

## How to Search for your list of Advisees' and their Registration PIN

1. Go to Banner web home page at:

[https://bannerweb.utica.edu/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage)

2. Sign in to the secure area.
3. Click on “**Faculty Services**”.
4. Click on “**Advising Student Profile**”.



### Faculty and Advisors

[Student Search \(9X\)](#)

[Enter Grades \(9x\)](#)

Banner 9x Grade Entry

[Class Lists \(9x\)](#)

Banner 9x Class Lists

[Track Attendance \(9x\)](#)

Banner Faculty Attendance Tracking 9.x

[Assignments \(9x\)](#)

[Syllabus \(9x\)](#)

Syllabus

[Registration Overrides \(9x\)](#)

Registration Overrides

[Office Hours \(9x\)](#)

Office Hours

[Faculty Detail Schedule \(9x\)](#)

[Faculty Week at a Glance \(9x\)](#)

[Advising Student Profile \(9x\)](#)

[Registration History \(9X\)](#)

[Student Week At a Glance \(9X\)](#)

[Click Here](#)

Select Term and then click on “View My Advisee Listing”

Advising • Advisee Search

## Advisee Search

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

Term  
Summer 2022

View advisee listing, or search by

Student ID  
 Student Email  
 Student Name

Student ID


[View Profile](#) [View My Advisee Listing](#)

Your advisee list will appear. You can now view their registration PIN by

- Click on “View Profile”

### Advisee Listing

Fall 2022

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type
 <a href="#">View Profile</a>	MHA-Health Care Adminis...	MHA-Health Care Administration	Standing	Active	Continuing

- Click on “**Registration Notices**” on upper right-hand side of page. The **registration PIN** will be in the drop-down list.

The screenshot shows a student profile page with the following sections:

- Left Sidebar:**
  - Term: Fall 2022
  - Curriculum and Courses
  - Prior Education and Testing
  - Additional Links
  - Degree Evaluation
  - Academic Transcript
  - Work at a Glance
  - View Grades
- Profile Information:**
  - Bio Information:** Email, Phone, Date of Birth, Ethnicity, Race, Citian, Citizenship, Emergency Contact, Emergency Phone.
  - General Information:** Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Last Term Attended, Leave of Absence.
  - Graduation Information:** Graduation Applications, Awarded Degree, Term, Date.
  - Advisors:** Primary / Success Coach, Academic Advisor, Academic Advisor.
- Curriculum, Hours & GPA:**
  - Primary:** Degree: Master of Health Administration, Study Path: Not Provided, Level: Graduate, Program: Health, Health Care Administration, College: Business and Justice Studies, Major: Health Care Administration, Department: Not Provided, Concentration: Not Provided, Minor: Not Provided, Admission: Not Provided, Admit Term: Graduate Spring 2021, Catalog Term: Spring 2021.
  - Secondary:** Hours & GPA
- Registered Courses:**

Course Title	Details	CRN	Hours	Status
Capstone Project(DL)	HCA 875.21		3	Registered
Perspectives in Gerontology(DL)	AGE 503.21		3	Registered

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18
- Right Sidebar:**
  - Overall Academic Standing:** Good Standing, Periods Registered
  - Student Status:** Active, Periods Registered
  - Enrollment Status:** Periods Registered
  - Registration PIN Assigned:** Student ID# 202288 (Circled in red)
  - Time Tickets:** From: 03/21/2022 12:00 AM, To: 01/10/2022 11:59 PM