From your Banner dashboard, select **Advising**.

This will bring up the **Advisee Search** page, which allows advisers to look up students by Student ID, Email, or Name.

The drop-down menu can be used to select a different term.
Advisee Listing

Clicking on **View My Advisee Listing** will pull up a list of all advisees along with their program, status, and level of study.

You can also email your advisees or filter them using the options in the top right.
### Student Profile

**Term:** Fall 2024 08/26/2024 - 12/14/2024

**Standing:** Good Standing, as of Fall 2020

**Overall Hours:** 24  
**Overall GPA:** 3.88

#### Curriculum, Hours & GPA

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
<th>Hours &amp; GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Master of Science</td>
<td>Graduate</td>
</tr>
<tr>
<td>Program</td>
<td>Computer Science</td>
<td>College of Liberal Arts and Sciences</td>
</tr>
<tr>
<td>College</td>
<td>Computer Science</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Major</td>
<td>Not Provided</td>
<td>Not Provided</td>
</tr>
<tr>
<td>Minor</td>
<td>Not Provided</td>
<td>Not Provided</td>
</tr>
<tr>
<td>Concentration</td>
<td>Not Provided</td>
<td>Not Provided</td>
</tr>
</tbody>
</table>

#### Registered Courses

- Not Registered

#### Graduation Information

- **Graduation Applications:** None
- **Awarded Degree:** Bachelor of Science  
  - **Term:** Spring 2017  
  - **Date:** 03/13/2017
- **Awarded Degree:** Certificate Post Bac  
  - **Term:** Spring 2021  
  - **Date:** 05/08/2021

#### Advisors

- **Primary/Major/Program Advisor:**
- **Major/Program Advisor:**
General Student Information

Selecting a student will take you to their Student Profile.

Along the top of the page, you can view their current standing, overall hours, overall GPA, and any registration notices or holds on their account.
Detailed Student Information

The center of the page lists out the student’s biographical and educational information.

The area to the right offers a more detailed view of the student’s progress in their program, with tabs for their primary degree, secondary degree (if applicable), and their earned hours and GPA.

Immediately below this area is a list of the student’s registered courses. Prior education and standardized test scores can be shown in this area if selected from the left-hand sidebar.
Academic Transcript allows you to generate a student’s unofficial graduate or undergraduate transcript on demand.

Upon selecting which transcript you would like to see from the dropdown boxes, the transcript will be generated. The headings at the top can be used to quickly navigate the transcript or to print a copy for reference.
Registration pulls up a page where students can plan, browse, and register for classes. More information about registering for classes can be found in the registration training presentation.
View Grades pulls up a record of the student’s final grades for previous semesters. Filters for terms or degrees can be found at the top of the page. Below that will be a GPA Summary for the student.

This page can be sorted by clicking on any of the headers.
**Student Class Schedule** can be used to view an advisee’s week at a glance.
Releasable Holds

Advisor Hold

From Date: 02/14/2024
To Date: 12/31/2099
Processes Affected: Registration

Release
Releasing Holds

**Registration Holds** can be viewed from the **student profile** at the top right of the screen.

To release a hold, click **Holds** to view the hold, check the box next to the hold you would like to release, then click **Release**.