

How to Access Advisee Listing in Self Service Banner

March 16, 2007

To get into Banner Self Service :

- Log onto Onestop.
- Go to the Banner box on your Tools page.
- Select the **Banner Self Service** link.

East Carolina University

home

my page

tools

community

profile

email



OneStop

[Logout](#) ⓘ | [Personalize](#) * | [Help](#) ?

Job Related Tools

- [Buckley Admin](#)
- [FERPA Quiz](#)
- [Registrar Record Checkout](#)

Academic Planning

- [Advisee Listing](#)
- [Advisor Information](#)

Admissions

- [Graduate Admissions Checklist](#)

Courses

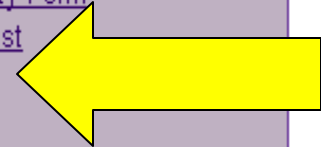
- [Academic Difficulty Report](#)
- [Athlete Progress Report](#)
- [Course Grades and Schedules](#)
- [Course Rosters](#)
- [Enter Final Course Grades](#)

Banner

- [Banner Finance Security Form](#)
- [Banner Security Request](#)
- [Banner Self Service](#)
- [ECU ID Search](#)
- [FERPA Quiz](#)

Financial Aid

- [Financial Aid Information](#)



Select Faculty and Advisors

[Personal Information](#) [Faculty Services](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

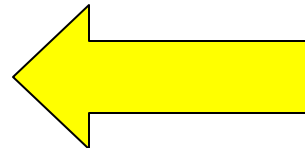
Welcome, Advisor Train01, to the WWW Information System! Last web access on Mar 14, 2007 at 10:30 am

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information



RELEASE: 7.4

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Under the Faculty and Advisors Menu

Select **Advisee Information Menu**

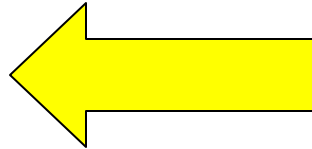
Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

[Advisee Information Menu](#)



Course Options

[Term Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Active Assignments](#)

[Office Hours](#)

[Syllabus Information](#)

[Course Roster](#)

[Electronic Gradebook by Component](#)

[Midterm Grades](#)

[Final Grades](#)

[Assignment History](#)

Advisee Listing will show all advisees assigned to you.

Student Information

Term Selection

Advisee Listing

Student ECU ID Search

Student Information

Student Address and Phones

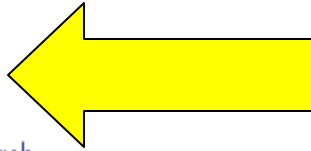
Student E-mail Address

Student Schedule

Academic Transcript

Degree Evaluation

View Test Scores



Select Advisee Listing

Select Term:

You can search for students by your Advisee Listing or by selecting **Student ECU ID Search**

Student Information

Term Selection

Advisee Listing

Student ECU ID Search

Student Information

Student Address and Phones

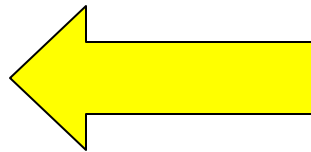
Student E-mail Address

Student Schedule

Academic Transcript

Degree Evaluation

View Test Scores



Enter either the Student ECU ID (Banner ID) or Search by student name.

Student and Advisee ID Selection

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

After identifying a student name, information can be accessed from the Faculty and Advisor Menu for the student you selected.


The system continues to provide information on this student until a new student is selected.

Functions of the Advisee Listing

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Banner ID	Can have more than one advisor All advisor assignments are made in INB RG40	Registration PIN number US02	Registration Information Enrollment date Status Residency Advisor Student Type Curriculum Info Student schedule Contact info AA011 RG 30	Hold Tag RG40 RG30	Place -ment Test Score AD08	Shows unofficial transcript Total hours by semester and overall record RG 40 RG 53	What if scenario Degree evaluation Fall 2007

Emailing students

You can email individual students by selecting the  icon by each active student's name.

In addition, scroll to the bottom of the page and select to email your complete advisee list.

[Email your advisees](#) 

This function will put all email addresses in the blind copy listing and will enable you to send detailed emails with attachments.

For more information contact the
Office of the Registrar
105 Whichard Building
East Carolina University
252-328-6747