

STUDENT REGISTRATION TIMES

You are getting ready to meet with your advisee's during advising and you want to get their advising times.... the following will walk you through how to pull a list of your advisees which will include their registration times.

If students ask, registration times are assigned randomly by the computer based on the number of units earned to date. The unit total doesn't include the units they are currently taking as no credit has yet been awarded for those. If a student has questions about their registration time, they should speak with someone in the Registrar's Office.

You can access this report via the admin login in (<https://admin.albion.edu/>).

Pick faculty secretaries (see arrow below)...

The screenshot shows the Albion College Information Services admin login page. The browser window title is "Albion College Information Services - Microsoft Internet Explorer". The address bar shows "https://admin.albion.edu/". The page content includes a navigation menu at the top with links for ACADEMICS, ADMISSIONS, HOME, CAMPUS LIFE, and CALENDAR. Below this is the Albion College logo. The main content area contains the following text:

Select your department for access to your report options.
You will then be prompted for your BANNER (not ACIS) username and password.

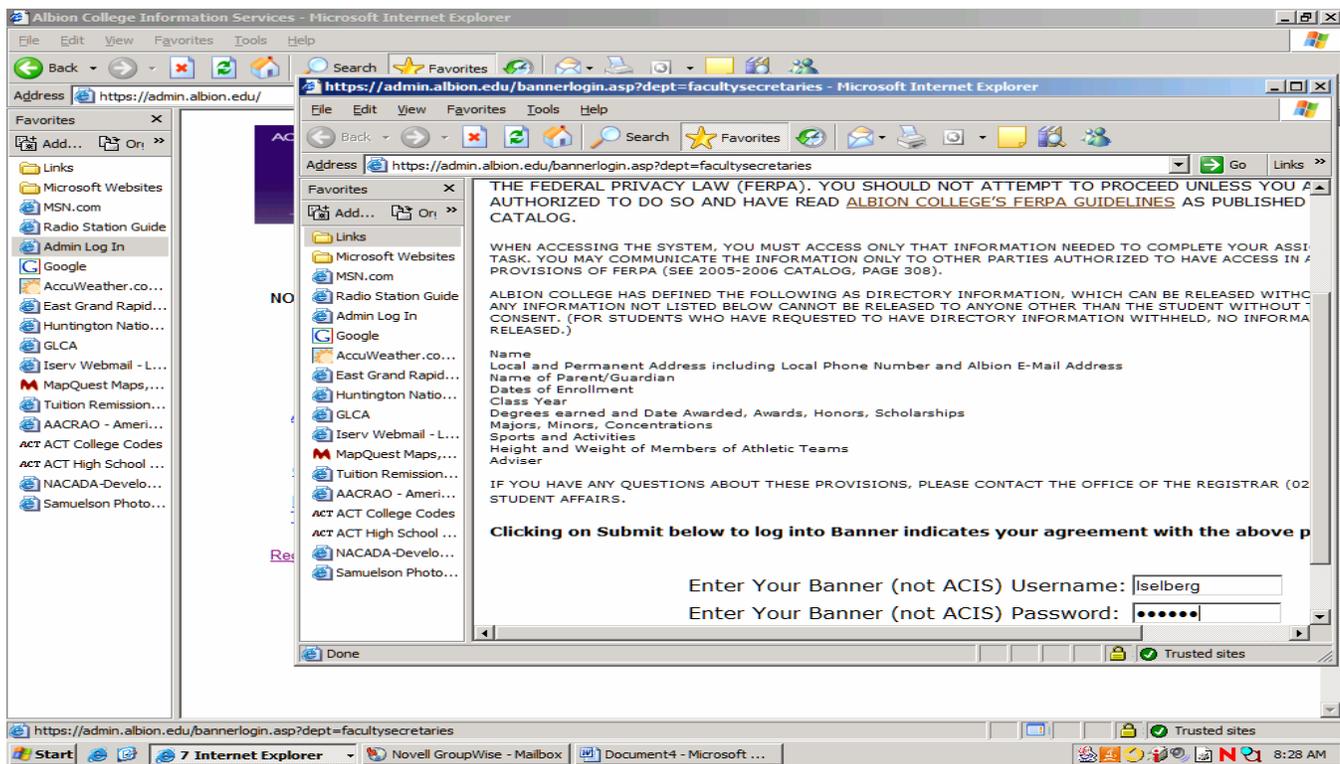
NOTE: Your session will time out after approximately 20 minutes of inactivity. If this occurs, select "Banner Login" on the report menu page and log in again.

The page displays a grid of department links:

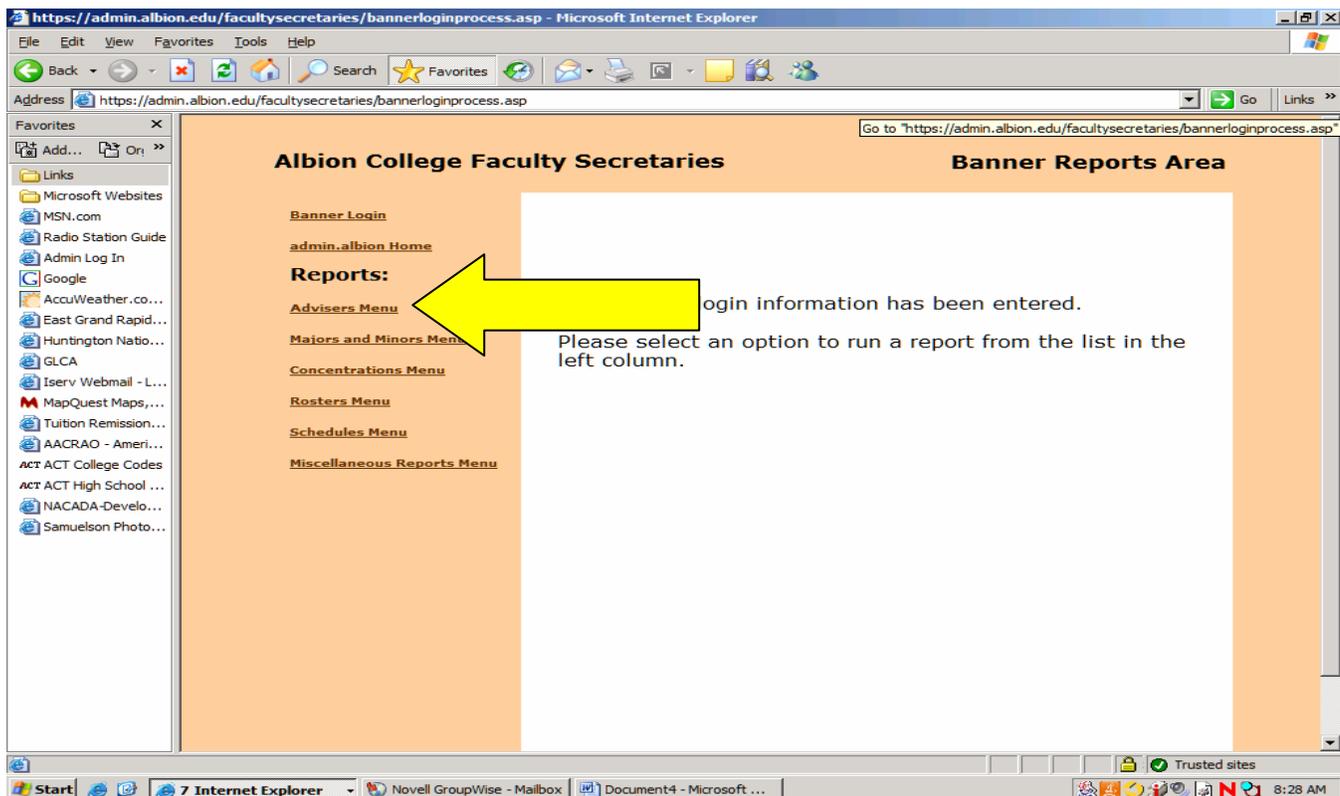
- Budget Information
- Open a Banner Session
- Accounting
- Admissions
- Athletics
- Business Office
- Campus Programs and Organizations
- Facilities Operations
- Faculty Secretaries (highlighted with a yellow arrow)
- Human Resources
- Information Technology
- Institutional Advancement
- MultiCultural Affairs
- Payroll
- Pre-Med
- Registrar's Office
- Senior Management
- Student Affairs

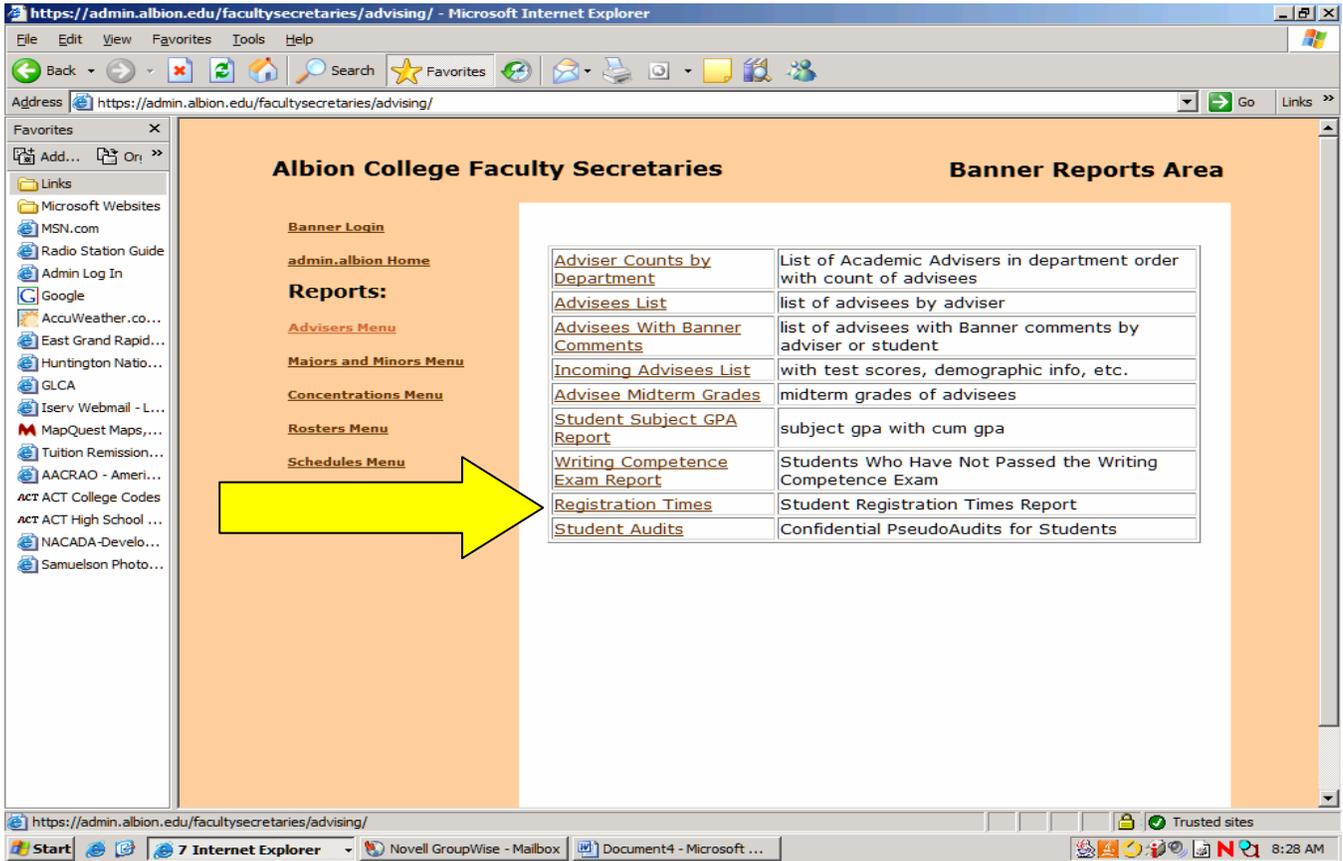
The taskbar at the bottom shows the Start button, Internet Explorer, Novell GroupWise - Mailbox, and Document4 - Microsoft ... The system tray shows the time as 8:27 AM.

The login screen will come up and you need to enter your user ID and password (see screen shot below). Use your BANNER log in & password.

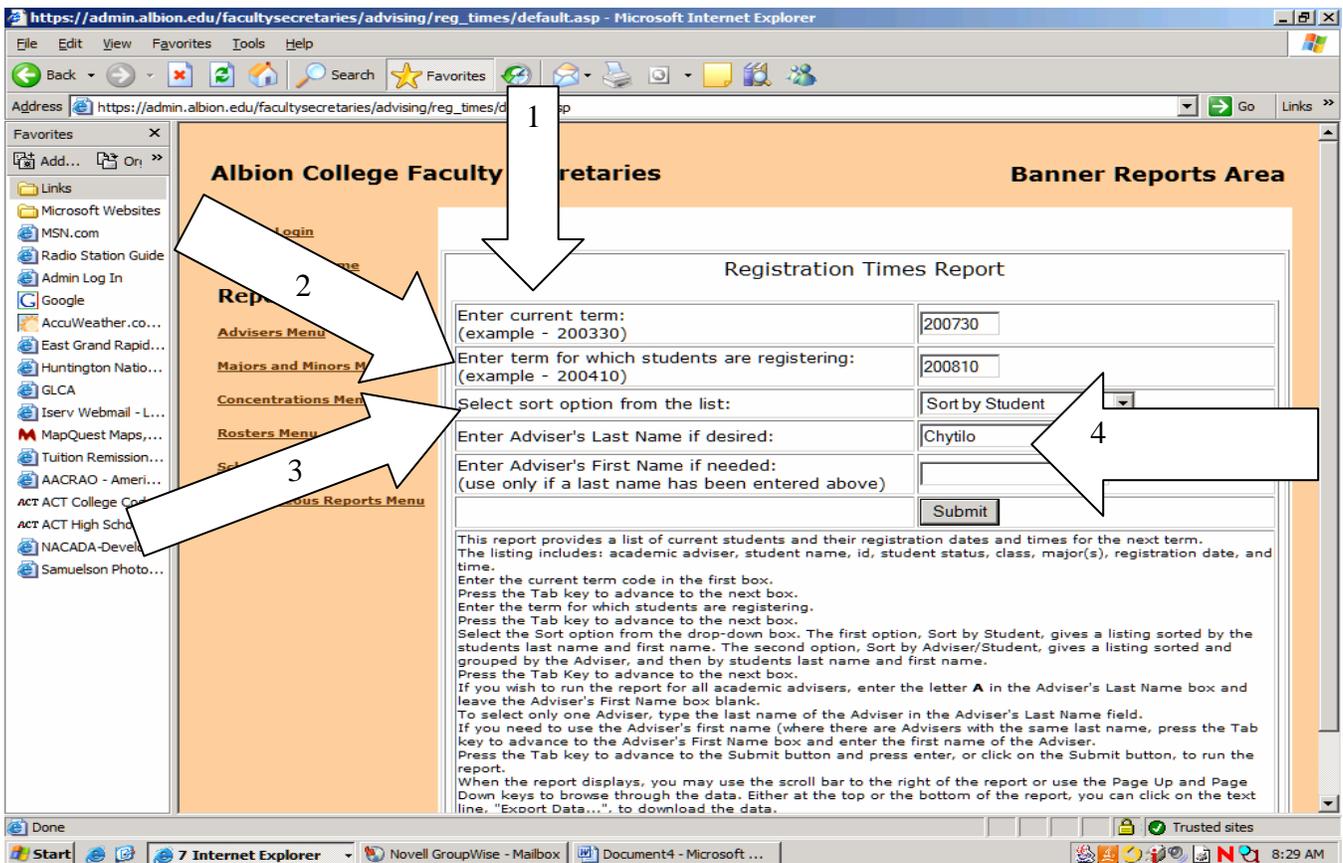


You will want to click on "advisers menu" (see arrow below) to bring up your options.





You will want to click on "registration times" (see arrow above).



You need to fill out the fields as follows;

1. Enter current term: this pertains to the semester currently in (not the one up coming that registration is for). **Term Codes**: term codes are the 4 digit year followed by a 2 digit term --- Spring = 10, Summer = 20, Fall = 30; thus Fall 2002 = 200230, Spring 2003 = 200310.
2. Enter term for registration: this means the up coming semester for which the students are advising with you to discuss the classes they should take. Follow the same system for identifying term codes as in #1.
3. Select sort option: just use the default of "sort by student".
4. Advisers last name: enter the last name of the adviser, again be sure to spell it as it is in Banner.
5. Advisers first name: this one is optional, it will run based on last name only. If two advisers have the same last name, you should enter the first name.

Export data as text file
Export data as comma delimited file
Close this window

REGISTRATION TIMES 200730 FOR THE TERM 200810
Date/Time Run: 10/30/2007 8:29:55 AM

ADVISER	LAST NAME	FIRST NAME	ID	STATUS	CLASS	REG DATE	REG TIME	HOLD(S)	MAJOR 1	MAJOR 2
Chytilo, Lynne				AS	02	08-NOV-2007	0500pm		Art History	
Chytilo, Lynne				AS	04	05-NOV-2007	0730am		Political Science	Art History
Chytilo, Lynne				AS	02	08-NOV-2007	0330pm		Undeclared	
Chytilo, Lynne				AS	02	08-NOV-2007	0500pm		Undeclared	
Chytilo, Lynne				AS	02	08-NOV-2007	0730am		Undeclared	
Chytilo, Lynne				AS	04	05-NOV-2007	1200pm		Psychology	
Chytilo, Lynne				AS	03	06-NOV-2007	0500pm	Writing Competence Exam	Undeclared	
Chytilo, Lynne				AS	03	06-NOV-2007	1200pm	Accounts Receivable	Chemistry - Track II	Spanish
Chytilo, Lynne				AS	04	05-NOV-2007	1200pm		Art/Bach Fine Arts	
Chytilo, Lynne				OC	03	06-NOV-2007	0330pm		Art	

The report will pop up as seen above. Then you click on "export data as text file", it will then ask if you want to "open" it or "save". Most people utilize the "open" option.

https://admin.albion.edu/facultysecretaries/advising/reg_times/lselberg_reg_times.txt - Microsoft Internet Explorer

Address: https://admin.albion.edu/facultysecretaries/advising/reg_times/lselberg_reg_times.txt

ADVISER: Chytilo, Lynne

REGISTRATION TIMES 200730 FOR THE TERM 200810

LAST NAME	FIRST NAME	ID	STATUS	CLASS	REG DATE	TIME	HOLD(S)
_____			AS	02	08-NOV-2007	0500pm	
_____			AS	04	05-NOV-2007	0730am	
_____			AS	02	08-NOV-2007	0330pm	
_____			AS	02	08-NOV-2007	0500pm	
_____			AS	02	08-NOV-2007	0730am	
_____			AS	04	05-NOV-2007	1200pm	
_____			AS	03	06-NOV-2007	0500pm	Writing Competence Exam
_____			AS	03	06-NOV-2007	1200pm	Accounts Receivable
_____			AS	04	05-NOV-2007	1200pm	
_____			OC	03	06-NOV-2007	0330pm	

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The report comes out as shown above, with the list of the adviser's advisees, their status and their registration date and time. This form can be used to confirm those students who showed up for advising. Then, the list can be forwarded on to the Registrar's Office identifying those students who did not show up for their advising appointment.

Because it is important for the student's long term academic success and ultimately their ability to graduate, we enforce the advising policy. Those students who do not advise will have a hold placed on their account and denied the ability to register until after the last day of freshman registration.

*****Note: Confidential information has been blocked out on this report.**