



BANNER FACULTY & ADVISOR SELF-SERVICE

Advising Student Profile

**Salt Lake Community College
Office Of Registrar and Academic Records**

General Information

The **Student Advisor Profile** is a SLCC application installed jointly by the Office of the Registrar and Information Technology Services. The application allows students to have an overall view of their academic information, and Advisors and Faculty Advisors to see a similar view of the academic information for their advisees, or potential advisees. The types of information available are:

- Student biographical information – Name, Email, Phone number, and Vandal Number
- General information – Academic Level, Class, Active Status, Student Type, Campus, and the First and Last Terms Attended
- Whether or not they have applied for graduation
- A list of all the advisors assigned to the student
- Their current curriculum, Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- A list of the student's current classes
- Notes
- Registration status
- Current Holds and the ability for a student's advisor to remove the Advisor Hold

The **Student Advisor Profile** is designed with mobile devices in mind, so the layout of the page will change depending on what device is being used to view it. Students can access the new application from the **Students** tab in SLCC. Advisors and Faculty Advisors can access it from the **Faculty & Advisors** tab in SLCC.

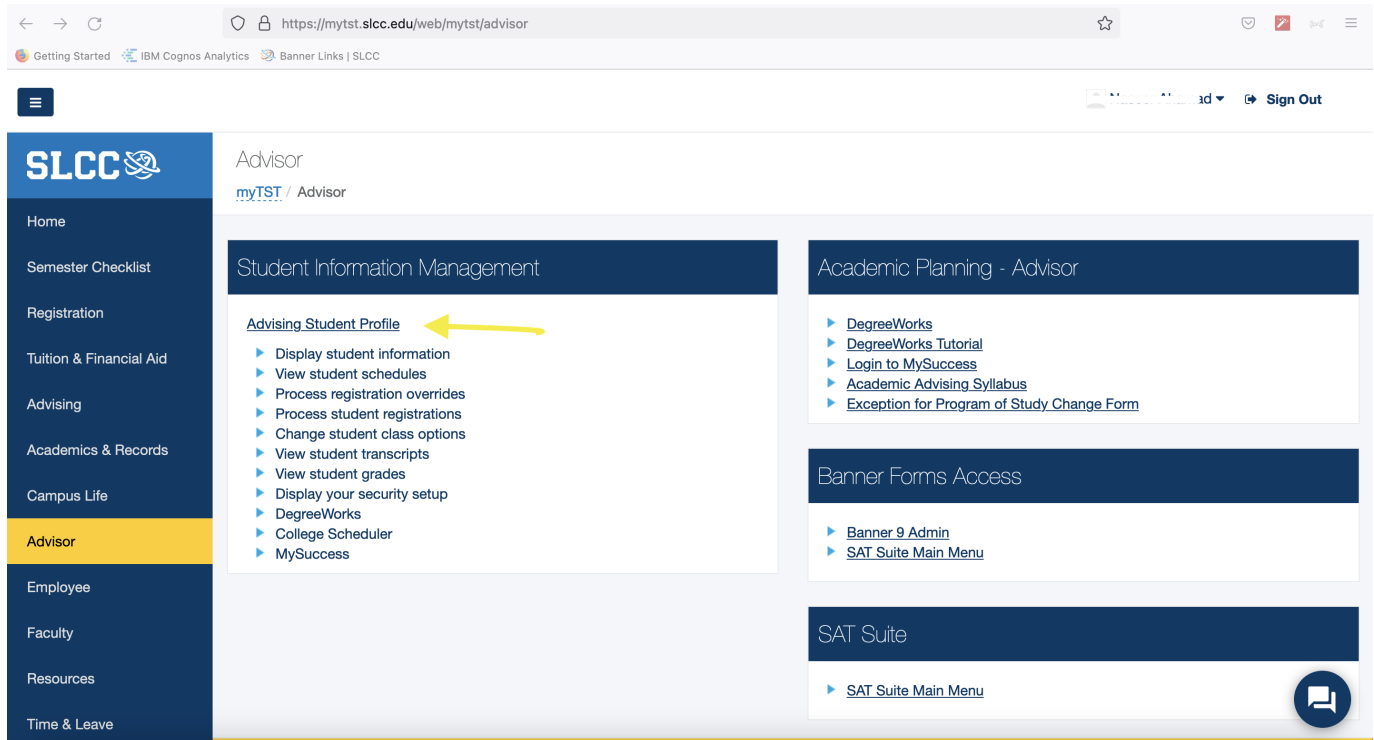


Figure 1 - SLCC Access to Student Profile

Advisee Search

When an Advisor clicks on the **Student Profile** link, a search page will open. They can then select the term they want to see information for and either search for a specific student or see a list of all their Advisees.



Figure 2 - Advisee Search

The text to the right of the screen gives instructions for how to use the page. You can hide the text by clicking on the triangle icon in the middle of the border separating the text from the rest of the page, or you can adjust the size of the instructions by dragging the border to the left or right.

You have the option of searching by the Student ID (Vandal Number or Student ID), any email address that is in Banner, or the student name (last name, first middle). When you search by name, partial matches will start to display after typing the first three letters of the last name, and change as you enter more characters. The list will include inactive as well as active students. After selecting the student you want, the **View Profile** button will become active.

Change term, search for a student, or view your advisee listing

Term

Fall 2017

View advisee listing, or search by

☐ Student ID
☐ Student Email
☒ Student Name

Student Name

Search Fall 2017

Student

Student, Joe A.
ID: V00
Email: test1@vandals.uidaho.edu

Student, Joe B.
ID: V00
Email: test2@vandals.uidaho.edu

Student, Joe C.
ID: V00
Email: test3@vandals.uidaho.edu

Student, Joe D.
ID: V00
Email: test4@vandals.uidaho.edu

To search for a student enter their name: Last, First Middle
e.g. Smith, John Martin

Figure 3 - Name Search

Advisee Listing

If you want to select one of your current advisees, or work with a subset of your advisees, you can click on the **View My Advisee Listing** link next to the **View Profile** button. The Advisee Listing page lists all of your advisees as of the term you selected on the **Advisee Search** page. By default, ten advisees are shown on each page, and you can change this to fifteen or twenty students per page, see the number of pages, and move between them or jump to the first or last page. In the images used in this manual, student photos are not included; in the active application, you will be able to see a photo of each of your advisees if one is available.

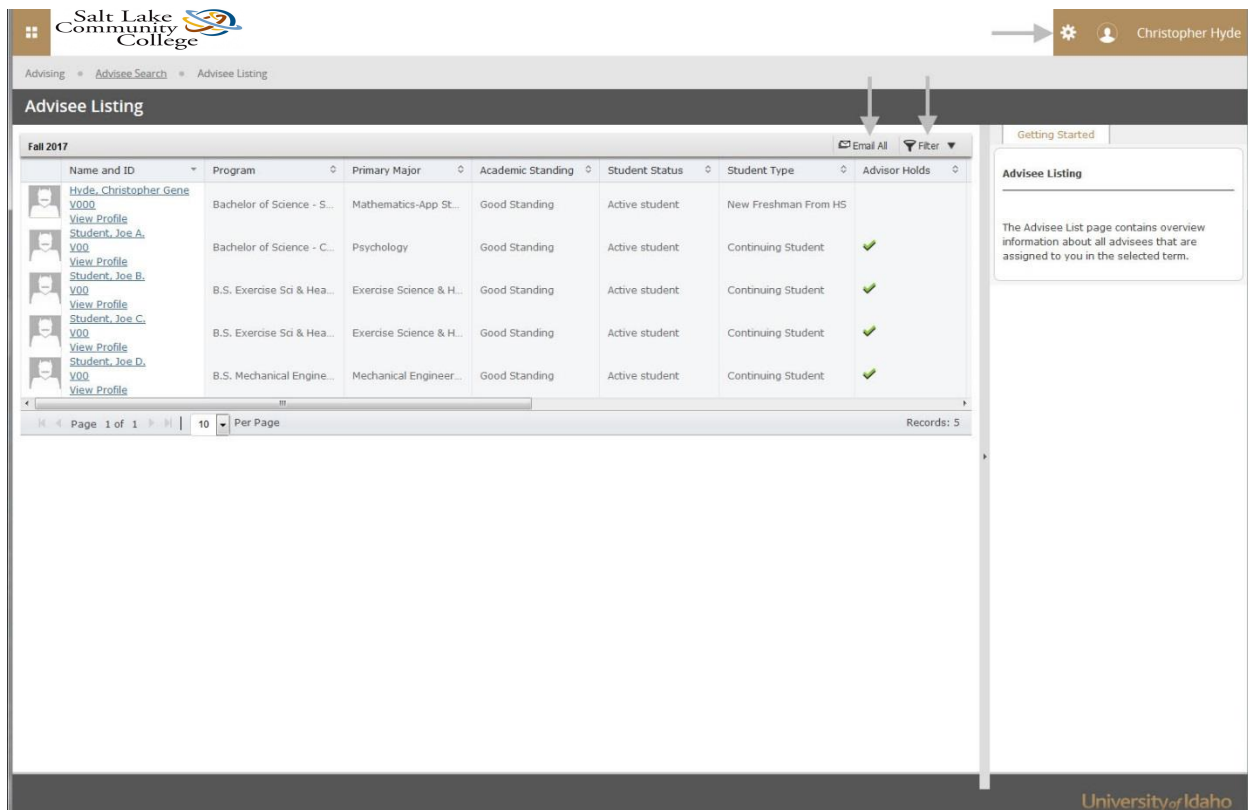


Figure 4 - Advisee Listing

You can sort your advisees by clicking on the column you want to sort by. Clicking on the column again reverses the sort order. You can rearrange the columns by dragging them to the left or right. However, the sort and new column order only apply to the current session.

Filtering Your Advisee List

You can filter your advisee list by clicking the **Filter** icon in the upper right corner of the bar above the column names. The resulting dropdown section will allow you to filter your advisee list by last name, first name, or middle name, as well as all the available columns. You can filter by more than one column if desired. After selecting your filter criteria, click on the **Go** button to filter your advisee list. You can clear your current filters by clicking on the **Clear All** button, or cancel your filter.



Figure 5 - Filter Box

When you have an active filter, the number of records found and a list of the current filters is displayed above the list of columns. You can remove an individual filter element by clicking on the **x** in the tab displaying the filter element. You can remove all your filters by clicking on the **Remove Filter** button.

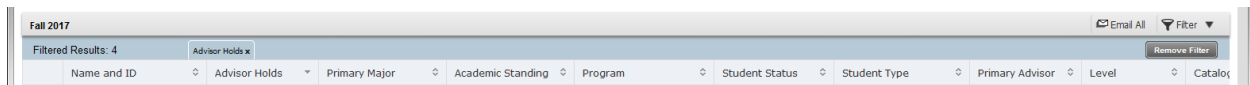


Figure 6 - Active Filter display

Email All Advisees

Clicking on the **Email All** button next to the **Filter** button will open an email using your default email application, with your advisees listed in the BCC column. Any active filter affects the advisees listed. For example, you could send an email to all of your advisees who still have an active **Advisor Hold**, by filtering on that column and then clicking on the **Email All** button.

Export Advisee List to Excel

If you click on the gear icon in the upper right of the page, just to the left of your name, you will be able to export your advisees as an Excel spreadsheet. You can export the list in either the newer Excel (xlsx) open file format, or the older (xls) proprietary file format. The export will include all the available columns in the list and will reflect any active filters.

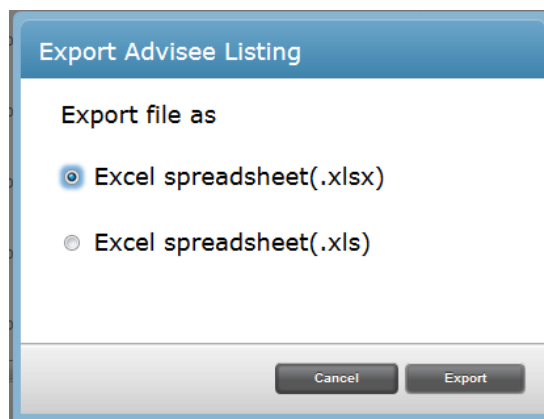


Figure 7 - Excel Export

Student Profile

The student profile page displays information about the student you have selected. It also includes links to other SLCC pages that you may find useful. In the screen images in this manual the student photos are displayed with the default photo icon, but in the actual application you will be able to see a photo of the student if one is available.

The screenshot shows the Student Profile page for Student Joe A. (V00) in Spring 2017. The page is divided into several sections:

- Header:** Salt Lake Community College logo, user name Christopher Hyde, and breadcrumbs: Advising > Advisee Search > Advisee Listing > Student Profile.
- Student Profile - Student, Joe A. (V00):** Term: Spring 2017, Standing: Good Standing, as of Fall 2016, Overall Earned Hours: 65, Overall GPA: 2.39, Registration Notices: 4, Holds: 2.
- Left Sidebar:** Student, Joe A. (with default photo icon), Curriculum and Courses, Prior Education and Testing, Additional Links (GPA & Credit Tracking, Degree Audit, Academic Transcript, Student Schedule, Registration Overrides, Week at a Glance, Schedule Planner, Advisee Grade Summary, Midterm Grades, Transfer Articulation, UI Home Page).
- Main Content Area:**
 - Student Information:** Notes: 2.
 - Bio Information:** Email: test1@vandals.uidaho.edu, Phone: Not Provided.
 - General Information:** Level: Undergraduate, Class: Junior, Status: Active student, Student Type: Continuing Student, Campus: Moscow, First Term Attended: Spring 2016, Last Term Attended: Fall 2016.
 - Graduation Information:** Graduation Applications: None.
 - Advisors:** Primary: Hyde, Christopher Gene, James, Sharon Odenweller.
 - CURRICULUM, HOURS & GPA:** Primary, Secondary, Hours & GPA tabs. Degree: B.S., Level: Undergraduate, Program: Bachelor of Science - CLASS, College: Letters Arts & Social Sciences, Major: Psychology, Department: Psychology/Communication Studys, Concentration: Not Provided, Minor: Communication Studies, Concentration: Not Provided.
 - REGISTERED COURSES:** Table with columns: Course Title, Details, CRN, Hours, Registration Status, Instructor.

Course Title	Details	CRN	Hours	Registration Status	Instructor
Principles of Microeconomics	ECON 202 ...	41173	3	**Web Registered...	Briand, Genevieve
Physiological Psychology	PSYC 372 ...	55082	3	**Web Registered...	Baer, Jason
Introduction to Anthropol...	ANTH 100 ...	63031	3	**Web Registered...	Instructor, Joe
Ind Dual:Power Yoga II	PEB 106 16	43172	1	**Registered**	Pekie, Anne
Interpersonal Communicat...	COMM 233...	70956	3	**Registered**	Carter, Diane

Figure 8 - Student Profile

The top of the Student Profile page, below the University logo and your name, contains breadcrumbs that allow you to navigate back to where you started. If you entered a particular student on the **Advisee Search** page, you can click on the link to return to it. If you went to your **Advisee Listing** page from the **Advisee Search** page, you will be able to navigate back to either page.

The screenshot shows the top portion of the Student Profile page for Student Joe A. (V00) in Fall 2017. The page is divided into several sections:

- Header:** Salt Lake Community College logo, user name Christopher Hyde, and breadcrumbs: Advising > Advisee Search > Advisee Listing > Student Profile.
- Student Profile - Student, Joe A. (V00):** Term: Fall 2017, Standing: Good Standing, as of Fall 2016, Overall Earned Hours: 65, Overall GPA: 2.39, Registration Notices: 4, Holds: 2.

Figure 9 - Student Profile Page Top

Under the breadcrumbs is the page title, the name, and the Vandal Number of the student you are currently viewing. Below that is some general information about the page and student:

- The term that you are currently viewing information for is displayed on the left; this is the term you selected on the **Advisee Search** page
- The student's academic standing and the term it was last calculated
- The overall hours earned by the student, and their overall GPA
- Registration Notices
- Active holds on the student's record

The left side of the page contains a photo of the student, and a list of links to other sections of the Student Profile as well as to other helpful SLCC pages.

In the center of the page are the **Student Information** and **Notes** tabs. The **Student Information** tab displays Biographical, General, Graduation and Advisor information about the current student.

The right side of the page contains curriculum, GPA, registered classes, previous schools and test scores.

Registration Notices

If you click on the **Registration Notices** link, an overlay will drop down that will display the student's registration notices. The number to the right of the link is the number of notices that are available. The notices show things that might prevent the student from registering for the term you are looking at. If there is a green check mark next to the item, then the status allows the student to register. A red checkmark indicates that there is a problem that needs to be addressed before the student will be able to register. Finally, the times that the student will be able to register for classes for the term selected are listed.

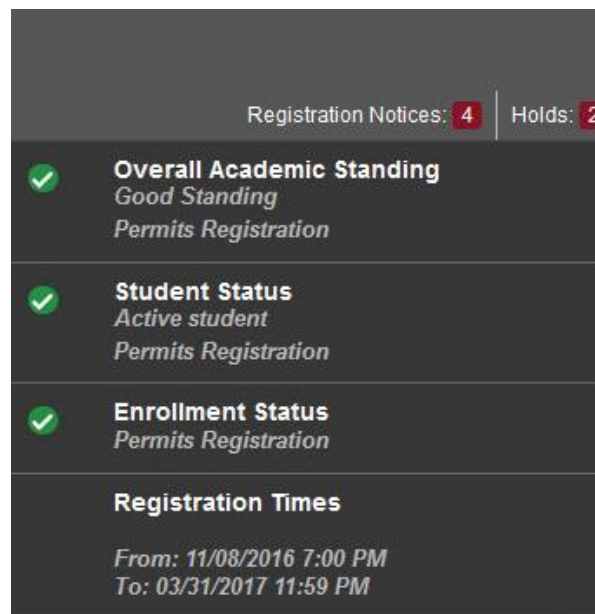


Figure 10 - Registration Notices

Holds

If you click on the **Holds** link, an overlay will drop down and display all the active holds on the student's record. The number to the right of the link displays the number of holds that the student has. If the

student has a hold that is not viewable for privacy reasons you will see text to that effect. Clicking on the triangle next to a hold will display more information.

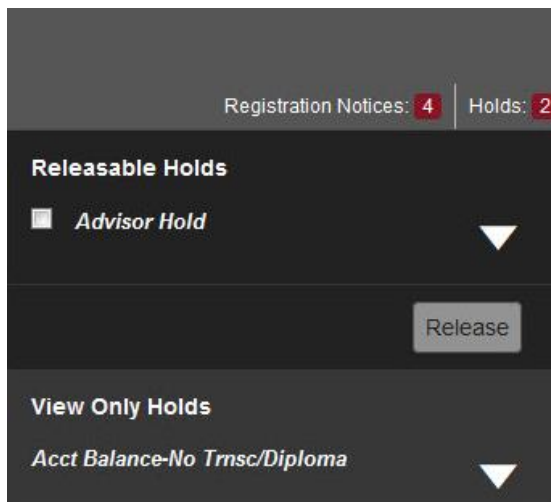


Figure 11 - Holds

If the student has a hold that you are authorized to remove, you will see a check box next to the hold and a greyed out **Release** button. If you want to remove the hold, click the checkbox, then the **Release** button. A new overlay will open and allow you to enter an optional note about why you are removing the hold and a warning that removing the hold cannot be undone. If you enter a note, it will be available in the **Notes** tab in the center of the page, and will only be viewable by other advisors.

Student Information Tab

The **Student Information** tab displays the following information about the student:

- Biographical Information
 - Email – you can click on the email link to send the student an email
 - Phone
- General Information
 - Level – Undergraduate, Graduate, Law, etc.
 - Class – freshman, sophomore, etc.
 - Status – Active, Inactive
 - Student Type – Continuing, New, etc.
 - Campus
 - First term attended
 - Last term attended
- Graduation Information
 - If the student has applied to graduate, you can click on the link and a new browser tab will open showing the SLCC **View Graduation Application** page for the student
- Advisors
 - A list of the student's current advisors. If you click on an advisor name, an overlay card will open with the advisor's photo, department and email address

Notes Tab

The **Notes** tab will show the number of notes that are available for viewing. You can write a note to a student, and they will be able to add a note in reply when they use the student version of the **Student Profile**.

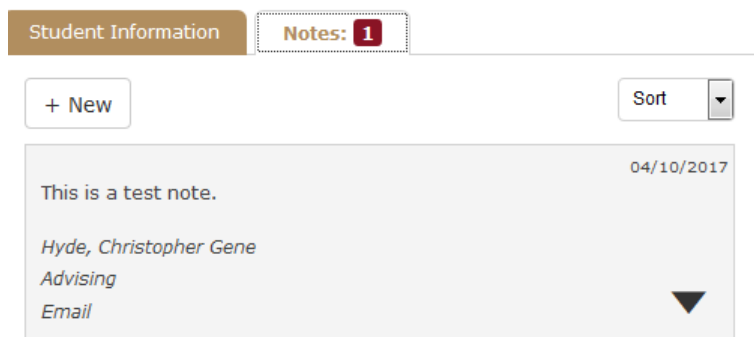


Figure 12 - Notes Tab

If there are a large number of notes, you can sort the notes by entry date, author or category.

You can create a new note by clicking the **+ New** button. By default, all notes are viewable by any advisor, including faculty advisors. You can also choose to allow the student to view the note. In addition, you will need to select a note Category and optionally a Contact Type for the note. Click on **Post Note** to post the note to the system, or **Cancel** to return without posting the note.

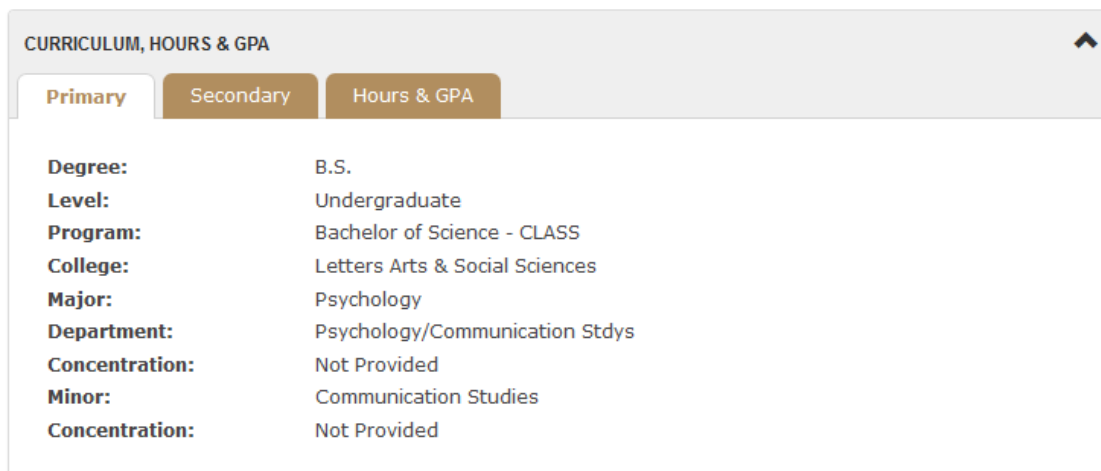
A screenshot of the "New Note" form. The interface has two tabs: "Student Information" and "Notes: 2". The "Notes" tab is active. Below the tabs, there is a "+ New" button on the left and a "Sort" dropdown menu on the right. The main area is a large text input field. Below the text field, there are two dropdown menus: "Category" and "Contact Type". Below these, there is a section labeled "Viewable By:" with two checkboxes: "Advisor" (checked) and "Student". At the bottom of the form, there are two buttons: "Cancel" and "Post Note". Below the form, there is a date "04/10/2017" and a note: "Release Holds for Advisor Hold. If you enter a comment here, it will also show up in the notes to".

Figure 13 - New Note

Once you post a note, you will not be able to edit or delete it. If it was a note written by you, you will be able to edit who is able to view it. Clicking on the triangle in the lower right corner of the note will allow you to adjust whom can view the note, it will also expand the note and allow you to see the entire note if it is longer than a couple of lines.

Curriculum and Courses

The **Curriculum, Hours & GPA** section on the right side of the page has three tabs. The first shows the student's **Primary** curriculum, and the second tab shows the student's **Secondary** and **Tertiary** curricula. The third tab contains the **Earned Hours** and **GPA** for transfer courses, institutional courses, and overall.



CURRICULUM, HOURS & GPA		
Primary	Secondary	Hours & GPA
Degree:	B.S.	
Level:	Undergraduate	
Program:	Bachelor of Science - CLASS	
College:	Letters Arts & Social Sciences	
Major:	Psychology	
Department:	Psychology/Communication Stdys	
Concentration:	Not Provided	
Minor:	Communication Studies	
Concentration:	Not Provided	

Figure 14 – Primary Curriculum Tab

Underneath the **Curriculum, Hours & GPA** section is the **Registered Courses** section, a listing of the courses that the student is registered for in the selected term. If desired, you can change the order of the columns by dragging them to the right or left. However, the new column order only applies to the current session. Clicking on an instructor will display an overlay card that has a photo, name, department, and email address for the instructor. Along the bottom of the section is the total hours the student is registered for and the minimum and maximum hours the student can register for.

CURRICULUM, HOURS & GPA					
Primary		Secondary		Hours & GPA	
Level	Type	Earned Hours		GPA	
Undergraduate	Institution	15		2.57	
Undergraduate	Transfer	50		2.33	
Undergraduate	Overall	65		2.39	

REGISTERED COURSES							
Course Title	Details	CRN	Hours	Registration Status	Instructor		
Principles of Microeconomics	ECON 202 ...	41173	3	**Web Registered...	Briand, Geneviev		
Physiological Psychology	PSYC 372 ...	55082	3	**Web Registered...	Baer, Jason		
Introduction to Anthropol...	ANTH 100 ...	63031	3	**Web Registered...	Instructor, Joe		
Ind Dual:Power Yoga II	PEB 106 16	43172	1	**Registered**	Pekie, Anne		
Interpersonal Communicat...	COMM 233...	70956	3	**Registered**	Carter, Diane		

Total Hours: Registered Hours: 13 Billing Hours: 13 CEU Hours: 0 Min Hours: 0 Max Hours: 20					
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Figure 15 – Hours & GPA and Registered Courses

Clicking on the chevron in the upper right corner of each area will collapse that area to save space on the screen.

Prior Education and Testing

Another view available on the **Student Profile** page is the **Prior Education and Testing** view. There is a link on the left side of the page under the student photo and the **Curriculum and Courses** link. Clicking on this link will replace the **Curriculum, Hours & GPA** and **Registered Courses** sections with two new sections, **Prior Education** and **Testing**.

PRIOR EDUCATION

Secondary Education

School Name	Graduation Date	Location	GPA
Skyline High School	06/05/2013	Idaho Falls, ID	3.23

Post Secondary Education

School Name	Degree Descript...	Attended Dates	Reported Hours	GPA
IDAHO STATE UNIVERSITY	No College Degree	09/01/2012 - 06/0...	9	2.43

TESTING

Records 13

Description	Score	Date	Source
ACT English	25	02/01/2013	Test Score Tape
ACT Math	18	02/01/2013	Test Score Tape
CHE Predictor Reqmnts Met	Y	10/31/2013	UI Test
COMPE CS200 Predictor Req Met	Y	10/31/2013	UI Test
COMPE CSPredictor Reqmnts Met	Y	10/31/2013	UI Test
COMPE Predictor Reqmnts Met	Y	10/31/2013	UI Test
ECE Predictor Reqmnts Met	Y	10/31/2013	UI Test
SAT Mathematics	430	01/26/2013	Test Score Tape
SAT Mathematics	540	04/01/2012	High School Transcript
SAT Mathematics	540	04/18/2012	Test Score Tape
SAT Verbal	450	04/01/2012	High School Transcript
SAT Verbal	450	04/18/2012	Test Score Tape
SAT Verbal	530	01/26/2013	Test Score Tape

Figure 16 - Education and Testing Areas

The **Prior Education** section lists all the high schools and post-secondary schools that the student has attended, when they attended, degree if they graduated, and their GPA.

The **Testing** section contains information about all the tests the student has taken. These include ACT, SAT, Advanced Placement, and UI based tests. You can sort the rows in this section by clicking on a column header.

Additional Links

The rest of the links on the left side of the page can be used to display other information about the current student. These links open a new browser tab and display the corresponding SLCC page. These links include:

- Degree Evaluation
- Academic Transcript
- Student Schedule
- Registration Overrides
- Week at a Glance

- Star Fish
- Application to Graduation
- View Grades
- Registration and Planning
- More Coming...