Student Profile in Banner 9 Faculty Self-Service – Viewing Information for Your Advisees

Student Profile offers quick information about your advisees

Log in to Banner Self-Service, click the Faculty Services Menu, then select Advising Student Profile.

Searching for Your Advisees

Select the appropriate term from the drop-down menu. You can search for a specific student by a Student ID 93#, student email address, or student name. If searching by 93# or email address, it must be exact (the full 93# or the full email address with @wm.edu). When searching by student name, use the Last Name, Preferred First Name format. The search results are responsive as you type in the search field. When you have selected the student you wish to view, select the button to “View Profile.”

You can also click the “View My Advisee Listing” hyperlink to view a list of all your advisees. More information about the Advisee List is on page 3.
Student Profile General Navigation Overview

This is the layout that will display when you access the profile for one of your advisees.

- View the registration time ticket, alternate PIN, and holds for your advisee by using your cursor to select the drop-down menus.
- Most students will only have a primary program. Select “Hours & GPA” to view earned credit hours and their overall GPA.
- The student’s schedule for the term in the upper left corner.
- Prior Education includes high school, college, and test score info.
- Example of a student with a hold.
- Use the additional links to access Degree Works and the Open Course list, or to view your advisee’s unofficial transcript or schedule (Week at a Glance).

Need assistance? Contact the Office of the University Registrar at registrar@wm.edu or 757-221-2800.
In addition to searching for individual students, advisors can view a list of their advisees by selecting a term and then selecting the “View My Advisee Listing” link.

The term selected in the drop-down menu will be the term used to display the courses in the “Registered Courses” section and the information in the “Registration Notices” drop-down.

For example, if it is the Fall 2022 term and you are advising your student for the Spring 2023 term, select the Spring 2023 term so you can view the registration time ticket information for the correct term.

Filtering Your Advisee Listing
Advisors can filter their advisee listing to view different populations of students. Select the “Filter” button on the right side and choose your filtering options. In the example below, the filter is for currently active students with an admit term of Fall 2022. Once you’ve selected your filters, click “GO” to filter the list.

You can choose to access your advisee’s profile from this list by selecting “View Profile” or clicking on their photo on the left side.