

Advisor Self-Service

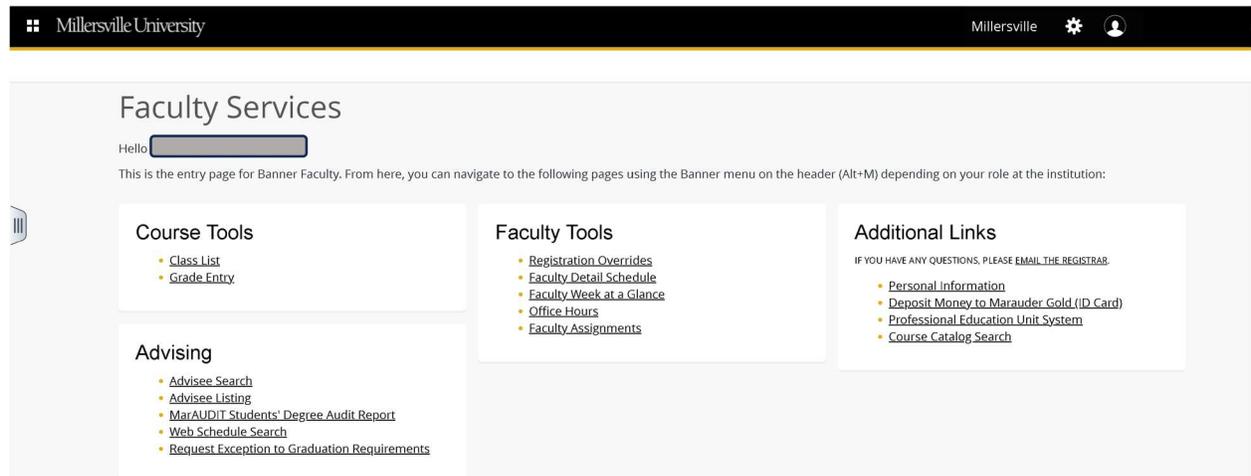
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The Faculty Services Dashboard is where you will find a number of links for Faculty and Advisors



The screenshot shows the Faculty Services Dashboard. At the top, there is a navigation bar with the Millersville University logo on the left and the text "Millersville" on the right, accompanied by a gear icon and a user profile icon. Below the navigation bar, the main content area is titled "Faculty Services". It includes a greeting "Hello [redacted]" and a sub-header "This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:". The dashboard is organized into three main sections: "Course Tools", "Faculty Tools", and "Additional Links".

- Course Tools**
 - [Class List](#)
 - [Grade Entry](#)
- Faculty Tools**
 - [Registration Overrides](#)
 - [Faculty Detail Schedule](#)
 - [Faculty Week at a Glance](#)
 - [Office Hours](#)
 - [Faculty Assignments](#)
- Additional Links**

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL THE REGISTRAR.

 - [Personal Information](#)
 - [Deposit Money to Marauder Gold \(ID Card\)](#)
 - [Professional Education Unit System](#)
 - [Course Catalog Search](#)

Below these sections, there is an "Advising" section with the following links:

- [Advisee Search](#)
- [Advisee Listing](#)
- [MarAUDIT Students' Degree Audit Report](#)
- [Web Schedule Search](#)
- [Request Exception to Graduation Requirements](#)

Advising

- [Advisee Search](#)
- [Advisee Listing](#)
- [MarAUDIT Students' Degree Audit Report](#)
- [Web Schedule Search](#)
- [Request Exception to Graduation Requirements](#)

ADVISEE SEARCH

To find your advisees select the Advisee Search in the Advising section of the Faculty Services Profile

The screenshot shows the 'Advisee Search' interface. At the top, there is a header for 'Millersville University' and a breadcrumb trail 'Advising > Advisee Search'. Below this is a section titled 'Advisee Search' with a sub-header 'Change term, search for a student, or view your advisee listing'. The interface includes a 'Term' dropdown menu currently set to 'Summer 2025', a 'View advisee listing, or search by' section with radio buttons for 'Student ID' (selected), 'Student Email', and 'Student Name', and a 'Student ID' input field. At the bottom, there are two buttons: 'View Profile' and 'View My Advisee Listing'. Blue callout boxes with arrows point to the 'Term' dropdown (labeled 'Term Selection'), the 'Student ID' input field (labeled 'Enter search information'), and the 'View My Advisee Listing' button (labeled 'Lists all advisees for the term').

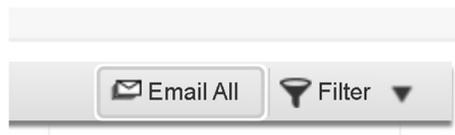
The profile is term-based so please ensure you select the desired term in the Advisee search.

Search options include:

- ID
- Email
- Name

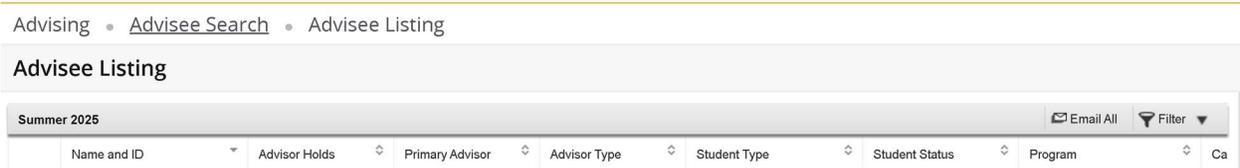
You can also select the advising listing link, which will populate a list of all advisees.

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.

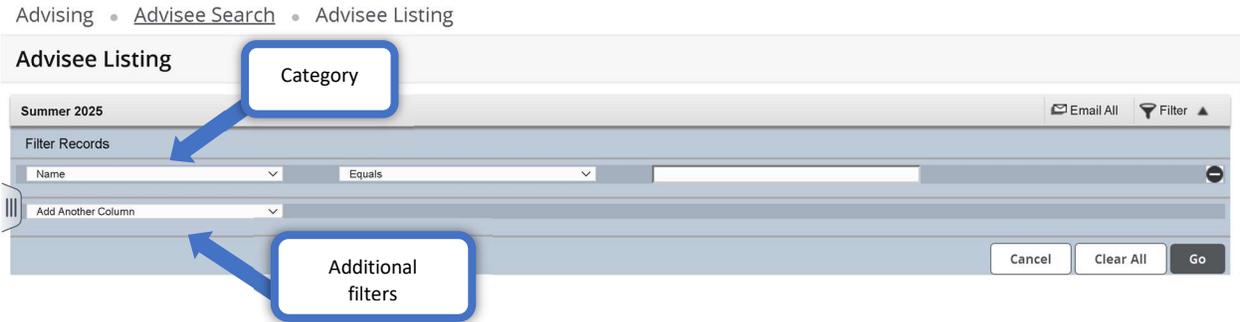




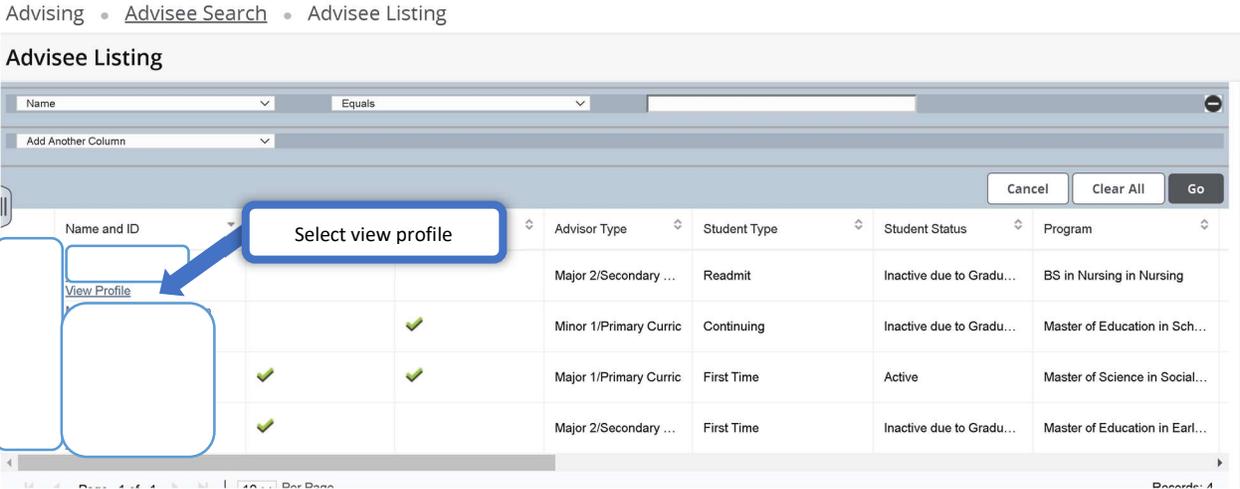
The categories can be ordered alphabetically by using the arrows in each column.



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.

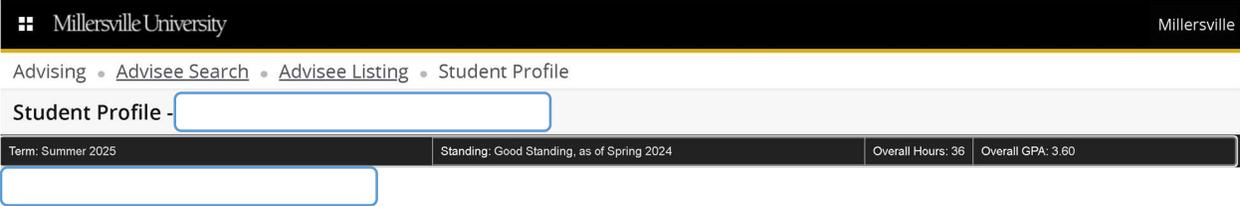




STUDENT ADVISING PROFILE

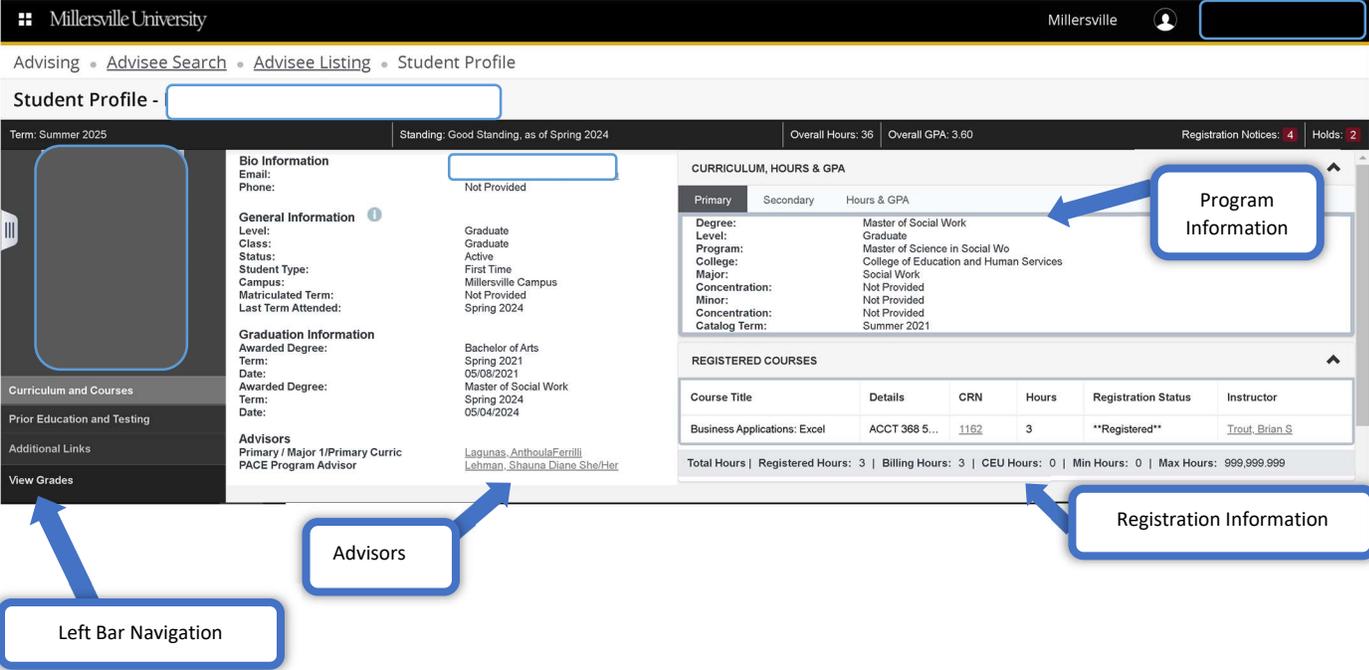
Header Bar

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.



Program Information

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



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

School Name	Graduation Date	Location	GPA
Central York High School	06/01/1998	York, PA, United States	

Post Secondary Education

School Name	Degree Description...	Attended Dates	Reported Hours	GPA
Estrella Mountain Cmty Coll				
Harrisburg Area Community Coll	Degree Not Declared	05/01/2018 -		4
Mesa Community College	Degree Not Declared	01/01/2011 -		2.33
Point Park University	Degree Not Declared	01/01/2007 -		3.16
Shippensburg University of PA	Degree Not Declared	08/01/2018 -		3
Wor-Wic Cmty College	Degree Not Declared	12/01/2003 -		3.167

Left Bar Navigation

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

[View Grades](#)

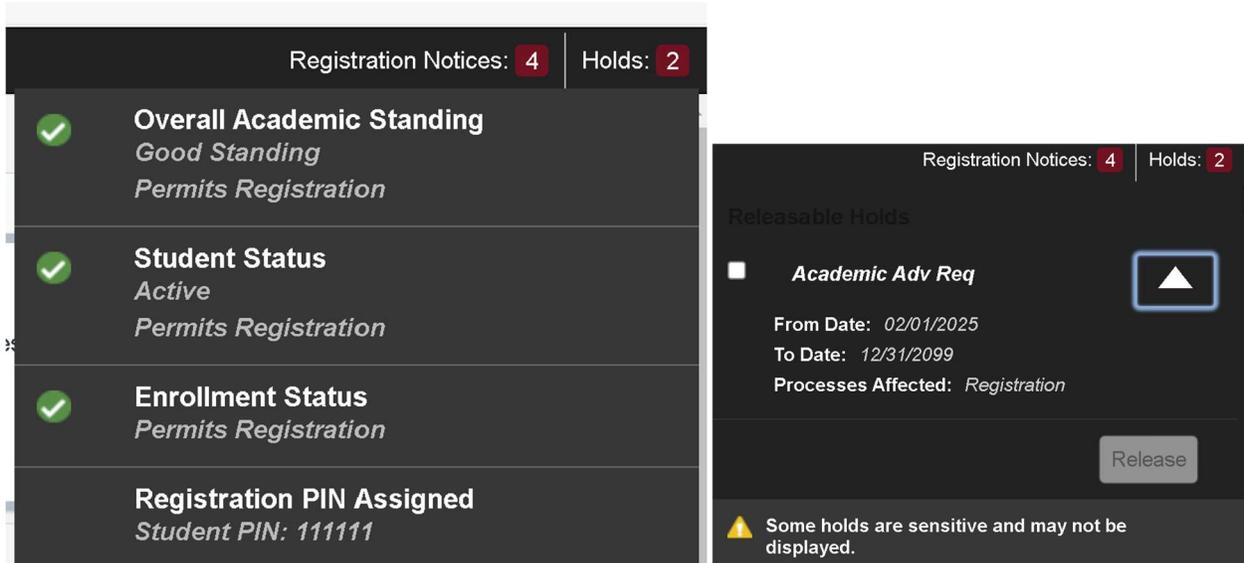
[My MarAUDIT](#)

[Academic Transcript](#)

[Starfish Advising Services](#)

- Academic transcript – this is access to an unofficial/advising transcript.
- View Grades – self service link
- My MarAUDIT – external link
- Starfish Advising Services – external link

REGISTRATION NOTICES AND HOLDS



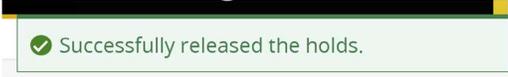
- In this area you can view the registration status details for the student and any holds they may have for the selected term.
- Student PIN will be displayed at the bottom of this list.
- Holds notifications can include the office that placed the hold, dates, and the processes affected.

Release a Hold

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

Select the Release button

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



Registration Notices: 4 | Holds: 2

Releasable Holds



Academic Adv Req



From Date: 02/01/2025

To Date: 12/31/2099

Processes Affected: *Registration*

Release