BANNER 9
ADVISING

AUGUST 2019

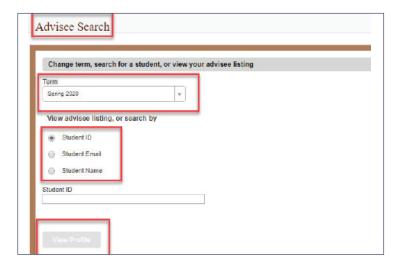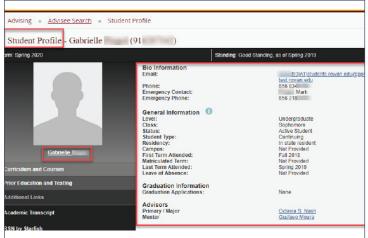

Introduction to Banner 9 Advising Services

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**.
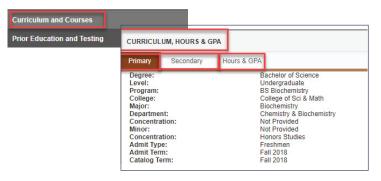8. Enter the search criteria, select the student from the drop-down menu, then select **View Profile**.
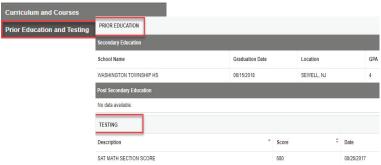
VIEW STUDENT PROFILE

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**.
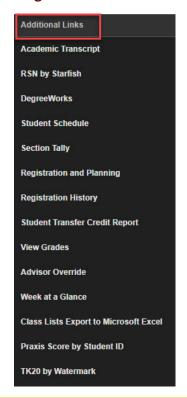
CURRICULUM AND COURSES

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.

RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

ADVISING RESOURCES
https://go.rowan.edu/advisingresources