

Virginia State University

Quick Reference for Academic Advisors Banner Self Service

Viewing Advisee Information & Performing a Class Search

For assistance contact –

OIT Help Desk – 1-800-630-8917

Signing In

1. Using the VSU home page; select Trojan Links; select Banner. This will take them to the Banner home page; then select Login to Banner Self-Service.

VIRGINIA STATE UNIVERSITY

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 7.3

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Enter User ID

Enter 6-digit
Personal PIN

2. Login using your User ID and six-digit PIN (Personal Number).

NOTE:

The timeout for inactivity in the Banner Web is 30 minutes. Unfortunately, activity in Banner Self Service does NOT count toward the 30 minutes of inactivity. A System Alert window will warn you when your session is about to expire and allow you to remain active by clicking OK.

Viewing Your Advisee List

1. From the **Main menu**, select *Faculty Services Tab* or choose *Faculty & Advisors* category to access the *Students Information* menu.
2. Click the Student Information menu, and select *Advisees Listing*.
3. When prompted, *select the appropriate term* from the drop-down menu and click *Submit*. The *Advisee Listing* for the term selected will appear.
4. Write down your advisee's alternate PIN. The student will need the number to register on the web.

NOTE:

The student's name does not display on every page of additional information which is why we recommend using the Advisee Listing and returning to it after you view a record.

Whenever they are available, use the Return to Previous link and the quick links displayed at the bottom of each page for easier navigation.

Information Available About Your Advisees

- Name
- ID Number
- Addresses and Phone Numbers
- Information Release Permissions
- Email Addresses
- Admit Term
- Student Type (New, Transfer, Readmitted, Continuing)
- Citizenship
- Virginia Residency/Domicile
- **Alternate PIN – must be given to freshmen for registration access after the advising session**
- *Holds*
- Test Scores
- SAT / ACT Scores
- Foreign Language exemption
- Miscellaneous other exemptions
- Transcript
- Transfer Work (includes AP and IB Credits)
- Institutional Courses
- Hours and GPA
- Courses in Progress
- Academic Standing (probation)
- Degree Evaluation
- Midterm Grades



Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
O'Connor, Mary-Kathleen	930302588 	Freshman/Sophomore Advisor	140572	View	View	View	View	View

Using the Class Search

1. From the Faculty and Advisor menu, select *Student Information Menu*.
2. From the *Student Information Menu*, select *Add or Drop Classes*.
3. Enter Personal Identification Number (PIN) for the student.
4. When prompted, select the appropriate term.
5. To search for courses, click on *class search* at the bottom of the page. Select a subject. **A subject is required!**
6. Select *multiple* subjects by holding the *Ctrl* key and clicking on each subject you want to search.
7. Select all subjects by holding the *Shift* key and clicking on the first subject and the last subject.

NOTE –

A wildcard (%) can be used in any text field. For example, entering “3%” in the Course Number field will search for all 300-level courses.

Class Search (con't)

8. Select any other search criteria desired.
 9. Click the *Class Search* button to submit query.
 10. Check the select box for each course you wish to register the student.
 11. You may either;
 - a. Select the “*Register*” button at the bottom of the page or
 - b. Select the “*add to worksheet*” button to display the CRN’s you are trying to register.
- If you have chosen the Register button then the student’s courses should display.
 - If you have chosen to select the *add to worksheet* button then you must click the *submit changes* button, located at the bottom of the screen, in order to register the student.

You have now successfully registered the student.

If you receive registration errors contact the Office of Registrar for further assistance.

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