Introduction to Banner 9 Advising Services

An Advising Services application has been created in Banner 9, providing centralized access to student advising information. This application is a part of Rowan University’s ongoing upgrade of services from Banner 8 to Banner 9.

Goals of this Guide:
- Access Banner 9 Advising Services.
- View the students’ information including photo, email, major and registered course information.
- Access additional links to other Banner forms or advising applications.

ACCESS ADVISING SERVICES

1. Log on to Self-Service Banner.
2. Select the Faculty Services tab.
3. Select the link to Advising Services.
4. Log in through CAS/Duo as needed.
5. You will be brought to the Advisee Search screen.
6. Select the relevant Term from the drop-down.
7. Search by Student ID, Student Email or Student Name.
8. Enter the search criteria, select the student from the drop-down menu, then select View Profile.

VIEW STUDENT PROFILE

When you enter the Student Profile:
1. At the top of the page, you will see the student’s name, Banner ID, Term, Academic Standing, Overall Hours, Overall GPA, Registration Notices and Holds. More contact information can be accessed through the student name hyperlink located under the photo.
2. In the middle of the screen, you will see the Student Information section, containing the Bio Information, General Information, Graduation Information and Advisors/Mentors.
CURRICULUM AND COURSES

1. On the right-side of the screen, you will see a box for Curriculum, Hours & GPA which includes three tabs: Primary, Secondary and Hours & GPA. If a student has a CUG, it will appear under the Secondary tab.

2. Below the Curriculum box is the Registered Courses box, containing Course Title, Registration Status, Instructor and Registered Hours.

PRIOR EDUCATION AND TESTING

1. On the left-side of the screen, there is a link for Prior Education and Testing. When selected, the Curriculum information will be replaced on the screen.

2. This section lists all Secondary and prior Post Secondary Education, plus any Testing scores.

3. To revert to the Curriculum information, select the Curriculum and Courses link on the left-hand side of the screen.

ADDITIONAL LINKS

1. Links to additional advising tools and resources are included in the left-hand column, such as Academic Transcript, RSN by Starfish and DegreeWorks.

2. The links should open in new tabs so you can easily return to the Student Profile.

3. You can also use the Banner Menu icon on the top left-side of the screen to access Banner 8 menus.

HELP & RESOURCES

1. For Advising Resources, visit go.rowan.edu/advisingresources.

2. For technical assistance, go to https://support.rowan.edu.