WALSH UNIVERSITY

How to view Advisee listing

NOTE: It is optional to list your office hours in Banner.

1. Log in to the MyWalsh Portal

- Click on Cav Center in the top right corner
- Click on Faculty & Adjuncts tile

Search	Q
	CAVALIER CEN
Faculty & Adjuncts	Staff
Walsh E-Forms	Class Schedule

2. Select the 4 squares in the top left corner of your faculty services dashboard

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Faculty Services

Hello This is the entry page for Banner Faculty. P of the institution:

3. Select Banner > Faculty and Advisors > Advising Student Profile

< Facety and Advisors	Advisee Search
Advising Student Profile	Change term, search for a student, or view your advisee listing
View Academic Hanscript (Unofficial)	Term
Grade Entry	View advisee listing, or search by
Detail Schedule	Student ID
Student Week At A Glance	Student Email
Registration History	Student ID
Office Hours	
Faculty Week at a Glance	View file View My Advisee Listing

• You can also select / filter a specific student by searching by Student ID, Email, or Name

4. Select a term and click on View My Advisee Listing

If you have any registration errors, please submit an <u>E-Form</u> or reach out to the Office of the Registrar at <u>Registrar@walsh.edu</u> or call 330.490.7367.

