

College of Liberal Arts and Sciences

Directions for Banner Advisee Listings – Faculty

1. From GVSU Home Page, click on the “banner” at the top of page
2. Click on **GVSU Faculty/Staff Additional Student Information** on the right side of the page
3. Login using your Network client user ID and password. You do not need to include your department container
4. Click on **Advisee List** (first option at the top of the page)
5. Select the current term (provides a list of students assigned to you who are currently enrolled)
6. Enter your G# where it asks for Instructor ID
7. Choose the class filters you would like to use – all students or specific lists based on class status (freshmen, sophomores, etc.)
8. Click **Display**
9. You can also choose **Download** if you want to save the list to an excel document.

This shows you the students assigned to you as advisees. You can email the entire list or just one student at a time. You will be able to view their current GPA and how many hours have been earned (this will include transfer hours as well).

The **GVSU Faculty/Staff Additional Student Information** page provides a wide range of information faculty might find useful. Lists by major, class lists, grades, graduated students – all can be accessed from this page.