

Advisor Self-Service

Contents

[Advisee Search](#)

[Student Advising Profile](#)

[Registration Notices, Holds, and Notes](#)

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



The screenshot shows the top of the dashboard with a blue header bar. On the left of the header is a white grid icon and the text 'ellucian'. On the right are a gear icon and a user profile icon. Below the header, the main content area has a light gray background. At the top of this area is the title 'Faculty and Advisor Dashboard'. Below the title is a user profile section with a placeholder for a profile picture, the text 'Hello [redacted]', and a welcome message: 'Welcome to the new faculty dashboard! We are excited to offer you several new features in one space. To navigate through your faculty or advisor information, click on the menu tree (grid) in the top left corner of this page. (Desktop shortcut is Alt+M)'. Below this is contact information: 'If you have any questions, please call 937.376.6232 or email the Registrar'. Then it says 'Here are some quick links to get you started:'. Below this are three columns of links. The first column is titled 'Faculty Tools' and lists: Class List, Registration Permits, Faculty Attendance Tracking, Grade Entry, Faculty Detail Schedule, Faculty Week at a Glance, Office Hours, and Faculty Assignments. The second column is titled 'Advisor Tools' and lists: Advising Student Profile. The third column is titled 'Personal Information' and lists: Personal Information.

ellucian

Faculty and Advisor Dashboard

Hello [redacted]

Welcome to the new faculty dashboard! We are excited to offer you several new features in one space. To navigate through your faculty or advisor information, click on the menu tree (grid) in the top left corner of this page. (Desktop shortcut is Alt+M)

If you have any questions, please call 937.376.6232 or email the Registrar

Here are some quick links to get you started:

Faculty Tools	Advisor Tools	Personal Information
• Class List • Registration Permits • Faculty Attendance Tracking • Grade Entry • Faculty Detail Schedule • Faculty Week at a Glance • Office Hours • Faculty Assignments	• Advising Student Profile	• Personal Information

ADVISEE SEARCH

To find your advisees select the Advisee Search from the Dashboard links or 4 grid menu



[Advising](#) • [Advisee Search](#)

Advisee Search

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

Term

Fall 2025

▼

View advisee listing, or search by

☒ Student ID

☐ Student Email

☐ Student Name

Enter search information

Student ID

View Profile

[View My Advisee Listing](#)

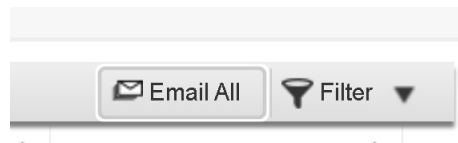
The profile is term-based so please ensure you select the desired term in the Advisee search.

Search options include:

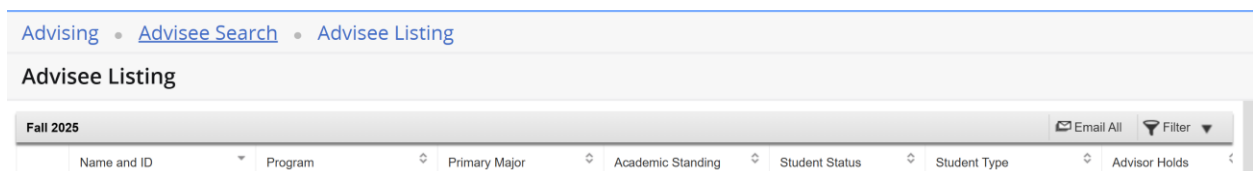
- ID
- Email
- Name

You can also select the advising listing link, which will populate a list of all advisees assigned to you for that term

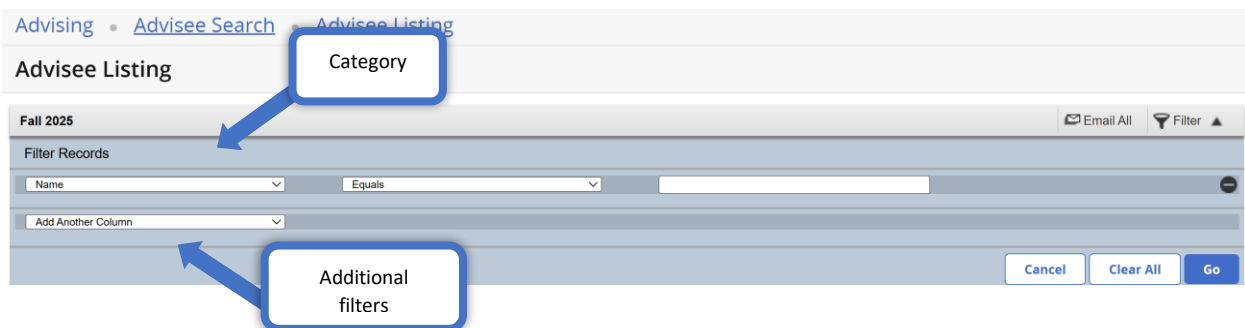
There is an email option at the top right of the list that will let you email your advisees, either the full list or a smaller filtered group.



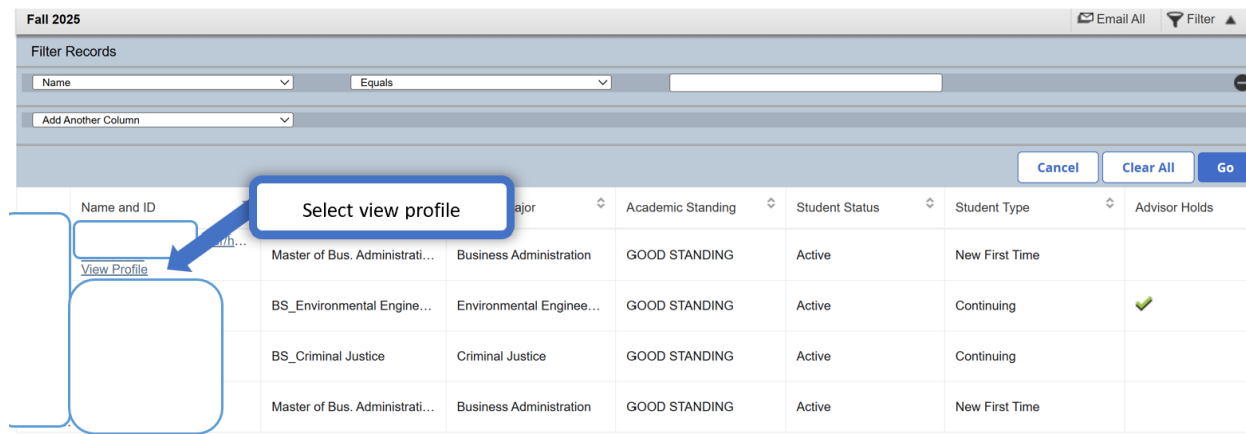
The categories can be ordered alphabetically by using the arrows in each column.



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



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



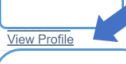
Fall 2025 Email All Filter

Filter Records

Name Equals

Add Another Column

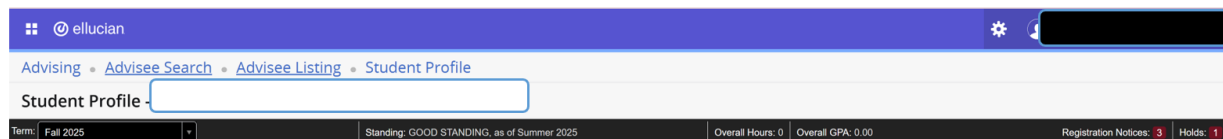
[Cancel](#) [Clear All](#) [Go](#)

Name and ID	Major	Academic Standing	Student Status	Student Type	Advisor Holds
 View Profile Master of Bus. Administrati...	Business Administration	GOOD STANDING	Active	New First Time	
BS_Environmental Engine...	Environmental Enginee...	GOOD STANDING	Active	Continuing	
BS_Criminal Justice	Criminal Justice	GOOD STANDING	Active	Continuing	
Master of Bus. Administrati...	Business Administration	GOOD STANDING	Active	New First Time	

STUDENT ADVISING PROFILE

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.



ellucian Settings Search

Advising • [Advisee Search](#) • [Advisee Listing](#) • [Student Profile](#)

Student Profile

Term: Fall 2025	Standing: GOOD STANDING, as of Summer 2025	Overall Hours: 0	Overall GPA: 0.00	Registration Notices: 3	Holds: 1
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Program Information

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

The screenshot shows the 'Student Profile' page in the ellucian system. The left sidebar contains navigation links: Curriculum and Courses, Prior Education and Testing, Additional Links, Degree Evaluation, Registration and Planning, Personal Information, View Grades, Academic Transcript, and Apply to Graduate. The main content area is divided into sections: Student Information (with Bio and General Information), Curriculum, Hours & GPA, and Registered Courses. Callouts with arrows point to specific elements: 'Left Bar Navigation' points to the sidebar, 'Advisors' points to the 'Advisors' section, 'Program Information' points to the 'Curriculum, Hours & GPA' section, and 'Registration Information' points to the 'REGISTERED COURSES' section.

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

Curriculum and Courses

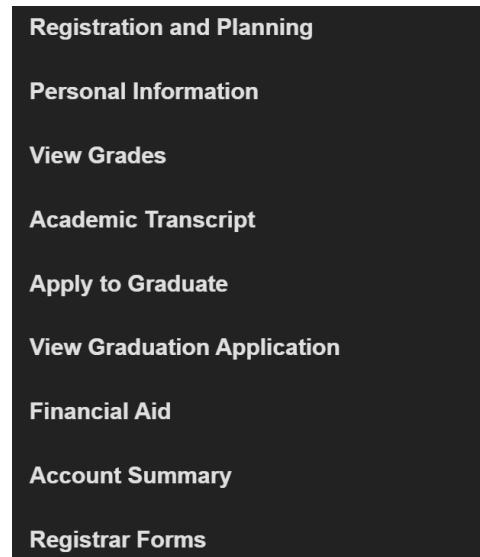
Prior Education and Testing

Additional Links

PRIOR EDUCATION				
Secondary Education				
No data available.				
Post Secondary Education				
School Name	Degree Description...	Attended Dates	Reported Hours	GPA
LAS POSITAS COLLEGE	No Degree		70	3.42
TESTING				
There are no Test Scores for this student.				

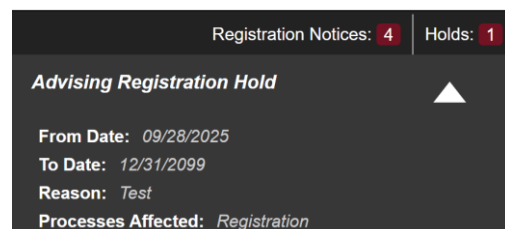
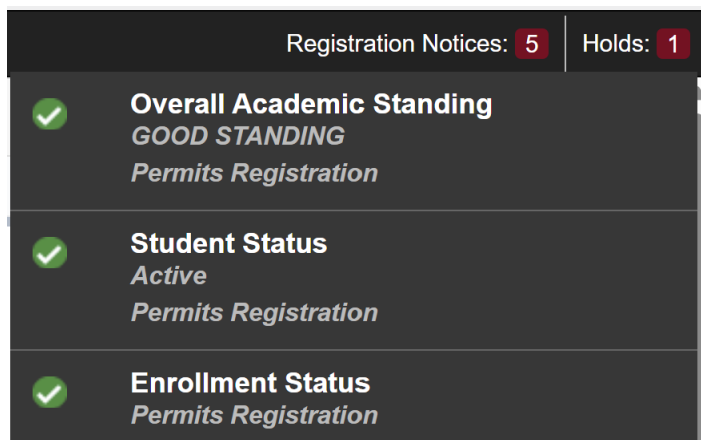
Left Bar Navigation

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



- 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

REGISTRATION NOTICES, HOLDS, AND NOTES



- 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 Faculty Advisors are permitted to release holds*

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

The 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

Registration Notices: **3**
Holds: **1**

Releasable Holds

☒ **Advising Registration Hold**

Reason: *testing hold*
From Date: *10/08/2025*
To Date: *12/31/2099*
Processes Affected: *Registration*

Release

Registration Notices: **3**
Holds: **1**

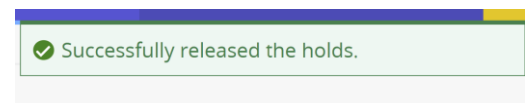
Releasable Holds

Enter the comments for releasing:

⚠ Comments are optional

OK Cancel

A banner will display to show that the hold was successfully released.



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: 2

+ New

Sort ▾

Commenting a new note in the student profile

Test Note Comment ▾ *

Test Note ▾

Viewable By:

☒ Advisor ☒ Student

Cancel

Post Note

Category and contact type

Category ▾ *

Category

Advisor Comment

Student Comment

Contact Type ▾

Contact Type

Advisor question

Advisor request for meeting

General comment

Student question

Student request for meeting

You can then view the note and remove the student view

**the student could have already viewed the note*

10/08/2025

Commenting a new note in the student profile

she/her/hers

Test Note Comment

Test Note

Viewable By:

☒ Advisor ☒ Student

Student Information

Notes: 3

+ New

Sort ▾

10/08/2025

Commenting a new note in the student profile

she/her/hers

Test Note Comment

Test Note

Viewable By:

☒ Advisor ☐ Student

Cancel

Save

Student Information

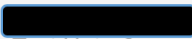
Notes: 3

+ New

Sort ▾

10/08/2025

Commenting a new note in the student profile

 she/her/hers

Test Note Comment

Test Note



Viewable By:

☒ Advisor ☐ Student

Cancel

Save