**New Online Process to Replace Term PIN Cards**

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” (turn card over for navigation instructions and screenshots). 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.

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

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.”**

2. **Select appropriate status and click Submit.**

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