

View Advisee Listing in Banner

1. Login to Banner
2. 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 preview or registration, it will not be listed in the dropdown.
3. On the **Faculty/Staff Services** page, find **Advisee Listing**:

Faculty/Staff Services



- Student Information Menu
- Select Term
- Select CRN (Course Reference Number)
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides
- Look Up Classes
- Class Schedule
- Course Catalog
- Office Hours
- Advisee Listing**


RELEASE: 7.5.1

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	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Student, Sandy M.	B00557797 	Academic Advisor - UG	666666	View	View	View	View	View
Student, Steven A.	B00557830 	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 by
SUNGARD HIGHER EDUCATION