

Marking Students as Advised in BannerWeb

You must now complete one critical step in BannerWeb after each advising session. **If you do not complete this step, your advisee will not be able to register for classes.** Once you have advised a student, you must log into BannerWeb, go to your advisee listing, and change that student's status to "Advised". As long as a student's status is "Not Advised," that student will not be permitted to register for classes through BannerWeb.

If you have advisees who are currently studying abroad, those advisees will appear in your advisee listing with their status already changed to "Advised." Do not change these students to "Not Advised" status, as this will prevent them from registering for classes.

In BannerWeb, **Faculty & Advisors** → **Advisor Menu** → **Advisee Listing**:

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Advisee Status
Duck, Dido	#####	Major 1 Advisor	#####	View	View	View	View	Not Advised
Duck, Elvis	#####	Undeclared Advisor	#####	View	View	View	View	Not Advised
Duck, John Elway	#####	Major 1 Advisor	#####	View	View	View	View	Not Advised
Duck, John McEnroe	#####	Major 1 Advisor	#####	View	View	View	View	Not Advised
Duck, Madonna	#####	Undeclared Advisor	#####	View	View	View	View	Advised

1. After advising a student, click on the "Not Advised" status to change it to "Advised."

Please note that any students who are currently studying abroad will display as "Advised." **Do not change their status to "Not Advised."**

Advise Student

Information for **Dido Duck**

The current advising state of the student is shown below. Please select either Advised or Not Advised and click Submit to continue.

Status: Advised Not Advised

RELEASE Advised

Powered by SunGard

2. Select appropriate status and click Submit.

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Advisee Status
Duck, Dido	#####	Major 1 Advisor	#####	View	View	View	View	Advised
Duck, Elvis	#####	Undeclared Advisor	#####	View	View	View	View	Not Advised
Duck, John Elway	#####	Major 1 Advisor	#####	View	View	View	View	Not Advised
Duck, John McEnroe	#####	Major 1 Advisor	#####	View	View	View	View	Not Advised
Duck, Madonna	#####	Undeclared Advisor	#####	View	View	View	View	Advised

3. When you return to your advisee listing, you will see the student's updated status.