

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:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials.
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:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials, and select BannerWeb from the General Info tab.

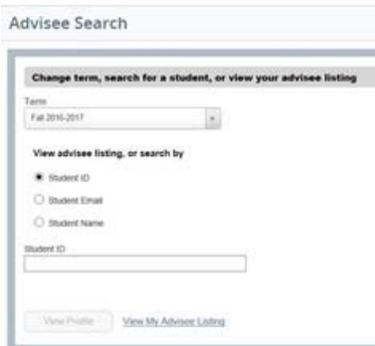
OR

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.
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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:

Advisee Listing							
Fall 2016-2017							
Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Primary Advisor	
 Aniades, Nicole S 991170015 View Profile		Art: History	Good Standing	Active student	Traditional		✓
 Bai, Fuxiao 991136288 View Profile		Undeclared	Good Standing	Active student	Traditional		✓
 Bukata, Claire 991151746 View Profile		Undeclared	Good Standing	Active student	Traditional		✓
 Carvalho, Fernanda D 991101160 View Profile		Art: Architecture & Urba...	Good Standing	Active student	Traditional		✓
 Chung, Jina 991170075 View Profile		Undeclared	Good Standing	Active student	Traditional		✓
 Emmett, Casey S 991199657 View Profile		Undeclared	Good Standing	Active student	Ent First-Year		✓
 Johnston, Jenee A 991181311 View Profile		Undeclared	Good Standing	Active student	Ent First-Year		✓
 Richardson, Courtney B 991068714 View Profile		American Studies	Good Standing	Active student	Traditional		✓
 Simova, Lucia 991134713 View Profile		Computer Science	Good Standing	Study Abroad	Traditional		✓
 Sousa, Carly H 991171868 View Profile		Art: History	Good Standing	Active student	Traditional		✓

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>.
- 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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Last Nam	First Nam	Middle Nam	ID	Confidential	Prograr	Primary Major	Academic Stanc	Student Stat	Student Tjr	Primary Advsi	Advisor Type	Campu	Study Level	Admit Type	Admit Term	Catalog Term	Minor	Concentratio	College
2	Aniades	Nicole	S	991170015	No		Art: History	Good Standing	Active stude	Traditional	Yes	First Major Adviser	Smith	Undergradua	Regular Decision	Fall 2015-2016	Fall 2015-2016			Smith College
3	Bai	Fuxiao		991136288	CONFIDENTIAL		Undeclared	Good Standing	Active stude	Traditional	Yes	Liberal Arts Adviser	Smith	Undergradua	Regular Decision	Fall 2015-2016	Fall 2015-2016			Smith College
4	Bukato	Claire		991161746	No		Undeclared	Good Standing	Active stude	Traditional	Yes	Liberal Arts Adviser	Smith	Undergradua	Regular Decision	Fall 2015-2016	Fall 2015-2016			Smith College
5	Carvalho	Fernanda	D	991101800	No		Art: Architecture & Urban	Good Standing	Active stude	Traditional	Yes	First Major Adviser	Smith	Undergradua	Regular Decision	Fall 2013-2014	Fall 2013-2014			Smith College
6	Chung	Jina		991170075	No		Undeclared	Good Standing	Active stude	Traditional	Yes	Liberal Arts Adviser	Smith	Undergradua	Regular Decision	Fall 2015-2016	Fall 2015-2016			Smith College
7	Emmett	Casey	S	991193657	No		Undeclared	Good Standing	Active stude	Ent First-Ye	Yes	Liberal Arts Adviser	Smith	Undergradua	Early Decision I	Fall 2016-2017	Fall 2016-2017			Smith College
8	Johnston	Jenee	A	991181311	No		Undeclared	Good Standing	Active stude	Ent First-Ye	Yes	Liberal Arts Adviser	Smith	Undergradua	Regular Decision	Fall 2016-2017	Fall 2016-2017			Smith College
9	Richards	Courtney	B	991068714	No		American Studies	Good Standing	Active stude	Traditional	No	Minor Adviser	Smith	Undergradua	Regular Decision	Fall 2013-2014	Fall 2013-2014	Art: History		Smith College
0	Simova	Lucia		991134713	No		Computer Science	Good Standing	Study Abroa	Traditional	No	Minor Adviser	Smith	Undergradua	Regular Decision	Fall 2014-2015	Fall 2014-2015	Art: History		Smith College
1	Souza	Carly	H	991178668	No		Art: History	Good Standing	Active stude	Traditional	Yes	First Major Adviser	Smith	Undergradua	September Trans	Fall 2015-2016	Fall 2015-2016			Smith College
2	Venkatesh	Soumya		991174820	No		Undeclared	Good Standing	Active stude	Ent First-Ye	Yes	Liberal Arts Adviser	Smith	Undergradua	Regular Decision	Fall 2016-2017	Fall 2016-2017			Smith College

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.

Student Profile - Aniades, Nicole S (991125395)

Term: Fall 2015-2017 | Standing: Good Standing, as of Spring 2015-2016 | Overall Hours: 101 | Overall GPA: 3.47 | Registration Notices: 6 | Holds: 0

Bio Information
 Email: naniades@smith.edu
 Phone: 413 5851000
 Date of Birth: 15-Oct-1992
 Emergency Contact: Aniades, Alice
 Emergency Phone: 413 5852000

General Information
 Level: Undergraduate
 Class: 201701/seniors
 Status: Active student
 Student Type: Traditional
 Campus: Smith
 Matriculated Term: Fall 2013-2014
 Last Term Attended: Spring 2015-2016
 Leave of Absence: Not Provided

Advisors
 Primary / First Major Adviser: DiBartolo, Patricia
 Minor Adviser: Kelum, Barbara A.

CURRICULUM, HOURS & GPA
 Degree: Bachelor of Arts
 Level: Undergraduate
 College: Smith College
 Major: Psychology
 Minor: Art: History
 Concentration: Not Provided
 Admit Type: Regular Decision
 Admit Term: Fall 2013-2014
 Catalog Term: Fall 2014-2015

REGISTERED COURSES

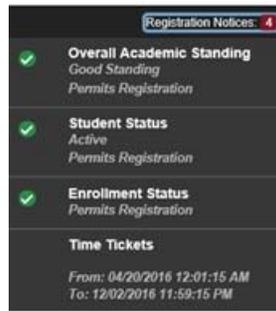
Course Title	Details	CRN	Hours	Registration Status	Instructor
SEMINAR IN AMERICAN GOV...	GOV 312 01	20506	4	**Registered**	Gold, Howard
INTRO/PROBABILITY/STATISTICS	SOS 220 02	20903	5	**Registered**	Halvorsen, Katherine
ART AND ITS HISTORIES	ARH 110 03	21309	4	**Web Registered**	Ward, Frazer
LIFESPAN DEVELOPMENT	PSY 264 01	21526	4	**Web Registered**	Clemans, Katherine

Total Hours | Registered Hours: 17 | Billing Hours: 17 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 24

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:

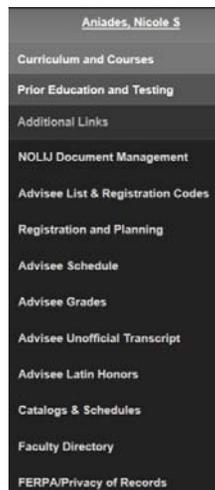


8. A summary of active Holds, located in the upper right corner, including the hold type and originating office.



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.
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