

# Banner XE Student Profiles - OLD

This document has been updated. The new version can be viewed here: [Banner XE Student Profiles guide](#)

\*\*\*\*\*OLD\*\*\*\*\*

These pages will guide you through viewing and using Banner XE Student Profiles. Student Profiles allow you to view detailed information about a student, access links to student records (transcript, schedule, etc.), store notes, and view or remove advisor holds. Access Profiles from the [Advisee Search](#) or your [Advisee Listing](#).

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- [Student Profile Overview](#)
- [Description of Features](#)
- [Add Notes to Your Advisee's Profile](#)
- [Remove an Advisor Hold](#)


Questions? Email [advising-center@bethel.edu](mailto:advising-center@bethel.edu) or call x6437.

## Student Profile Overview

The screen capture below shows the Student Profile for a sample student (“Susie Test”). Important features are labeled in **green**. See [below](#) for a description of each labelled feature.

## Student Profile - Test, Susie (105067) CONFIDENTIAL

Term: Fall 2017 - CAS Standing: No Calculation, as of Sum... Overall Hours: 111 Overall GPA: 3.08 8 Registration Notices: 4 Holds: 2



CONFIDENTIAL

Test, Susie

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1 **Student Information** 3 Notes: 4

**Bio Information**

Email:	<a href="mailto:ftt22534@bethel.edu">ftt22534@bethel.edu</a>
Phone:	Not Provided
Gender:	Male
Date of Birth:	01/01/1901
Ethnicity:	Not Hispanic or Latino
Race:	Not Provided
Citizen:	Not Provided
Citizenship:	Not Provided
Emergency Contact:	Not Provided
Emergency Phone:	Not Provided

**General Information** 1

Level:	Undergraduate
Class:	CAPS Senior
Status:	Inactive
Student Type:	Continuing
Residency:	Undeclared
Campus:	St. Paul
First Term Attended:	Fall 2004
Matriculated Term:	Not Provided
Last Term Attended:	Fall 2018 - CAPS/GS
Leave of Absence:	Not Provided

**Graduation Information**

Graduation Applications: None

**Advisors** 2

Primary / Major	<a href="#">Seaberg, Gary Donald</a>
Major	<a href="#">Conrath, Patrice Lennae</a>
Major	<a href="#">Warren, Rebekah Jean</a>

**CURRICULUM, HOURS & GPA**

<span style="color: green; font-weight: bold;">4</span> Primary	<span style="color: green; font-weight: bold;">5</span> Secondary	<span style="color: green; font-weight: bold;">6</span> Hours & GPA
<hr/>		
Degree:	Bachelor of Arts	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	Business: Marketing	
College:	College of Arts & Sciences	
Major:	Business	
Department:	Business	
Concentration:	Marketing	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Conditional	
Admit Term:	Fall 2009 - CAS	
Catalog Term:	Fall 2016 - CAPS/GS	

7 REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0  
| Max Hours: 18

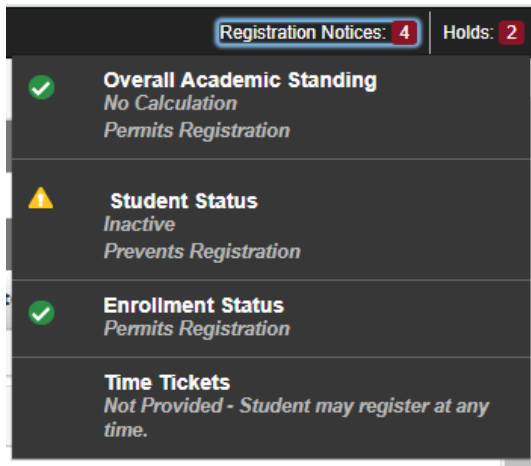
The screenshot displays the Student Profile for Susie Test (105067) in the ellucian system. The page is marked as 'CONFIDENTIAL'. The top navigation bar includes the ellucian logo, a settings icon, and the user name 'Ms. Patrice Lennae Conrath'. The main header shows 'Student Profile - Susie Test (105067) CONFIDENTIAL' with a '9' next to it. Below the header, a status bar indicates 'Term: Fall 2018 - CAS', 'Standing: No Calculation, as of Summer 2016 - ...', 'Overall Hours: 134', 'Overall GPA: 3.06', '8 Registration Notices: 4', and 'Holds: 2'. The main content area is divided into several sections: 'Student Information' (tab 1), 'Notes: 5' (tab 3), and 'CURRICULUM, HOURS & GPA'. The 'Student Information' section includes 'Bio Information' (Email: 6022534@bethel.edu, Gender: Male, Date of Birth: 01/01/1901, etc.) and 'General Information' (Level: Undergraduate, Class: CAPS Senior, Status: Active, etc.). The 'CURRICULUM, HOURS & GPA' section has three tabs: 'Primary' (tab 4), 'Secondary' (tab 5), and 'Hours & GPA' (tab 6). The 'Primary' tab shows details like Degree: Bachelor of Arts, Study Path: Not Provided, Level: Undergraduate, Program: Biology: BA, College: College of Arts & Sciences, Major: Biology: BA, Department: Biological Sciences, Concentration: Not Provided, Minor: Not Provided, Admit Type: Conditional, Admit Term: Fall 2009 - CAS, and Catalog Term: Fall 2018 - CAS. Below this is the 'REGISTERED COURSES' section (tab 7), which currently shows 'Not Registered'. At the bottom of this section, it displays 'Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18'. A left sidebar contains navigation links: 'Susie Test', 'Curriculum and Courses' (10), 'Prior Education and Testing', 'Additional Links' (11), 'Banner Degree Evaluation (before 17-18)', 'Degree Works (17-18 forward)', 'Academic Transcript', 'Student Schedule', 'Week at a Glance', 'Registration and Planning', 'Registration Overrides', and 'Initial Registration Info' (12).

**Note:** At certain window sizes/zoom levels, an alternate display of the Student Profile appears with elements stacked vertically instead of laid out horizontally to maximize screen space. To view the layout shown above, you may need to zoom out or expand your browser window.

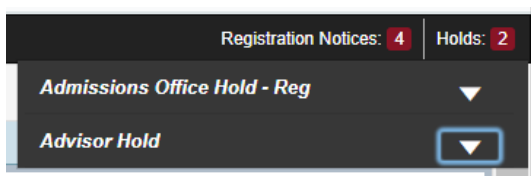
## Description of Features

1. The **“Student Information”** tab lists basic information about a student, including email address, student type, first term attended, and more.
2. In the Student Information tab, the **Advisors** section lists a student’s primary and other advisors.
3. The **“Notes”** tab next to the Student Information tab is where notes were previously kept. Please keep all future notes in Degree Works. See [Add Notes to Your Advisee’s Profile](#) below for more details.
4. The **“Primary”** curriculum tab lists a student’s primary major/emphasis, minor, admit term, catalog term, and other information.
5. The **“Secondary”** curriculum tab lists a student’s second major and additional minor(s) if applicable.
6. The **“Hours and GPA”** tab gives an overview of a student’s institutional, transfer, and overall credit hours.
7. **“Registered Courses”** shows a summary of a student’s registration and total credit hours for the current semester. Where instructors are listed, you can hover over an instructor’s name to see a preview of their Directory information.

- Click “Registration Notices” to view any impediments to a student’s registration other than holds:



- Click “Holds” to view any holds on a student’s record. You can also remove holds here (see [Remove an Advisor Hold](#) below):



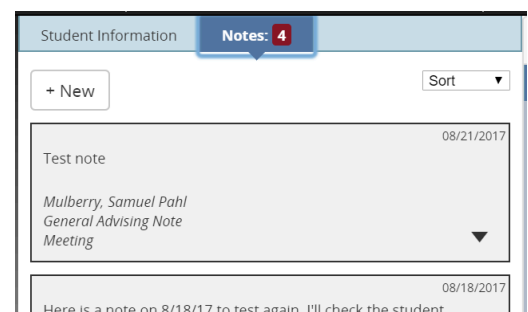
- On the left side of the Student Profile is a menu with several links. The first “Curriculum and Courses” link is the default view; click “Prior Education and Testing” to see a student’s educational history and test scores (look on the right half of the profile screen where curriculum and registration information was located in the default view).
- Under the “Additional Links” heading, you will see links to several areas of a student’s records. From these, you can navigate directly to an advisee’s Degree Evaluation, Transcript, Detail Schedule, and more.
- The “Initial Registration Info” link brings you to a PDF of the student’s **Academic Registration Information Form**. This is the form incoming students complete that we use to build their first semester schedule. Looking through this form is a great way to start getting to know a student and understanding their goals.
  - \*\*\*Note\*\*\*** As of August 2017, this Initial Registration Info link only works for students who started at Bethel in Fall 2017. We are working on getting this link to work for previous classes.
  - On the PDF of the Academic Registration Information Form, you may find it particularly helpful to notice the “Additional Comments” section (these are comments left by students when they complete the form) and the “Registration Comments” section (these are comments made by the Registrar’s Office when changes are made to a student’s initial schedule, or when there are special circumstances, like outstanding test scores, that may impact a student’s schedule).

## Add Notes to Your Advisee’s Profile

You can create, store, and view advising notes in the Banner XE Student Profile. **Because these notes are considered part of a student’s academic record, they will be viewable by the student.** They can also be viewed by a student’s other advisors (current or future) to help create continuity in a student’s advising experience.

To **view** notes, click the “Notes” tab next to the Student Information display (see #3 above). You can also sort notes by date, author, or category to find information more easily (click the “Sort” dropdown menu).

Students can view notes through the “My Advisor” channel in MyBethel. In that channel, there is a link to “View Advising Notes.”



To create a note:

1. Click the “+ New” button at the top left corner of the Notes tab
2. Type your note
3. Select a Category from the dropdown menu (“General Advising Note”)
4. Select a Contact Type from the dropdown menu
5. Click “Post Note”

**You cannot edit or delete notes once they are posted.**

Student Information | Notes: 4

+ New | Sort

This is my sample note text.

General Advising Note \*

Email

Viewable By:

Advisor  Student

Cancel | Post Note

## Remove an Advisor Hold

You can remove advisor holds from the Student Profile display. To do this:

1. Click “Holds” at the top right corner of the Profile (see #9 above) to view all holds on a student’s record
2. Click the white dropdown arrow next to “Advisor Hold”
3. Click the checkbox for “Remove Advisor Hold”
4. You can add a note about the hold if you want. Your note will be saved in the “Notes” tab.