

## 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**

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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	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
Student, Steven A.	B00557830	Academic Advisor - UG	111111	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

[Email your advisees](#)

These options are unavailable. Please do not use them.

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