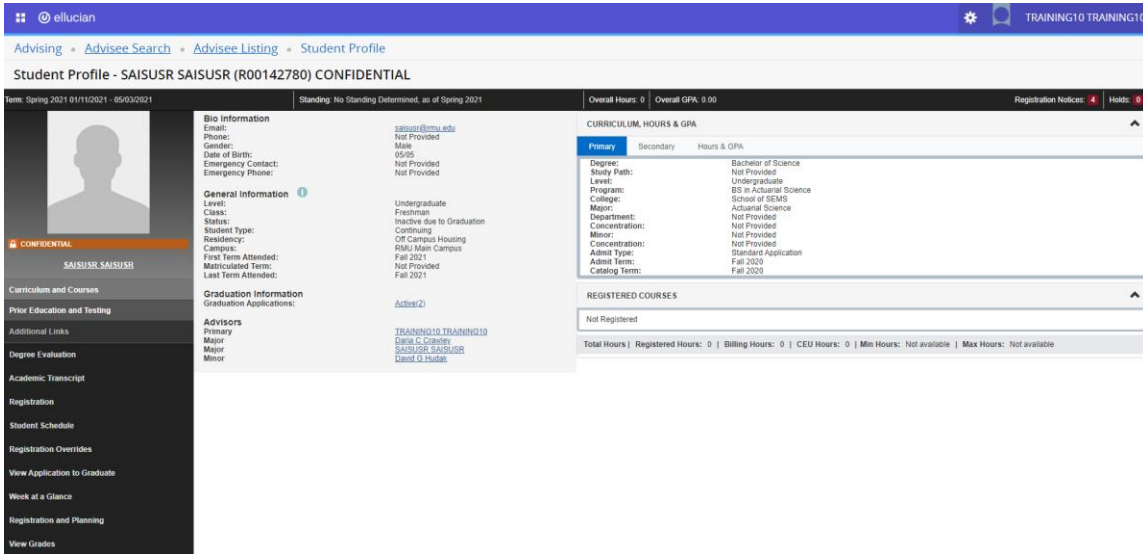


- G. The filtered Advisee List can be exported by clicking the gear and choosing Export Advisee Listing.

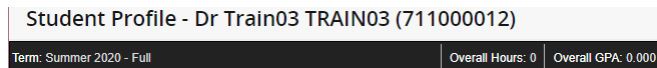


Advising Student Profile

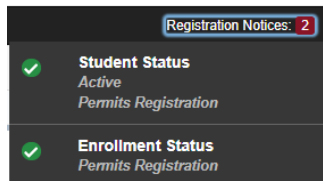
The Advising Student Profile page displays the students' Biographical data, Prior Education and Testing information as well as their General, Graduation, Advisors and Curriculum for the selected Term. Their Transcript is accessible using the Transcript link in the Additional Information section. In the near future, a link to their Degree Audit will be available.



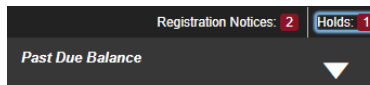
- 1) The Students Name, Student ID, Term, Overall Hours and Overall GPA are listed at the top left of the page.



- 2) Registration Notices are listed at the top right of the page and lists the number of notices in the red circle. Click on the Registration Notices to view the registration statuses that permit or prevent ability to register for the selected Term.



- 3) Holds are listed at the top right of the page and lists the number of Holds in the red circle. Click on Holds to view the Hold description and click the down arrow to view the Hold detail.



Registration Notices: **2** Holds: **1**

Past Due Balance

Reason: Balance from 201920 term
 Amount: USD 2000
 Processes Affected: Registration, Grades, Accounts Receivable

- 4) The Student Card displays the Student Photo, Name, ID, Email and Curricula and is viewable by clicking the Students hyperlinked name under their photo.

Student Profile - SAISUSR SAISUSR (R00142780) CONFID

Term: Spring 2021 01/11/2021 - 05/03/2021 Standing: No Stand

Bio Information
 Email:
 Phone:
 Gender:
 Date of Birth:
 Emergency Contact:
 Emergency Phone:

General Information ⓘ
 Level:
 Class:
 Status:
 Student Type:
 Residency:
 Campus:
 First Term Attended:
 Matriculated Term:

CONFIDENTIAL

SAISUSR SAISUSR

Curriculum and Cour
 Prior Education and
 Additional Links
 Degree Evaluation
 Academic Transcript

SAISUSR SAISUSR
 BS in Actuarial Science Program
 Actuarial Science Major
saisusr@rmu.edu

- 5) The students' Biographical data is displayed in the Bio Information section.

Bio Information

Email: ChooChoo@juno.com
 Phone: Not Provided
 Date of Birth: 11/01
 Ethnicity: Not Hispanic or Latino
 Race: Asian
 Citizenship: Citizen
 Emergency Contact: Train, ChooChoo
 Emergency Phone: 619 1231122

- a. The student can be emailed by clicking the hyperlinked Email Address.

Bio Information
 Email: ChooChoo@juno.com

- 6) The terms that the students' General data is valid for can be displayed by clicking the blue i next to the General Information title.

Information effective from
 Fall 2019 to Fall 2020.

General Information ⓘ

- 7) The students' General data is valid for the term selected is displayed in the General Information section.

General Information ⓘ

Level: Undergraduate
 Class: Freshman
 Status: Active
 Student Type: New Graduate
 Residency: In State Resident
 Campus: Main
 First Term Attended: Fall 2019

- 8) The students' Graduation data is displayed in the Graduation section which displays the number of active graduation applications and awarded degree information.

Graduation Information	
Graduation Applications:	None
Awarded Degree:	Associate in Applied Science
Term:	Fall 2018
Date:	12/13/2019

- 9) The students' Advisor is listed in the Advisors section and can be emailed by clicking on their hyperlinked Email Address.

Advisors	
Primary / Advisor	SAISUSR SAISUSR

- 10) The students' Curriculum is listed in the Primary tab of the Curriculum, Hours and GPA section.

CURRICULUM, HOURS & GPA		
Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Level:	Undergraduate	
Program:	Wildlife Science	
College:	SUNY ESF	
Major:	Wildlife Science	
Department:	Environmental & Forest Biology	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Regular	
Admit Term:	Fall 2019	
Catalog Term:	Fall 2019	

- 11) The students' Hours and GPA are listed in the Hours & GPA tab of the Curriculum, Hours and GPA section.

CURRICULUM, HOURS & GPA			
Primary	Secondary	Hours & GPA	
Level	Type	Earned Hours	GPA
Undergraduate	Transfer		0.000
Undergraduate	Overall		0.000

- 12) The students' Prior Education and Testing are listed in the Prior Education and Testing section and are accessed by clicking on Prior Education and Testing in the left pane of the page.

Curriculum and Courses
Prior Education and Testing

PRIOR EDUCATION				
Secondary Education				
School Name	Graduation Date	Location	GPA	
Manlius - Pebble Hill School	06/15/2018	Syracuse, NY		
Post Secondary Education				
School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
Onondaga Community College	Associate in Arts			
TESTING				Records 0

- 13) The students' Registered Courses are listed in the Registered Courses section. The total Registered Hours and Billing Hours will display at the bottom of the Registered Course section. The Instructor assigned to a registered CRN can be emailed by clicking on their hyperlinked Email Address.

REGISTERED COURSES					
Course Title	Details	CRN	Hours	Registration Status	Instructor
French II	FRE 102 03	30561	3	**Registered**	Not assigned
Foundatns Human Behavior	PSY 205 20	30757	3	**Registered**	Not assigned
Independent Research/Envrn Bio	EFB 498 43	35731	1	**Registered**	Not assigned
Chem Teach Asst Exp/Undergrads	FCH 290 02	37342	3	**Registered**	SAISUSR SAISUSR
Integrated Resources Mgt	FOR 490 03	37503	3	**Registered**	Not assigned
Total Hours Registered Hours: 13 Billing Hours: 13 CEU Hours: 0					

Academic Transcript

The Academic Transcript is a history of all completed courses at a Level. Coursework is specific to a Level and each Level is totaled and calculated separately. Each Term taken at a Level will display in Term order with the Terms Credit Hour Totals. Additional Grades for Prior College Coursework have been defined in order to count the total number of Attempted and Earned Hours.

Prior College Grades:

TR – Counts as Attempt and Earned Hours and is ranked as a C or higher

TNC – Counts as Attempt and Earned Hours and is ranked as a C-or D

NC - Counts as Attempt Hours only. Prior College grades such as W and F count as an Attempt.

NA – Does Not count as either Attempt or Earned. Prior College grade of Audit.

Course Includes/Excludes:

Non-repeatable Courses that have been taken more than once for credit will have an I – Inclusion on the instance of the course that will continue to count for Earned Hours and an E – Exclusion on the instance of the course that will that will not count for Earned Hours. Both courses will still display on the transcript but the Excluded course which will still count in Attempted Hours, will have 0.00 for all other Credit Hours counts. The Repeat Indicator is displayed on the right of the Quality Points field and is Labeled with an 'R':

ints **R**
0.000 E

The Degree Audit will determine which courses are applicable to the students Program of Study. The grades of AP, TN and TX are excluded by the Degree Audit from applying to a students' Program of Study.

Academic Transcript data display order:

Student Information

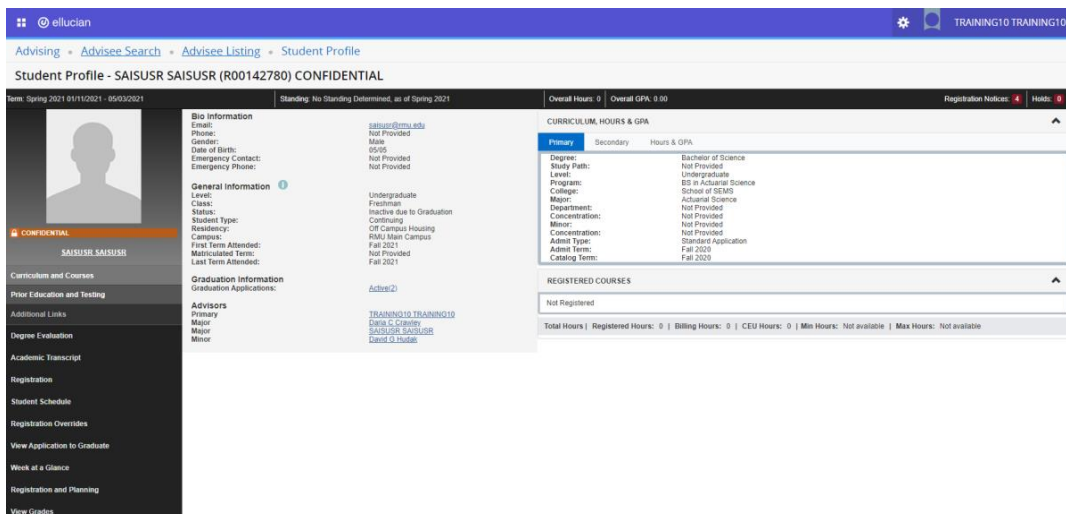
Degree Awarded

Prior College Coursework

Institutional Coursework

Transcript Totals

Courses In Progress

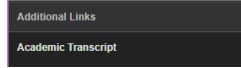


The screenshot displays the Student Profile for SAISUSR SAISUSR (R00142780). The page is divided into several sections:

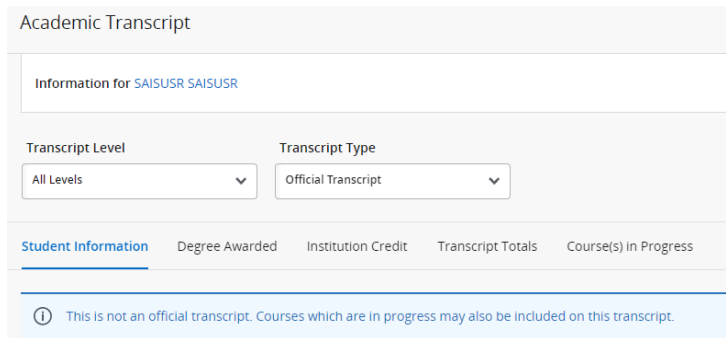
- Student Information:** Term: Spring 2021, 01/11/2021 - 05/03/2021. Standing: No Standing Determined, as of Spring 2021. Overall Hours: 0, Overall GPA: 0.00. Registration Notices: 4, Holds: 0.
- Bio Information:** Email: saisusr@ellucian.edu, Phone: Not Provided, Gender: Male, Date of Birth: 05/05, Emergency Contact: Not Provided, Emergency Phone: Not Provided.
- General Information:** Level: Undergraduate, Class: Freshman, Status: Inactive due to Graduation, Student Type: Continuing, Residency: Off Campus Housing, Campus: RMC Main Campus, First Term Attended: Fall 2021, Matriculated Term: Not Provided, Last Term Attended: Fall 2021.
- Graduation Information:** Graduation Applications: [Action\(2\)](#)
- Advisors:** Primary: TRAINING10 TRAINING10, EMIL C. CRANDI, SAISUSR SAISUSR; Major: SAISUSR SAISUSR; Minor: DANIEL B. BUDDE.
- CURRICULUM, HOURS & GPA:**

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BS in Actuarial Science	
College:	School of SEMS	
Major:	Actuarial Science	
Department:	Not Provided	
Concentration:	Not Provided	
Minor:	Not Provided	
Admit Type:	Standard Application	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2020	
- REGISTERED COURSES:** Not Registered. Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available.

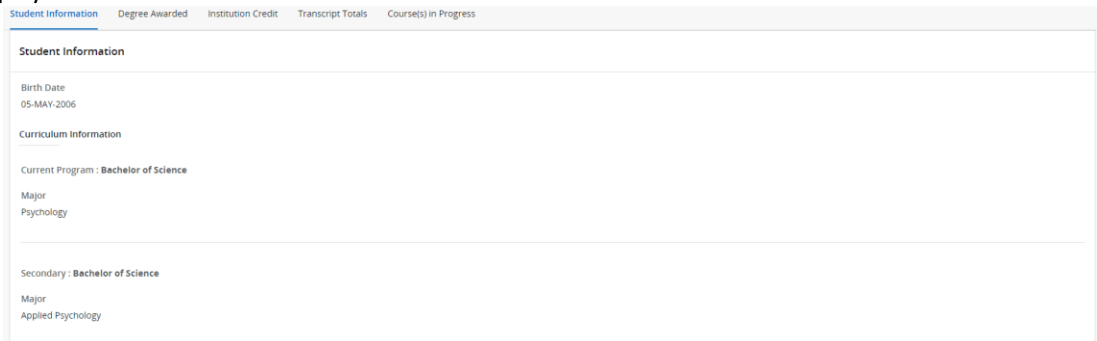
- 1) The students' Transcript can be accessed by clicking the 'Academic Transcript' link under the Additional Links section in the left pane of the Advising Student Profile page. This will open a new tab.



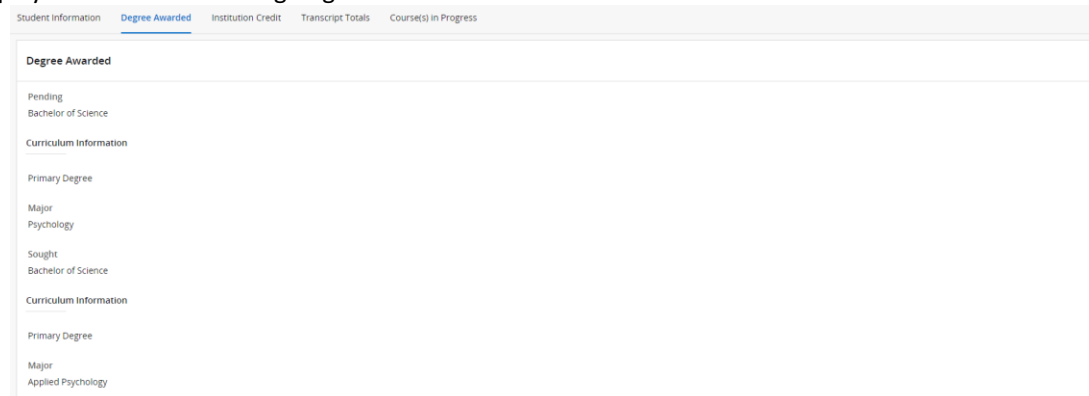
- 2) Choose the students' Transcript Level and the Transcript Type to be viewed from the drop down of the Transcript Level field and the Transcript Type field to display the transcript.



- 3) Student Information section:
 - a. Displays the students date of birth and current Curriculum.



- 4) Degree Awarded section:
 - a. Displays Awarded or Pending Degrees.



- 5) Prior College Coursework section:

- a. Displays all Prior College coursework taken at the chosen Level in Prior College order and then Term order within the College.

Student Information Degree Awarded **Transfer Credit** Institution Credit Transcript Totals Course(s) In Progress

Transfer Credit Accepted by Institution

202080 - University of Pittsburgh

Subject	Course	Title	Grade	Credit hours	Quality points	R
MATH	1010	College Mathematics	TR	3.000	0.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term	3.000	0.000	3.000	0.000	0.00	0.00

6) Institutional Coursework

- a. Displays all Institutional coursework taken at the chosen Level in Term order.

Student Information Degree Awarded **Institution Credit** Transcript Totals Course(s) In Progress

Institution Credit

Term - Fall 2021

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIOL	1210	UG	Anatomy And Physiology I	B	3.000	9.00		
COMM	2000	UG	Foundations in Publ Relations	A	3.000	12.00		
CSCM	1030	UG	Public Speaking And Persuasion	A	3.000	12.00		

Term Totals (Undergraduate)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term	6.000	6.000	6.000	6.000	21.00	3.50
Cumulative	6.000	6.000	6.000	6.000	21.00	3.50

7) Transcript Totals section:

- a. Displays the total Credit, Passed, Earned, GPA Hours and the total Quality Points and GPA for the chosen Level.

Student Information Degree Awarded Transfer Credit Institution Credit **Transcript Totals** Course(s) In Progress

Transcript Totals

Transcript Totals - (Undergraduate)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	6.000	6.000	6.000	6.000	21.00	3.50
Total Transfer	3.000	0.000	3.000	0.000	0.00	0.00
Overall	9.000	6.000	9.000	6.00	21.00	3.50

8) Courses In Progress section:

- a. Displays all Registered coursework in Term order for the chosen Level.

Course(s) in Progress

Term - Fall 2020

Subject	Course	Level	Title	Credit Hours	Start and End Dates
ACCT	999	UG	Nursing	3.000	
HIST	1100	UG	United States History I	3.000	

Term - Fall 2021

Subject	Course	Level	Title	Credit Hours	Start and End Dates
ACCT	7913	GR	Accounting Co-Op/Internship	3.000	