New BannerWeb Faculty Adviser Forms

The most recent BannerWeb upgrade provides several new features and enhanced views for faculty advisers. The new Advisee Search offers additional search options and an updated advisee listing, and the Student Profile consolidates a wealth of information about a student in a single, easy-to-use page.

To Access Advisee Listing and Student Profile

Option 1—Via the Portal:
2. On the Teaching and Advising tab, select *New* List of Advisees. This will open a new browser tab for the Advisee Search form.

Option 2—Via BannerWeb:
   OR
   Access BannerWeb directly (www.smith.edu/bannerweb), and log in using your ID number and PIN
2. Select Faculty Services from the main menu, or select the Faculty Services tab.
3. From the Faculty & Advisers Menu, select *New* List of Advisees and Profiles. Tip: Right click on *New* List of Advisees and select “Open in a new tab.” This will open a new browser tab and allow you to return to the main BannerWeb menu if needed.

Advisee Search

Use the Advisee Search page to view your advisees’ student profiles and other academic information. You can search for an individual advisee or all advisees assigned to you in the selected term.

The easiest way to access advisee information is to select View My Advisee Listing at the bottom of the Advisee Search form. This will bring up a list of all advisees assigned to you for the specified term.
Otherwise, to search for a specific student, select the radio button that indicates the search criteria you wish to enter (Student ID, Student Email, or Student Name).

- After entering a student ID or email address, hit either the Enter or Tab key on your keyboard to initiate the search. When the student’s name appears, click the View Profile button.
- If multiple student names appear, select the correct one and then click the View Profile button.

**My Advisee Listing**

The Advisee Listing provides a list of all students with whom you have an active advising relationship for the given semester (as coded in Banner). You can sort, filter, and/or download the list of advisees; email advisees; and access an advisee’s student profile from this page:

Here are some tips about the Advisee Listing:

- Students with a FERPA/confidential flag are indicated with an orange lock icon 🛠️ to the right of their name and ID (the second student in the listing above has a confidential flag). No information at all may be released to third parties about these students without written consent, including whether or not the person is an enrolled student at Smith. Please refer to the FERPA information on the Registrar’s Office webpage ([Faculty and Staff Resources](#)) for more details.

- If you intend to use the Email All (Advisee List) feature within BannerWeb, you should set up your default “Mail To” client on your web browser to Smith Gmail by following this instructions at [https://www.smith.edu/tara/googleapps/mail.html](https://www.smith.edu/tara/googleapps/mail.html).

- Use the vertical scroll bar to the right and view more advisee details, and use the page navigation tools in the lower left corner to access more search results and/or adjust the number of students that display per page:
• Use the Tools icon (the wheel in the upper right corner) to export your Advisee Listing to Excel:

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Confidential</th>
<th>Program</th>
<th>Major</th>
<th>Academic Rank</th>
<th>Student Status</th>
<th>Academic Advisor</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Concentration College</th>
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</thead>
<tbody>
<tr>
<td>Aniades, Nicole S</td>
<td>991125339</td>
<td>Confidential</td>
<td>Architecture &amp; Urban Studies</td>
<td>Architecture</td>
<td>Good Standing</td>
<td>Active Status</td>
<td>Traditional</td>
<td>Yes</td>
<td>First Major Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Davis, James P</td>
<td>991125340</td>
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<td>Computer Science</td>
<td>Good Standing</td>
<td>Active Status</td>
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<td>Yes</td>
<td>First Major Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
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<td>Confidential</td>
<td>Architecture &amp; Urban Studies</td>
<td>Architecture</td>
<td>Good Standing</td>
<td>Active Status</td>
<td>Traditional</td>
<td>Yes</td>
<td>First Major Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Evans, John</td>
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<td>Electrical Engineering</td>
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<td>Active Status</td>
<td>Engineering</td>
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<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Johnson, Jane S</td>
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<td>Confidential</td>
<td>American Studies</td>
<td>American Studies</td>
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<td>Active Status</td>
<td>Traditional</td>
<td>No</td>
<td>Minor Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Stevens, Linda</td>
<td>991125380</td>
<td>Confidential</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>Good Standing</td>
<td>Active Status</td>
<td>Traditional</td>
<td>No</td>
<td>Minor Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Smith, Carla H</td>
<td>991125390</td>
<td>Confidential</td>
<td>Biology</td>
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<td>Active Status</td>
<td>Traditional</td>
<td>Yes</td>
<td>Liberal Arts Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
<tr>
<td>Smith, Olivia S</td>
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<td>Business</td>
<td>Business</td>
<td>Good Standing</td>
<td>Active Status</td>
<td>Traditional</td>
<td>Yes</td>
<td>Liberal Arts Advisor</td>
<td>Smith, Undergraduate Regular Decision Fall 2016-2018</td>
</tr>
</tbody>
</table>

Student Profile

The Student Profile serves as a hub for information about a student. The profile provides access to considerable information from a single page and replaces several options on the current BannerWeb Faculty and Advisers Menu and the Portal Teaching and Advising tab. Students also have access to their own profile in BannerWeb.

Information available from the main Student Profile includes:

1. Student name and basic academic information
2. Academic adviser details
3. Curriculum details (primary program)
4. Registered Courses - Note: the list only includes active registrations, not withdrawn or waitlisted classes
5. Academic Standing
6. Overall earned hours and GPA
7. Registration Notices, located in the upper right corner, displays the Reg Code and information that could impact a student’s ability to register for the term, including registration time ticket details:

![Registration Notices](image)

8. A summary of active Holds, located in the upper right corner, including the hold type and originating office.

![Registration Notices with Holds](image)

Additional Links

The additional links consolidate advisee information and advising resources in a single place. Please note that clicking on any of the additional links opens a new tab in your browser.

- **Prior Education and Testing** provides information on other institutions attended and degrees earned. High school information and college-level transfer credit information are included, in addition to all standardized test scores coded in Banner (e.g., SAT, ACT, TOEFL, etc.). This information will appear in the Student Profile.
- **NOLIJ Document Management** provides faculty adviser access to the student’s electronic records, as maintained by admissions, the class deans’ office, and the registrar’s office. This feature is available only for students in the classes of 2020 and later, and a separate login is required. NOLIJ will open in a separate tab.
- **Advisee List and Registrations Codes** provides the faculty adviser a list of all assigned advisees and their Reg Codes. (Be sure to specify the appropriate registration term.) This opens in a separate tab.
- **Registration and Planning** allows advisers to review the advisee registration information for all terms of enrollment. Additional planning features will be added in the future!
- **Advisee Schedule** provides a view of all courses on an advisee’s registration for a given semester, including Free Drops and Withdrawals. Select a specific term or scroll through all terms.
- **Advisee Unofficial Transcript** provides a view of the student’s complete academic history at Smith, including approved transfer and AP/IB credit. (Be sure to specify the student’s level [All Levels].)
- **Advisee Latin Honors** allows an adviser to view the student’s progress toward Latin Honors eligibility.
- **Catalogs and Schedules and Faculty Directory** provides quick access to course and instructor information that may be useful during registration advising.
- **FERPA/Privacy of Records** provides detailed information on federal and institutional requirements regarding the protection of student education records. It is the responsibility of all faculty and staff to understand and abide by the rules governing access to and privacy of student records.