

Accessing the Student Information for Advisement only

To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Faculty and Advisors**. The **Faculty and Advisors Menu** appears.

The screenshot shows the 'Main Menu' page. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main content area has a yellow horizontal line and the text 'Welcome to Prairie View A&M University!'. Below this, there are links for 'Personal Information' (with a sub-description: 'Update addresses, contact information or marital status; review name or social security number change information; Change your PIN.'), 'Faculty and Advisors' (with a sub-description: 'View class lists, enter office hours, enter grades, advisee listing, register students and view advisee information.'), and 'WebCT.com, The e-Learning Hub' (with a sub-description: 'Find online help, research tools, discussions, and more!'). At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, it says 'Powered by SunGard SCT'.

2. On the **Faculty and Advisors Menu**, click **Student Information Menu**. The **Student Information Menu** appears.

The screenshot shows the 'Faculty and Advisors' page. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area has a yellow horizontal line and the text 'Student Information Menu' with a sub-description: 'View student addresses, telephone numbers, email address, schedule, academic transcript, registration history, test scores and holds. Register advisees.'. Below this, there are links for 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', 'Week at a Glance', 'Detail Class List', and 'Summary Class List'. At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, it says 'Powered by SunGard SCT'.

3. On the **Student Information Menu**, click on **Term Selection** (this is required for any new log in session in Banner Panthertracks.)

The screenshot shows the 'Student Information' page. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area has a yellow horizontal line and a list of links: 'Term Selection', 'ID Selection', 'Student Information', 'Student Address and Phones', 'Student E-mail Address', 'Student Schedule', 'Registration Overrides', 'Add or Drop Classes', 'Academic Transcript', 'Electronic Gradebook for a Student', 'Degree Evaluation', 'Active Registrations', 'Registration History', 'Advisee Listing', 'View Test Scores', and 'View Holds'. At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, it says 'Powered by SunGard SCT'.

4. Select the Term and click **Submit**. Select the **Student Information Menu** again.

Select Term

Select a Term:

RELEASE: 6.1

Finding a student

5. At the **Student Information Menu**, select **ID Selection**.

Personal Information **Faculty Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information


[Term Selection](#)
[ID Selection](#)
[Student Information](#)
[Student Address and Phones](#)
[Student E-mail Address](#)

6. At the **Student and Advisee ID Selection**, enter the Student ID number or search for an Advisee Last or First Name and click the **Submit** button.

Personal Information **Faculty Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Advisee ID Selection Fall 2008

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

7. The **Student Verification** page will display. Click the **Submit** button if this is the student record you seek or select **ID Selection** to search for another student record.

Personal Information Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Student Name is the name of the student or advisee that you selected.

Submit

[ID Selection]

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8. The **Student Information** page will display. Review the available information for the student. At this time all previous academic course work can be verified in the SIS system.

Personal Information Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Add or Drop Classes

9. If your department has had the opportunity to assign the student as your advisee, you can click on **Advisee Listing**.

Student Information

- [Term Selection](#)
- [ID Selection](#)
- [Student Information](#)
- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [Student Schedule](#)
- [Registration Overrides](#)
- [Add or Drop Classes](#)
- [Academic Transcript](#)
- [Electronic Gradebook for a Student](#)
- [Degree Evaluation](#)
- [Active Registrations](#)
- [Registration History](#)
- [Advisee Listing](#)
- [View Test Scores](#)
- [View Holds](#)

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10. If your department has had the opportunity to assign the student as your advisee, you can click on **Advisee Listing**. Here the **Alternate Registration PIN** is displayed. **The student must have the Alternate Registration PIN to be able to register via Panthertracks.** Your departmental secretary can also provide you with the **Alternate Registration PIN**.

Personal Information **Faculty Services**

Search RETURN TO MENU SITE MAP HELP EXIT

Advisee Listing

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
STUDENT NAME	P10034005	Major	999999	View	View	View	View	View

Email your advisees

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