SELECT A TERM:

One of the first things you will be prompted to do in BannerWeb is to select a term. Be sure to select the correct term in which you are working. The selected term will remain selected on all screens until you change your term selection.

Click here to see “pull-down” menu. Select the appropriate term. Then click “Submit Term”.

SELECT AN ADVISEE:

You will also be prompted to select an advisee prior to registering her on-line or before viewing her address or information.

You may enter an advisee’s ID number OR search by her last name. Click the Submit button
Select New Advisee Term: Spring 2003-2004

Select the Student/Advisee that you wish to process and press the Submit Name button.

The student you selected should appear here. Otherwise, use the pulldown menu. Click on the Submit button.