

**Directions for How to Obtain a List of Your Advisees and to
Determine Whether They Have Any Holds on Their Account**

November 2010

Log-in to My Charleston and go to the Faculty tab. Then, click on “Banner Self-Service”.

The screenshot shows the My Charleston website interface. At the top, there is a banner with the text "MYCHARLESTON" over a background image of trees. Below the banner, a navigation bar contains several tabs: Home, Help & Training, Library, Faculty (highlighted in red), Advising, Employee, My Workflow, and Finance. To the right of the tabs, there is a date "November 3, 2010".

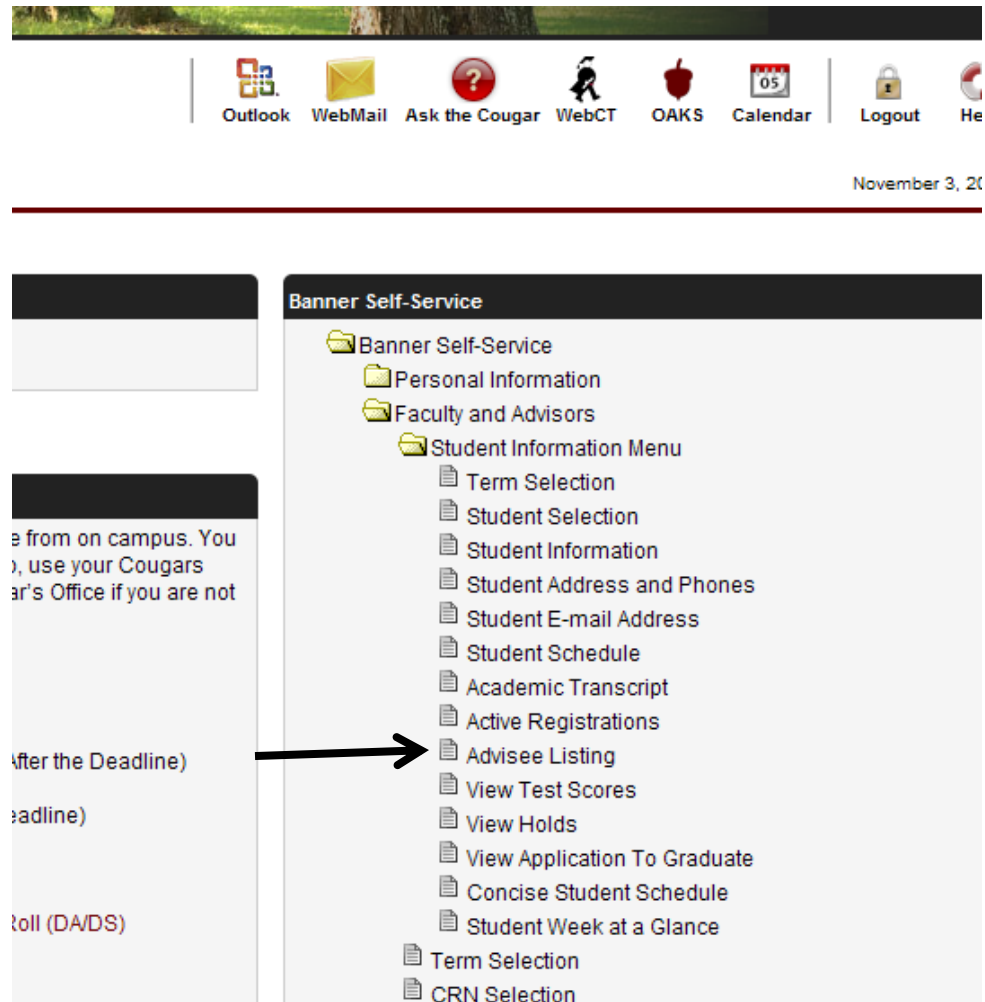
On the left side, there is a "Faculty Dashboard" section with a list of courses and a "More" link. Below it is a "Faculty Schedule" section with the text "Today is: Nov 03, 2010".

In the center, there is a "Registration Tools" section with a link "Concise Schedule (Look Up Classes)". Below it is a "Registrar Office Forms for Faculty" section with a list of forms: "Addition to the Grade Roll (Undergraduate)", "Addition to the Grade Roll (Graduate)", "Application for Enrollment in Bachelor's Essay", "Application for Enrollment in Bachelor's Essay (After the Deadline)", "Application for Individual Enrollment", "Application for Individual Enrollment (After the Deadline)", "Change of Grade (Undergraduate)", "Change of Grade (The Graduate School)", and "Deletion from the Grade Roll (D&DS)".

On the right side, there is a "Banner Self-Service" section with a link "Banner Self-Service". Below it is a "Faculty Governance" section with links "Faculty Elections", "Faculty Senate", "Faculty Committees", and "Secure Server Reports (on campus access)". At the bottom right is a "Faculty Policies and Practices" section with a link "Policies and Practices".

A black arrow points from the "Concise Schedule (Look Up Classes)" link in the "Registration Tools" section to the "Banner Self-Service" link in the "Banner Self-Service" section.

Once the Banner Self-Service folder opens: click on the “Faculty and Advisors” folder; then click on the “Student Information Menu”. Then click on “Advisee Listing”.



When you click on Advisee Listing, you'll be asked to "Select Term". Select the appropriate semester for which you would like to view your advisees. Then click "Submit"

COLLEGE OF CHARLESTON

Back to Faculty Tab

Outlook WebMail Ask the Cougar WebCT OAKS Calendar Logout Help

Personal Information Faculty Services Employee Finance

Search

RETURN TO MENU SITE MAP HELP

Select Term

Select a Term: 2011 Spring

RELEASE: 8.1

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To determine whether your advisee has a hold on her/his account, click on the View link. If this student has a required advising hold for Sociology, it will be reported here.

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