



# New MyKU

Advising (Faculty)

## Classes

- Class List
- Course Catalog
- Courses Taught
- Faculty Detail Schedule
- Faculty Week at a Glance
- Registration
- Registration Overrides

## Advising

- Advising
- Starfish

## Reporting

- Argos

# Faculty Dashboard (Banner)

# Homepage

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From your Banner dashboard, select **Advising**.

This will bring up the **Advisee Search** page, which allows advisers to look up students by Student ID, Email, or Name.

The drop-down menu can be used to select a different term.

The screenshot shows the 'Advisee Search' page. At the top left, there is a header 'Advisee Search'. Below it, a grey bar contains the text 'Change term, search for a student, or view your advisee listing'. Underneath, there is a 'Term' dropdown menu currently set to 'Fall 2024 26-AUG-2024 - 14-DEC-2024'. Below the dropdown, the text 'View advisee listing, or search by' is followed by three radio button options: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. A text input field labeled 'Student ID' is positioned below these options. At the bottom left, there are two buttons: 'View Profile' and 'View My Advisee Listing'. On the right side of the page, there is a sidebar with a 'Getting Started' tab and a section titled 'Advisee Search' containing instructional text: 'Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.'

# Advisee Listing

Clicking on **View My Advisee Listing** will pull up a list of all advisees along with their program, status, and level of study.

You can also email your advisees or filter them using the options in the top right.

The screenshot displays the 'Advisee Listing' interface. At the top, there is a header with the date 'Fall 2024 08/26/2024 - 12/14/2024' and buttons for 'Email All' and 'Filter'. Below the header is a table with columns: Name and ID, Advisor Holds, Primary Advisor, Advisor Type, Student Type, Student Status, Program, Campus, Study Level, Admit Type, Admit Term, Catalog Term, College, Primary Major, Academic Standing, Minor, Concentration, and Email Address. The table contains several rows of data, with green checkmarks in the 'Advisor Holds' column. A 'Filter Records' dropdown menu is open, showing a list of filterable fields: Name, Advisor Holds, Primary Advisor, Advisor Type, Student Type, Student Status, Program, Campus, Study Level, Admit Type, Admit Term, Catalog Term, College, Primary Major, Academic Standing, Minor, Concentration, and Email Address. The 'Filter' button in the top right is highlighted with a red box.

Name and ID	Advisor Holds	Primary Advisor	Advisor Type	Student Type	Student Status	Program	Campus	Study Level	Admit Type	Admit Term	Catalog Term	College	Primary Major	Academic Standing	Minor	Concentration	Email Address
[Redacted]	✓	[Redacted]	Major/Program Adv...	Readmit	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]		[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												
[Redacted]	✓	[Redacted]	Major/Program Adv...	Continuing	Active												

# Student Profile - [REDACTED]

Term: Fall 2024 08/26/2024 - 12/14/2024

Standing: Good Standing, as of Fall 2020

Overall Hours: 24

Overall GPA: 3.88



## Student Information

Notes: **0**

### Bio Information

Email: [REDACTED]

Phone: [REDACTED]

### General Information i

Level:

Graduate

Class:

Graduate

Status:

Active

Student Type:

Continuing

Campus:

Kutztown Campus

Matriculated Term:

Not Provided

Last Term Attended:

Fall 2020

### Graduation Information

Graduation Applications:

None

Awarded Degree:

Bachelor of Science

Term:

Spring 2017

Date:

05/13/2017

Awarded Degree:

Certificate Post Bac

Term:

Spring 2021

Date:

05/08/2021

### Advisors

Primary / Major/Program Advisor

Major/Program Advisor

## CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree:

Master of Science

Level:

Graduate

Program:

Computer Science

College:

College of Liberal Arts and Sciences

Major:

Computer Science

Concentration:

Information Technology

Minor:

Not Provided

Concentration:

Not Provided

Catalog Term:

Spring 2019

## REGISTERED COURSES

Not Registered

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

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Registration

View Grades

Degree Works

Starfish Advising Services

Student Class Schedule (FAC)

# Student Profile

# General Student Information

Selecting a student will take you to their Student Profile.

Along the top of the page, you can view their current standing, overall hours, overall GPA, and any registration notices or holds on their account.

The screenshot displays a student profile page with a dark sidebar on the left and a main content area. The top of the page features a summary bar with the following information: Term: Fall 2024 08/26/2024 - 12/14/2024; Standing: Good Standing, as of Fall 2020; Overall Hours: 24; Overall GPA: 3.88; Registration Notices: 4; Holds: 0. The sidebar contains navigation links: Curriculum and Courses, Prior Education and Testing, Additional Links, Academic Transcript, Registration, View Grades, Degree Works, Starfish Advising Services, and Student Class Schedule (FAC). The main content area is divided into sections: Bio Information (Email, Phone), General Information (Level: Graduate, Class: Graduate, Status: Active, Student Type: Continuing, Campus: Kutztown Campus, Matriculated Term: Not Provided, Last Term Attended: Fall 2020), Graduation Information (Graduation Applications: None, Awarded Degree: Bachelor of Science, Term: Spring 2017, Date: 05/13/2017, Awarded Degree: Certificate Post Bac, Term: Spring 2021, Date: 05/08/2021), and Advisers (Primary / Major/Program Advisor, Major/Program Advisor). The CURRICULUM, HOURS & GPA section includes tabs for Primary, Secondary, and Hours & GPA. The Primary tab shows: Degree: Master of Science, Level: Graduate, Program: Computer Science, College: College of Liberal Arts and Sciences, Major: Computer Science, Concentration: Information Technology, Minor: Not Provided, Concentration: Not Provided, Catalog Term: Spring 2019. The REGISTERED COURSES section shows 'Not Registered' and a summary: Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available.

# Detailed Student Information

The center of the page lists out the student's biographical and educational information.

The area to the right offers a more detailed view of the student's progress in their program, with tabs for their primary degree, secondary degree (if applicable), and their earned hours and GPA.

Immediately below this area is a list of the student's registered courses. Prior education and standardized test scores can be shown in this area if selected from the left-hand sidebar.

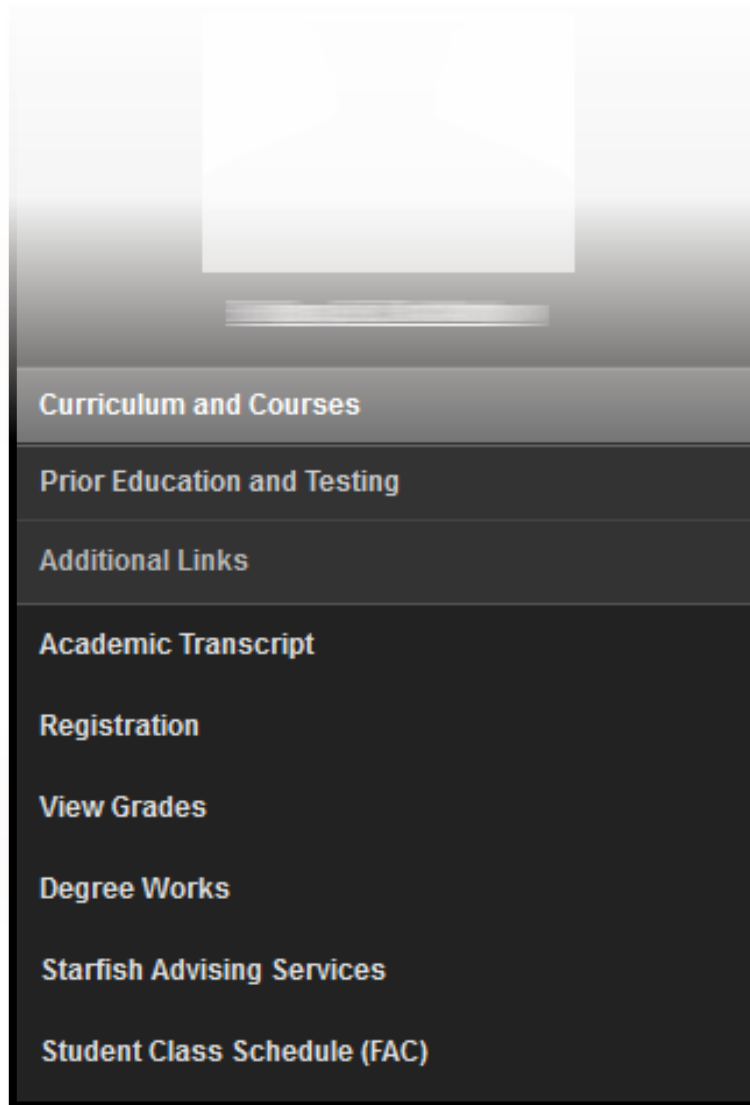
The screenshot shows a sidebar titled "Student Information" with a "Notes: 0" indicator. It is divided into three sections: "Bio Information", "General Information", and "Graduation Information".

Section	Field	Value
Bio Information	Email:	[Redacted]
	Phone:	[Redacted]
General Information	Level:	Graduate
	Class:	Graduate
	Status:	Active
	Student Type:	Continuing
	Campus:	Kutztown Campus
	Matriculated Term:	Not Provided
	Last Term Attended:	Fall 2020
Graduation Information	Graduation Applications:	None
	Awarded Degree:	Bachelor of Science
	Term:	Spring 2017
	Date:	05/13/2017
	Awarded Degree:	Certificate Post Bac
	Term:	Spring 2021
	Date:	05/08/2021
Advisors	Primary / Major/Program Advisor	[Redacted]
	Major/Program Advisor	[Redacted]

The screenshot shows the "CURRICULUM, HOURS & GPA" section with three tabs: "Primary", "Secondary", and "Hours & GPA". The "Primary" tab is selected, displaying the following details:

Field	Value
Degree:	Master of Science
Level:	Graduate
Program:	Computer Science
College:	College of Liberal Arts and Sciences
Major:	Computer Science
Concentration:	Information Technology
Minor:	Not Provided
Concentration:	Not Provided
Catalog Term:	Spring 2019

Below this is the "REGISTERED COURSES" section, which currently shows "Not Registered". At the bottom, a summary bar displays: "Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available".



# Additional Links



# Academic Transcript

**Academic Transcript** allows you to generate a student's unofficial graduate or undergraduate transcript on demand.

Upon selecting which transcript you would like to see from the dropdown boxes, the transcript will be generated. The headings at the top can be used to quickly navigate the transcript or to print a copy for reference.

The screenshot shows a web interface for generating an academic transcript. At the top, there is a header "Academic Transcript" and a search bar labeled "Information for". Below this are two dropdown menus: "Transcript Level" set to "Undergraduate" and "Transcript Type" set to "Unofficial Web Transcript". A navigation bar contains tabs for "Student Information", "Degree Awarded", "Transfer Credit", "Institution Credit", and "Transcript Totals". A "Print" button is located in the top right corner. A blue informational banner states: "This is not an official transcript. Courses which are in progress may also be included on this transcript." The "Student Information" section is active and displays the following details:

Student Information			
Name	Birth Date		
Curriculum Information			
Current Program : Bachelor of Science			
Program	College	Campus	Major Concentration
Computer Science	College of Liberal Arts and Sc	Kutztown Campus	Information Technology
Major and Department			
Computer Science, Computer Sci & Info Systems			







# Registration

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**Registration** pulls up a page where students can plan, browse, and register for classes. More information about registering for classes can be found in the registration training presentation.

## Registration

What would you like to do?

 <p><a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.</p>	 <p><a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>
 <p><a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.</p>	 <p><a href="#">View Registration Information</a> View your past schedules and your ungraded classes.</p>
 <p><a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.</p>	 <p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.</p>

# View Grades

**View Grades** pulls up a record of the student’s final grades for previous semesters. Filters for **terms** or **degrees** can be found at the top of the page. Below that will be a **GPA Summary** for the student.

This page can be sorted by clicking on any of the headers.

The screenshot shows the 'View Grades' interface. At the top, there is a search bar for 'Student Grades' with a red bar over the student name. Below this are filters for 'All Terms' and 'Undergraduate'. A 'GPA Summary' section is highlighted, containing a table with the following data:

GPA Summary		<a href="#">View Details</a>	
-	3.24	-	3.24
All Terms	Institutional	Transfer	Overall

Course Work												
Subject	Course Title	Campus	Midterm Grade	Final Grade	Narrative Grade Comments	Attempt...	Earned...	GPA H...	Quality ...	CRN	Term	Action
CSC 122, 010	CLIENT-SIDE WEB DEVELOPMENT	KU		A		3.000	3.000	3.000	12.00	2836	Fall 2022	
CRJ 10, 040	INTRO TO CRIMINAL JUSTICE	KU		A		3.000	3.000	3.000	12.00	1210	Fall 2022	
CSC 253, 010	IT SYSTEMS	KU		A		3.000	3.000	3.000	12.00	1136	Fall 2022	
INT 10, 810	INTRO TO INTNATL STDS	KU		A-		3.000	3.000	3.000	11.01	2459	Spring 2022	
MAT 140, 030	APL STATISTICAL METH	KU		A-		3.000	3.000	3.000	11.01	1776	Spring 2022	
CSC 225, 010	DISCRETE MATH FOR COMP II	KU		B		3.000	3.000	3.000	9.00	1496	Spring 2022	
WRI 207, 020	WRITING FOR THE WORKPLACE	KU		B+		3.000	3.000	3.000	9.99	1289	Fall 2022	
CSC 223, 020	ADVANCED SCIENTIFIC PROGRAMING	KU		C		3.000	3.000	3.000	6.00	1502	Spring 2022	

# Student Class Schedule

**Student Class Schedule** can be used to view an advisee's week at a glance.

Student and Advisee ID Selection

*Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.*

Term  
Fall 2024 - 202430 08/26/2024 - 12...

Student or Advisee ID      OR      Last Name      First Name

Search Type       Students       Advisee       Both

Submit

Student and Advisee Selection

ID	Name	Type

Registration Notices: 4 | Holds: 1

Releasable Holds

**Advisor Hold** ▲

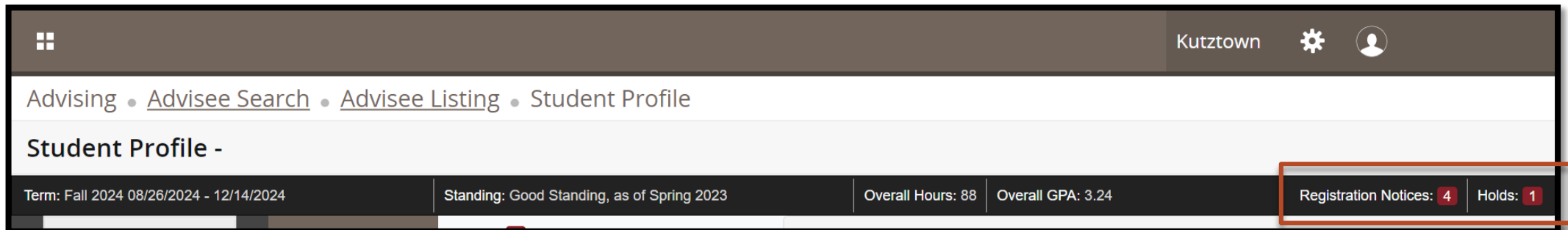
**From Date:** 02/14/2024  
**To Date:** 12/31/2099  
**Processes Affected:** Registration

Release

# Advising Holds

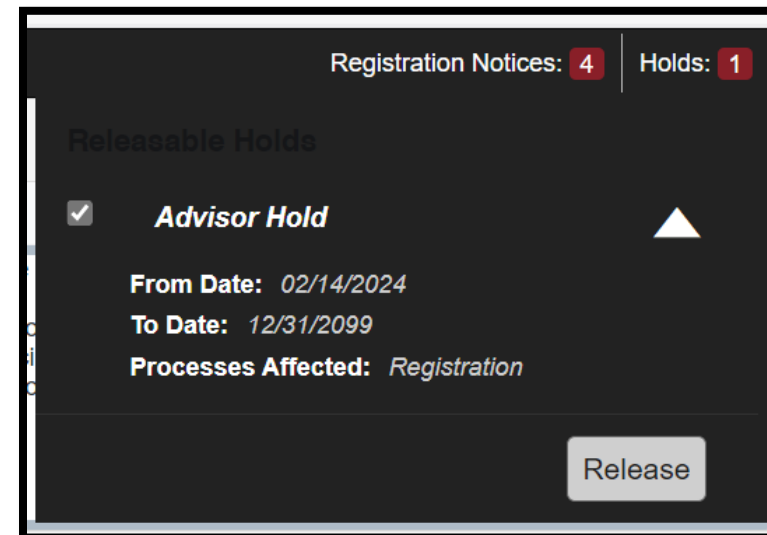
# Releasing Holds

**Registration Holds** can be viewed from the **student profile** at the top right of the screen.



The screenshot shows a web interface for a student profile. At the top right, it says 'Kutztown' with a gear icon and a user profile icon. Below that is a breadcrumb trail: 'Advising • [Advisee Search](#) • [Advisee Listing](#) • Student Profile'. The main heading is 'Student Profile -'. Below this is a summary bar with the following information: 'Term: Fall 2024 08/26/2024 - 12/14/2024', 'Standing: Good Standing, as of Spring 2023', 'Overall Hours: 88', 'Overall GPA: 3.24', 'Registration Notices: 4', and 'Holds: 1'. A red rectangular box highlights the 'Registration Notices: 4' and 'Holds: 1' section.

To release a hold, click **Holds** to view the hold, check the box next to the hold you would like to release, then click **Release**.



The screenshot shows a modal window titled 'Releasable Holds'. At the top right, it displays 'Registration Notices: 4' and 'Holds: 1'. Below the title, there is a list of holds. The first hold is 'Advisor Hold', which has a checked checkbox to its left and a right-pointing triangle icon to its right. Below the hold name, the following details are listed: 'From Date: 02/14/2024', 'To Date: 12/31/2099', and 'Processes Affected: Registration'. At the bottom right of the modal, there is a 'Release' button.