

Banner Instructions for Faculty and Advisers

This set of instructions is designed to assist teaching faculty members and advisers in navigating the Student Information menu of the Faculty and Advisers page in Banner for the purpose of advising your advisees and working with your classroom students.

Logging In

- <http://cport.cord.edu>
- Click **Banner** at the top of the screen
- Click **Faculty Services tab**
- Faculty and Adviser access information will appear

Accessing Student Information for an advisee or student on your class roster

- Click Student Information menu
- Click Term Selection (i.e. Fall 2011)
- Click Submit

To Select a Student

- Be sure you are in the Student Information menu
- Click ID Selection
- Enter the search criteria and click Submit

Student and Advisee ID Selection



You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type:

Students

Advisees

Both

- If your search returns the correct student, click Submit. If not, click Return Menu at upper right to return to Student Information menu.

Advisers and Instructors can view the following information about advisees and students on your class roster:

- **Academic Transcript** (Adviser only)
- **Active Registrations** (Adviser & Instructor)
- **Advisee Listing** (Adviser only)
- **Concise Student Schedule** (Adviser only)
- **Degree Works Audit** (Adviser only)
- **Registration History** (Adviser & Instructor)
- **Registration Overrides** (Instructor only)
- **Student Address, Phone, E-mail Address** (Adviser & Instructor)
- **Student Information** (Adviser & Instructor)
- **Student Schedule** (Adviser only)
- **Student Week at a Glance** (Adviser only)
- **View Holds** (Adviser only)
- **View Test Scores** (Adviser only)

Advisee Listing

- Select a **term** from the **Student Information menu**
- Click **Advisee Listing** from the **Student Information menu**
 1. The Advisee list displays the student's **Alt-Pin** that they will need to register.
 2. You can e-mail advisees directly from this Banner list.
 3. You can copy/paste advisee lists into Excel.

Registration Overrides

ONLY the instructor of the course can initiate a registration override in that course. Overrides can only be undone by the Registrar's Office

- Select a **term and the student** from the Student Information menu
(**Reminder:** You will need the student's Banner ID and course CRN number in order to perform the override)
- Click **Registration Overrides** on **Student Information menu**
- Select **appropriate override** from the **Override menu** (i.e. capacity, pre-requisite, co-requisite, time conflict, etc)
- **Select the course** in which you are granting an override
- Click **Submit**
- Confirm the override details, then click **Submit to confirm**
- The **student will now need to go to the "Add a Course" screen on their registration menu and type in the course CRN directly**. They will not be able to "select" the CRN from the class schedule since the course is listed as "closed"

Registration Overrides	
Override	Course
Capacity Override ▼	10990 - ACCT 255 0 ▼
Co-requisite Override ▼	None ▼
Prerequisite Override ▼	None ▼

Contact IT (3375) regarding any technical issues or Registrar's Office (3250) for assistance with student advising and registration.

