

# Advisor Self-Service

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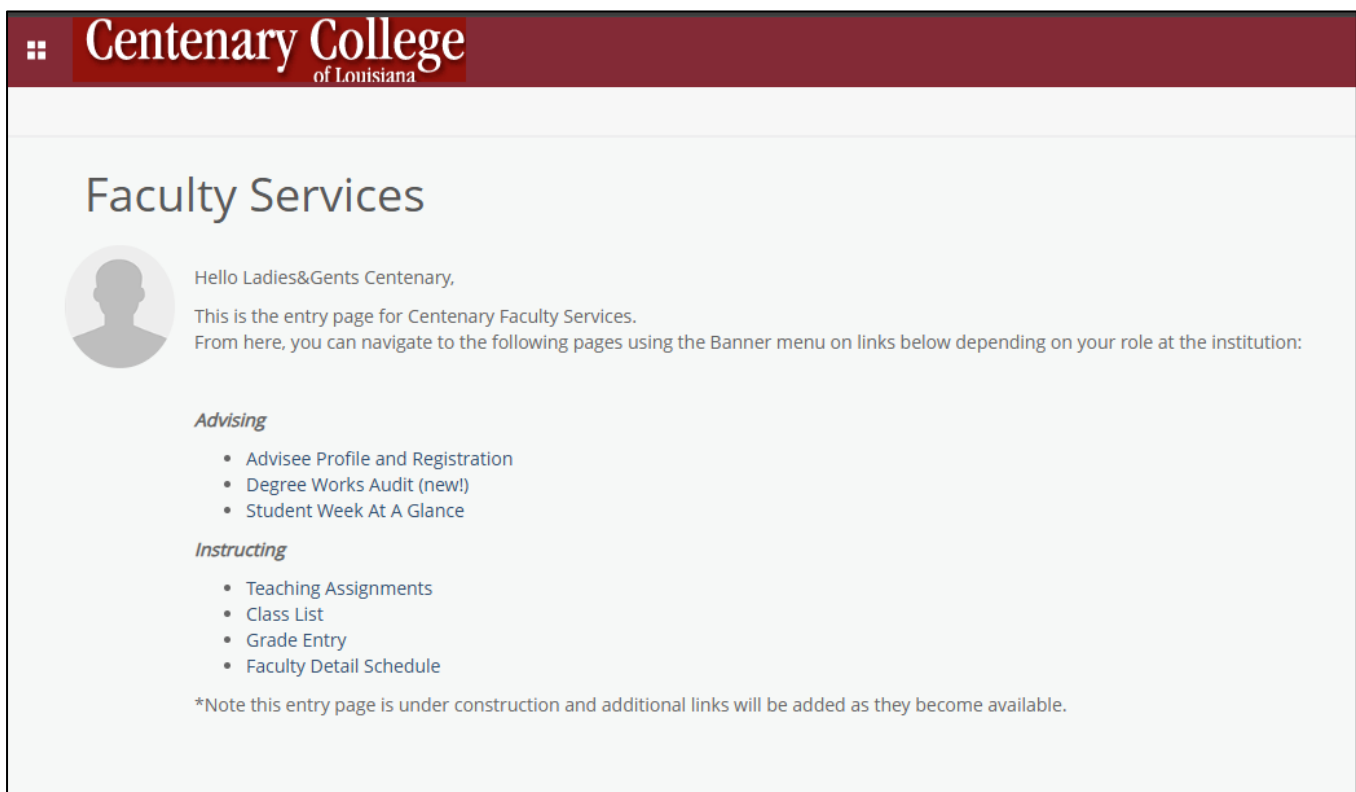
## **Faculty and Advisor Dashboard**

Here you will find some of the menu item options you will use regularly

All SSB9 menu items can be found by navigating using the menu in the top left corner

## ADVISEE SEARCH

To find your advisees, log into Banner Web, click Faculty Self-Service and click the Advisee Profile and Registration link on the landing page.



The screenshot shows the Centenary College of Louisiana Faculty Services dashboard. At the top left is the college logo. The main heading is "Faculty Services". Below this is a placeholder for a user profile picture. The text reads: "Hello Ladies&Gents Centenary, This is the entry page for Centenary Faculty Services. From here, you can navigate to the following pages using the Banner menu on links below depending on your role at the institution:". There are two sections: "Advising" with links for "Advisee Profile and Registration", "Degree Works Audit (new!)", and "Student Week At A Glance"; and "Instructing" with links for "Teaching Assignments", "Class List", "Grade Entry", and "Faculty Detail Schedule". A note at the bottom states: "\*Note this entry page is under construction and additional links will be added as they become available."

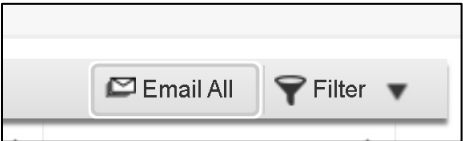
The profile is term-based, so please ensure you select the desired term in the Advisee Search.

Search options include:

- ID
- Email
- Name

You can also click the View My Advisee Listing link, which will populate a list of all advisees assigned to you for that term.

There is an email option at the top right of the list that will let you email your advisees, either the full list or a smaller filtered group.





The categories can be ordered alphabetically by using the arrows in each column.

You can also filter your advisees by each category and specific terms.

The screenshot shows the Centenary College Advising interface. At the top, there is a navigation bar with the Centenary College logo and the text "of Louisiana". Below this, the breadcrumb "Advising > Advisee Listing" is visible. The main heading is "Advisee Listing". Underneath, there is a section for "Fall 2025" with an "Email All" button and a "Filter" dropdown. A "Filter Records" section contains a search bar with "Name" and "Equals" dropdowns, and an "Add Another Column" dropdown. At the bottom right, there are "Cancel", "Clear All", and "Go" buttons.

The advisee listing will display a variety of information for each student. To view the advising student profile, select the link next to the student's photo.

The screenshot shows the Centenary College Advising interface with a table of advisee listings. The table has the following columns: Name and ID, Program, Primary Major, Academic Standing, Student Status, Student Type, Advisor Holds, Primary Advisor, Advisor Type, and Campus. There are two rows of data.

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type	Campus
 <a href="#">the Catahoula, Skeeter</a> <a href="#">ZZZZZZZZ3</a> <a href="#">View Profile</a>	B.A. Individualized Major	Individualized Major (BA)	Good Standing	Active	Dummy Test Student		✓	Major 1 Advisor	Main Campus
 <a href="#">the Catahoula, Skeeter</a> <a href="#">000327811</a> <a href="#">View Profile</a>	Undeclared Major	Undeclared	Good Standing	Active	New-First Time Freshman		✓	First Year Advisor	Main Campus

At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "10 Per Page". On the right side, it says "Records: 3".

## Header Bar

In the header you can view the academic standing for the term, overall hours, cumulative GPA, current holds and if the student is eligible for registration or not.

The screenshot shows the Centenary College Advising interface for a student profile. The navigation bar at the top includes the Centenary College logo and "of Louisiana", and a user profile icon labeled "Ladies&Gents Centenary". Below this, the breadcrumb "Advising > Student Profile" is visible. The main heading is "Student Profile - the Catahoula, Skeeter (ZZZZZZZZ3)". At the bottom, there is a header bar with the following information: Term: Fall 2025, Standing: Good Standing, as of Spring 2024, Overall Hours: 36, Overall GPA: 3.33, Registration Notices: 4, Holds: 0.

## Program Information

This area will show a student's current curriculum, overview of their hours, overall, institution, and transfer GPA, and current term enrollment.

# STUDENT ADVISING PROFILE

**Centenary College of Louisiana** Ladies&Gents Centenary

Advising • Student Profile

**Student Profile - the Catahoula, Skeeter (ZZZZZZZ3)**

Term: Fall 2025 Standing: Good Standing, as of Spring 2024 Overall Hours: 36 Overall GPA: 3.33 Registration Notices: 4 Holds: 0

**the Catahoula, Skeeter**

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration
- View Application to Graduate
- Registration and Planning
- View Grades

**Student Information** Notes: 4

**Bio Information**  
Email: [sthecatahoula@my.centenary.edu](mailto:sthecatahoula@my.centenary.edu)

**General Information**

Level:	Undergraduate
Class:	Sophomore
Status:	Active
Student Type:	Dummy Test Student
Residency:	Louisiana Legal Resident
Campus:	Main Campus
First Term Attended:	Fall 2023
Matriculated Term:	Not Provided
Last Term Attended:	Spring 2024
Leave of Absence:	Not Provided

**Graduation Information**  
Graduation Applications: Active(1)

**Advisors**

Primary / Major 1 Advisor	<a href="#">Centenary Ladies&amp;Gents Currie, Amanda Joy</a>
Minor 1 Advisor	<a href="#">Roopers, Laila</a>
NonDegree Advisor	

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:		Bachelor of Arts
Level:		Undergraduate
Program:		B.A. Individualized Major
College:		Centenary College
Major:		Individualized Major (BA)
Department:		Not Provided
Concentration:		Not Provided
Minor:		Not Provided
Concentration:		Not Provided
Admit Type:		Admit-Readmit
Admit Term:		Fall 2025
Catalog Term:		Fall 2025

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
New Centenary Student	CENT 100 A	1322	12	**Registered**	<a href="#">Roopers, Laila</a>

Total Hours | Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 22

On the left bar navigation there is a link for Prior Education and Testing that will display additional information.

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration
- View Application to Graduate
- Registration and Planning
- View Grades

PRIOR EDUCATION <span style="float: right;">^</span>				
Secondary Education				
School Name	Graduation Date	Location	GPA	
TORAH ACADEMY OF BROOKLYN	05/08/2016	BROOKLYN, NY		
Post Secondary Education				
School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
RABBINICAL SEMINRY M'KOR CHAIM				
TESTING <span style="float: right;">Records 2 ^</span>				
Description	Score	Date	Source	
ACT Composite	32	01/01/2016		
MATH SECTION SCORE	580	06/20/2023		

### Left Bar Navigation

These links take you to various pages outside of the student profile and can include links outside of banner self-service.

Curriculum and Courses
<b>Prior Education and Testing</b>
Additional Links
<b>Academic Transcript</b>
Registration
<b>View Application to Graduate</b>
Registration and Planning
View Grades

- Academic transcript – unofficial/advising transcript
- View Grades – view grades by term and level
- Registration and Planning – includes multiple links to prepare for and register for courses, course catalog and schedule
- View Application to Graduate – if your advisee has applied to graduate, a hyperlink will display on the student information tab.
- View Grades – view all graded courses


## REGISTRATION NOTICES, HOLDS, AND NOTES

Registration Notices: **4** | Holds: **0**

- ✓ **Overall Academic Standing**  
*Good Standing*  
*Permits Registration*
- ✓ **Student Status**  
*Active*  
*Permits Registration*
- ✓ **Enrollment Status**  
*Permits Registration*
- Time Tickets**  
*Not Provided - Student may register at any time.*

Registration Notices: **4** | Holds: **1**

Releasable Holds

**Registration Hold** 

**Originator:** *Academic Advisor*  
**Reason:** *Must meet with Advisor*  
**From Date:** *10/23/2025*  
**To Date:** *12/30/2099*  
**Processes Affected:** *Registration*

[Release](#)

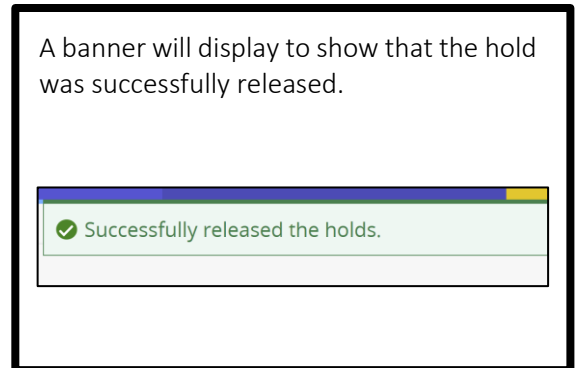
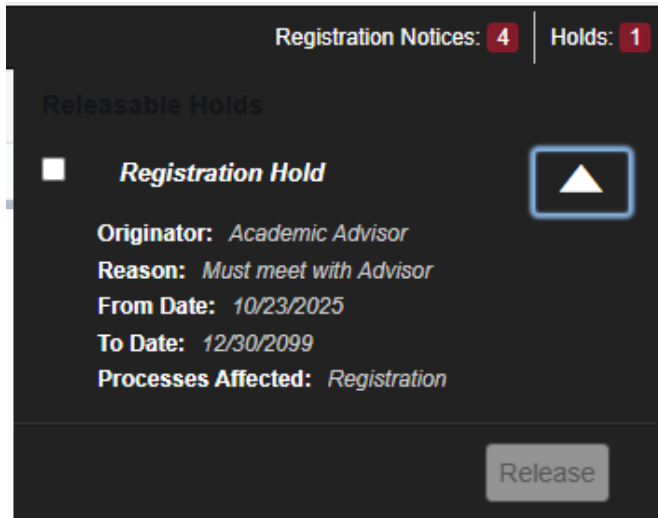
- In this area you can view the registration status details and holds for the selected term.
- Holds notifications can include the office that placed the hold, dates, and the processes affected.

### Release a Hold

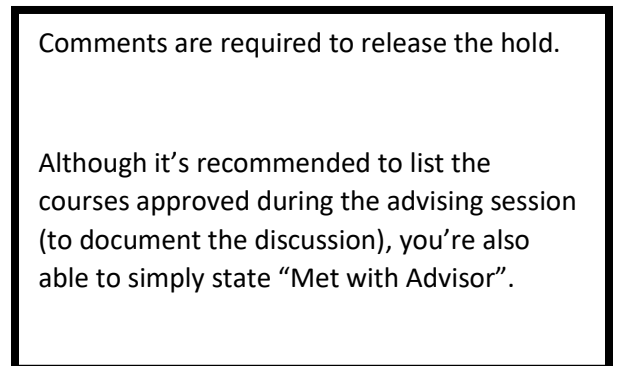
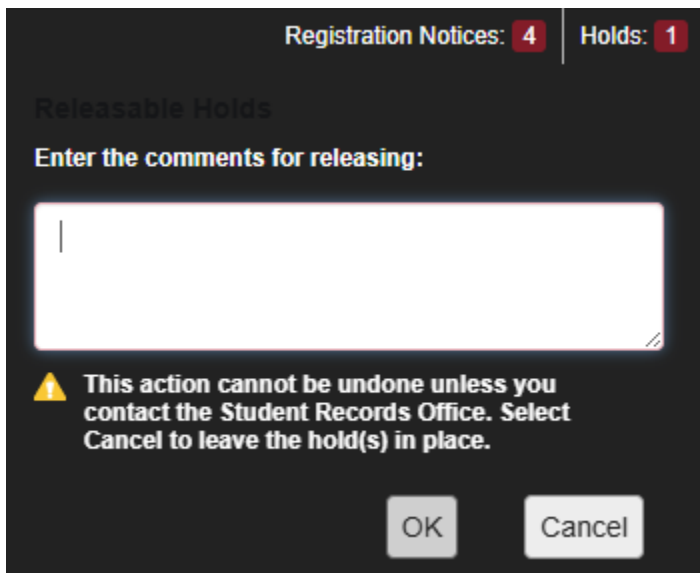
*\*Please note that only the primary Faculty Advisor is permitted to release the registration (advising) hold*

To release a hold, select the checkbox at the top left of the hold code

The registration (advising) hold is removed until added back to the student's record by the Registrar's Office just prior to the beginning of the next term registration period.



Select the Release button



**Notes**

- Advisors can add notes for the student to view on the Student Profile
- Please remember that all notes become a permanent part of a student's academic record
- Select the New button
- Choose a Category and Contact Type
- Select the checkbox for advisor or student view.

Student Information		Notes: <b>4</b>
<b>Bio Information</b>		
Email:	<a href="mailto:sthecatahoula@my.centenary.edu">sthecatahoula@my.centenary.edu</a>	
<b>General Information</b> <span style="float: right;">1</span>		
Level:	Undergraduate	
Class:	Sophomore	
Status:	Active	
Student Type:	Dummy Test Student	
Residency:	Louisiana Legal Resident	
Campus:	Main Campus	
First Term Attended:	Fall 2023	
Matriculated Term:	Not Provided	
Last Term Attended:	Spring 2024	
Leave of Absence:	Not Provided	
<b>Graduation Information</b>		
Graduation Applications:	Active(1)	
<b>Advisors</b>		
Primary / Major 1 Advisor	<a href="#">Centenary, Ladies&amp;Gents</a>	
Minor 1 Advisor	<a href="#">Currie, Amanda Joy</a>	
NonDegree Advisor	<a href="#">Rogers, Lalita</a>	

Student Information		Notes: <b>4</b>
+ New		Sort <span style="float: right;">▼</span>
Release Holds for Registration Hold. Met with advisor		10/23/2025
<i>Centenary, Ladies&amp;Gents</i> Release Hold Comment		▼
Release Holds for Registration Hold. Met with Advisor		10/23/2025
<i>Centenary, Ladies&amp;Gents</i> Release Hold Comment		▼
FERPA Information		09/09/2025
<i>Rogers, Lalita</i> FERPA Authorization		▼
Release Holds for Registration Hold. Advised student to take: ENGL 201, MATH 104, WAC 101, CHEM		09/03/2025
<i>Centenary, Ladies&amp;Gents</i> Release Hold Comment		▼

Category and contact type

The image shows two dropdown menus side-by-side. The left menu is titled 'Category' and has a dropdown arrow and an asterisk. It lists three options: 'Category', 'Advisor Comment', and 'Student Comment'. The right menu is titled 'Contact Type' and has a dropdown arrow. It lists six options: 'Contact Type', 'Advisor Question', 'Advisor Request for a Meeting', 'General Comment', 'Student Question', and 'Student Request for a Meeting'.

You can then view the note and enable student view

The image shows a form for creating a note. At the top left is a '+ New' button and at the top right is a 'Sort' dropdown. Below these is a large empty text area for the note content. Underneath the text area are two dropdown menus: 'Category' with an asterisk and 'Contact Type'. Below the dropdowns is a 'Viewable By:' section with three radio buttons: 'Advisor' (checked), 'Student', and 'Faculty'. At the bottom of the form are two buttons: 'Cancel' and 'Post Note'.