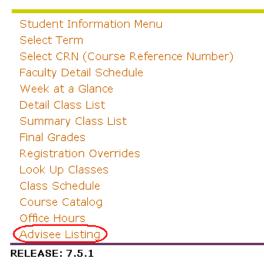
## **View Advisee Listing in Banner**

- 1. Login to Banner
- Click on Faculty/Staff Services and then Select Term. Select the term for which your advisee(s) need to register and click Submit.

**Note:** if the registration term is not open for <u>preview or registration</u>, it will not be listed in the dropdown.

3. On the Faculty/Staff Services page, find Advisee Listing:

## Faculty/Staff Services



4. The resulting page should display all the advisees assigned to you for that particular semester. Note: the Test Score, Transcript, and Degree Evaluation options are unavailable. You will receive an error message if you try to use them. In the future, the links will be completely removed from the Advisee Listing page.

## Advisee Listing

Advisee Listing									
Student Name I	D			Student Information	Holds	Test Scores	Transcript	Degree Evaluation	
· · · · · · · · · · · · · · · · · · ·	_	Academic Advisor - UG	666666	View	View	View	View	View	
Student, Steven E A. (	-	Academic Advisor - UG	111111	View	View	View	View	View	
Email your advisees 🞯							These options are unavailable. Please do not use them.		
RELEASE: 7.4.0.	.1					_	powered I SUNGAI	by RD HIGHER EDUCATION	