



# ***Advising in Banner for Faculty***

You can utilize Banner during Advising to review important advisee information such as academic progress, transcript information, and holds.

Commonwealth Univ of Penn

Advising

•

[Advisee Search](#)

•

Student Profile

Student Profile -

Term: Fall 2025

Standing: Good Standing, as of Spring 2025

Overall Hours: 45

Overall GPA: 3.87

Registration Notices: 4

Holds: 0

Student Information

Notes: 0

Bio Information

Email:

Phone:

General Information

Level:

Class:

Status:

Student Type:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Graduate

Graduate

Active

Continuing

Bloomsburg Online

Fall 2023

Not Provided

Spring 2025

Important Contacts

Primary / Major/Program Advisor

[Sheaffer, Jennifer](#)

Curriculum and Courses

Prior Education and Testing

Additional Links

Unofficial Academic Transcript

Registration

View Grades

CU Succeed Advising Services

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree:

Level:

Program:

College:

Major:

Concentration:

Minor:

Concentration:

Catalog Term:

Master of Science in Nursing

Graduate

Nursing

Health, Science & Technology

Nursing

Family/Individual Nurse Pract

Not Provided

Not Provided

Fall 2023

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
FNP Seminar	NURS 541 9...	<a href="#">33507</a>	6	**Web Registered**	<a href="#">Sheaffer, Jennifer</a>


Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 12

# Access Banner

To access Banner, go to the [my.commonwealth.edu](https://my.commonwealth.edu) page, and click **Banner (Faculty Self-Service)**.

## CU Experience

**CU Experience** provides a single-entry point for accessing CU systems most used by faculty, staff and students including Banner Self-Service, Argos, CU Succeed, and Brightspace.



### Academic & Support Quick Links

Academic Calendar	Academic Catalog	Accommodate	Banner (Student Self-Service)
<b>Banner (Faculty Self-Service)</b>	Banner (Staff / App-Nav)	Brightspace	Commencement
Course Search	Crosswalks	CU Succeed	Degree Maps
			Degree Works

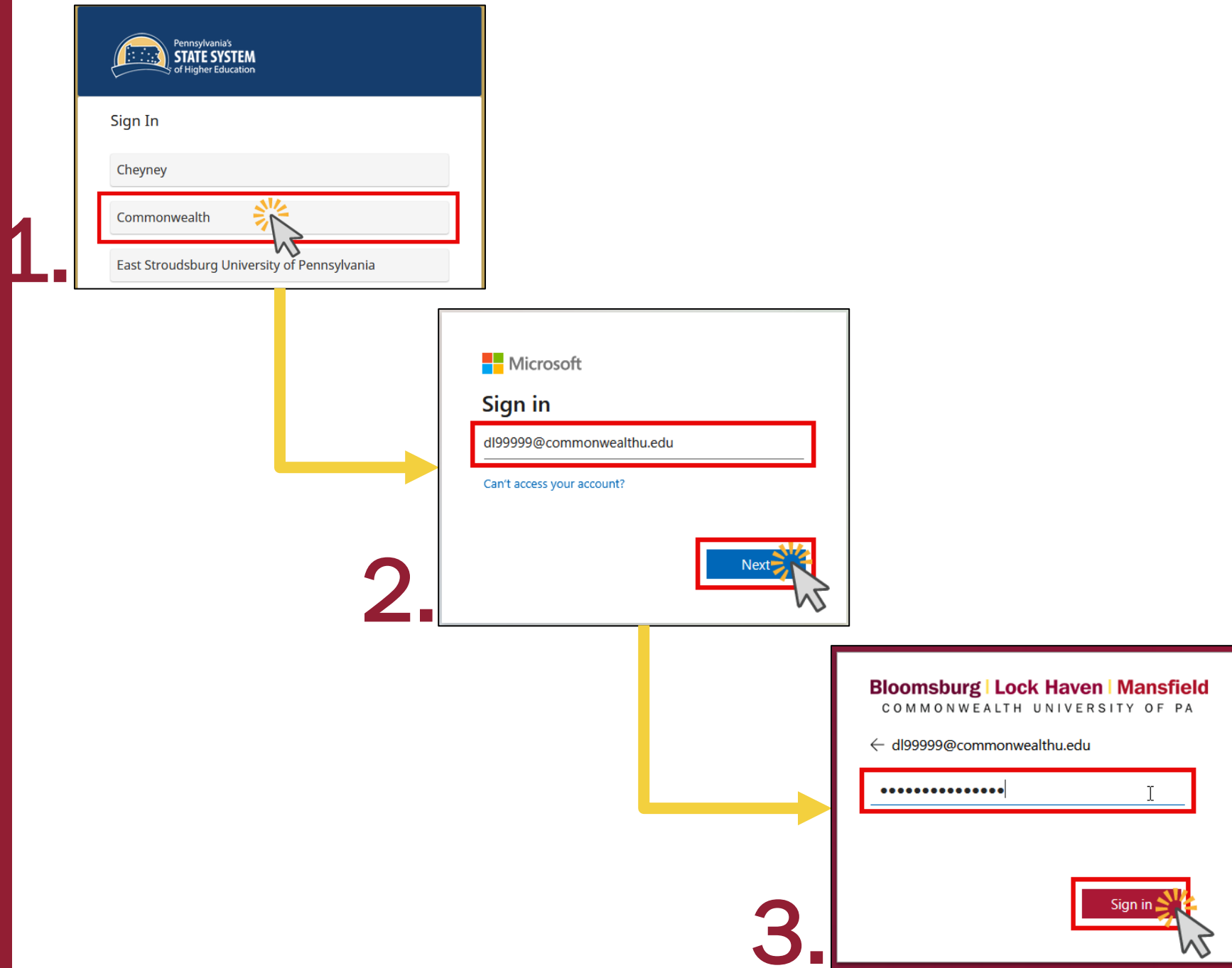
# Login to Banner

To login, select *Commonwealth* on the PASSHE Sign In page.

Next, enter your *CU email address* and click *Next*.

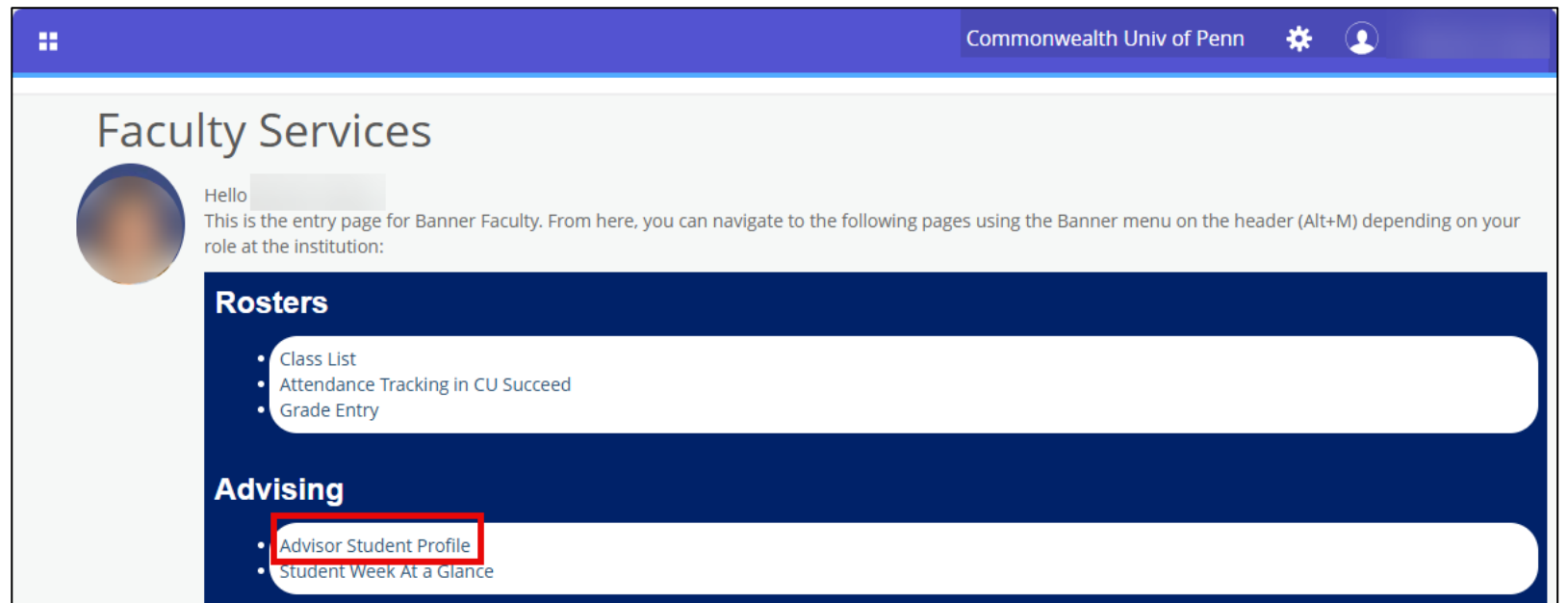
Finally, enter your *password* and click *Sign in*.

Respond appropriately to any 2FA requests from DUO.



# Access the Advising Options in Banner

Once you have logged in, click *Advisor Student Profile* under the Advising heading on the Faculty Services page.



# Find an Advisee

Once you access the advisee search area, there are a few ways you can find your advisees. You can do a targeted search, or view and filter your list of advisees.

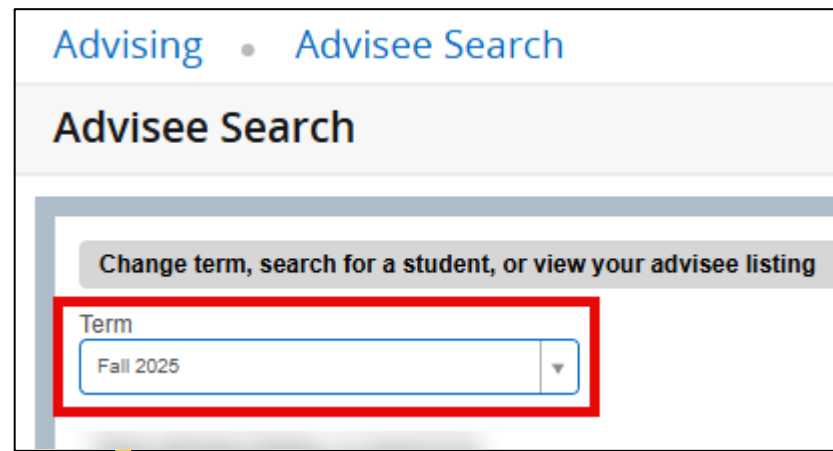
Searching or filtering the list will allow you to find your advisees and view their Student Profile.

The screenshot shows the 'Advisee Search' page within the Commonwealth University Registrar's system. The top navigation bar is blue with a grid icon, the text 'Commonwealth Univ of Penn', a gear icon, and a user profile icon. Below this, a breadcrumb trail shows 'Advising' and 'Advisee Search'. The main heading is 'Advisee Search'. A grey box contains the instruction 'Change term, search for a student, or view your advisee listing'. Below this is a 'Term' dropdown menu currently set to 'Fall 2025'. Under the heading 'View advisee listing, or search by', there are three radio button options: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. Below these is a text input field labeled 'Student ID'. At the bottom of the main form area are two buttons: 'View Profile' and 'View My Advisee Listing'. On the right side, there is a 'Getting Started' button and a section titled 'Advisee Search' with 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.'

# Search for an Advisee

1. Select the *term*.
2. *Select a way to search* for an advisee- you can search by ID number, email, or name- and *enter the search terms* in the field below. Then press Tab or Enter.
3. If your advisee is found, you will see their name onscreen and the **View Profile** button activates for you to click on it. Click on it to view the advisee's profile.

1.



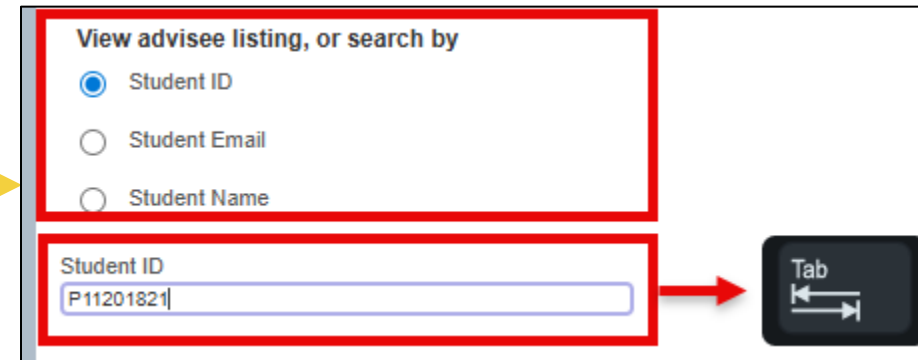
Advising • Advisee Search

### Advisee Search

Change term, search for a student, or view your advisee listing

Term  
Fall 2025

2.



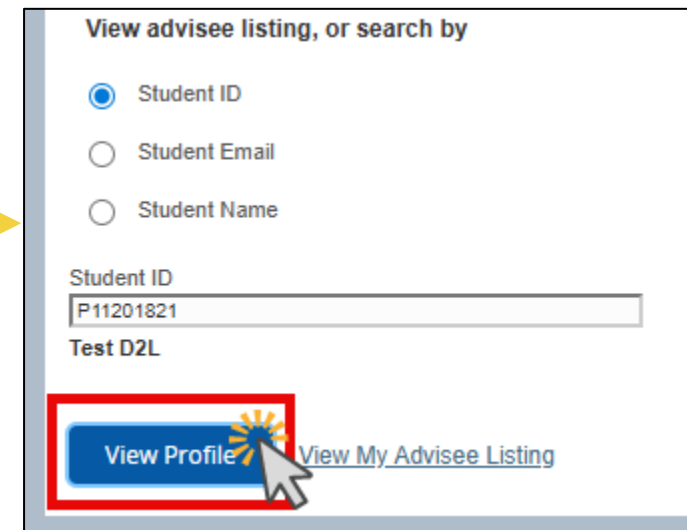
View advisee listing, or search by

☒ Student ID  
☐ Student Email  
☐ Student Name

Student ID  
P11201821

Tab

3.



View advisee listing, or search by

☒ Student ID  
☐ Student Email  
☐ Student Name

Student ID  
P11201821

Test D2L

View Profile View My Advisee Listing

# View and Filter Advisee Listing

1. Select the *term*.
2. Click *View My Advisee Listing*.
3. In the list view, you can find your advisee, or click Filter to use the filtering tools to narrow your list down with specific criteria.

1.

2.

3.

### Advisee Search

Change term, search for a student, or view your advisee listing






Term  
Fall 2025

View advisee listing, or search by

☒ Student ID  
☐ Student Email  
☐ Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Spring					Email All	Filter
	Name and ID	Program	Primary Major	Aca		
						
						
						
						
						

Student Profile - [Redacted]

Term: Fall 2025

Standing: Good Standing, as of Spring 2025

Overall Hours: 45

Overall GPA: 3.87

Registration Notices: 4

Holds: 0

Student Information

Notes: 0

Bio Information

Email: [Redacted]

Phone: [Redacted]

General Information

Level: Graduate

Class: Graduate

Status: Active

Student Type: Continuing

Campus: Bloomsburg Online

First Term Attended: Fall 2023

Matriculated Term: Not Provided

Last Term Attended: Spring 2025

Important Contacts

Primary / Major/Program Advisor: [Sheaffer, Jennifer](#)

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree: Master of Science in Nursing

Level: Graduate

Program: Nursing

College: Health, Science & Technology

Major: Nursing

Concentration: Family/Individual Nurse Pract

Minor: Not Provided

Concentration: Not Provided

Catalog Term: Fall 2023

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
FNP Seminar	NURS 541 9...	<a href="#">33507</a>	6	**Web Registered**	<a href="#">Sheaffer, Jennifer</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 12

Curriculum and Courses

Prior Education and Testing

Additional Links

Unofficial Academic Transcript

Registration

View Grades

CU Succeed Advising Services

Student Class Schedule (FAC)

Degree Works

View Submitted Graduation Applications

# View the Student Profile

Once you click View Profile from the Search page or the Advisee Listing, you will land on the advisee’s Student Profile, which consolidates important information for academic progress and registration on one screen.

Advising • [Advisee Search](#) • Student Profile

## Student Profile - [REDACTED]

Term: Fall 2025

Standing: Good Standing, as of Spring 2025

Overall Hours: 45 | Overall GPA: 3.87

Registration Notices: 4 | Holds: 0

Student Information

Notes: 0

Bio Information

Email: [REDACTED]

Phone: [REDACTED]

General Information ⓘ

Level: Graduate

Class: Graduate

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree:

Level:

Program:

College:

Major:

Master of Science in Nursing

Graduate

Nursing

Health, Science & Technology

Nursing

At the top of the student profile, you can see the student's academic standing, overall credit hours, and overall GPA.

To the right of this information are clickable links and notifications for Registration and Holds:

- Click on **Registration Notices** to view the notifications there.
- Click **Holds** to see any holds for the student. (Press ENTER to view details and ESC to close the list box.)

Student Information

Notes: 0

Bio Information

Email:

Phone:

General Information

i

Level:

Class:

Status:

Student Type:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Graduate

Graduate

Active

Continuing

Bloomsburg Online

Fall 2023

Not Provided

Spring 2025

Important Contacts

Primary / Major/Program Advisor

[Sheaffer, Jennifer](#)

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree:

Level:

Program:

College:

Major:

Concentration:

Minor:

Concentration:

Catalog Term:

Master of Science in Nursing

Graduate

Nursing

Health, Science & Technology

Nursing

Family/Individual Nurse Pract

Not Provided

Not Provided

Fall 2023

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
FNP Seminar	NURS 541 9...	<a href="#">33507</a>	6	**Web Registered**	<a href="#">Sheaffer, Jennifer</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 12

On the main part of the page is the student’s biographical and academic information.

The box to the right has tabs to view primary and secondary (if applicable) degree program information, as well as detailed credit hours and GPA information. Below it appears a list of the courses the student is registered in.

Term: Fall 2025

Standing: Good Standing, as of Spring 2025

Overall Hours: 45

Overall GPA: 3.87

Registration Notices: 4

Holds: 0

Student Information

Notes: 0

Bio Information

Email:

Phone:

General Information

Level: Graduate

Class: Graduate

Status: Active

Student Type: Continuing

Campus: Bloomsburg Online

First Term Attended: Fall 2023

Matriculated Term: Not Provided

Last Term Attended: Spring 2025

Important Contacts

Primary / Major/Program Advisor

[Sheaffer, Jennifer](#)

Curriculum and Courses

Prior Education and Testing

Additional Links

Unofficial Academic Transcript

Registration

View Grades

CU Succeed Advising Services

Student Class Schedule (FAC)

Degree Works

View Submitted Graduation Applications

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree: Master of Science in Nursing

Level: Graduate

Program: Nursing

College: Health, Science & Technology

Major: Nursing

Concentration: Family/Individual Nurse Pract

Minor: Not Provided

Concentration: Not Provided

Catalog Term: Fall 2023

REGISTERED COURSES

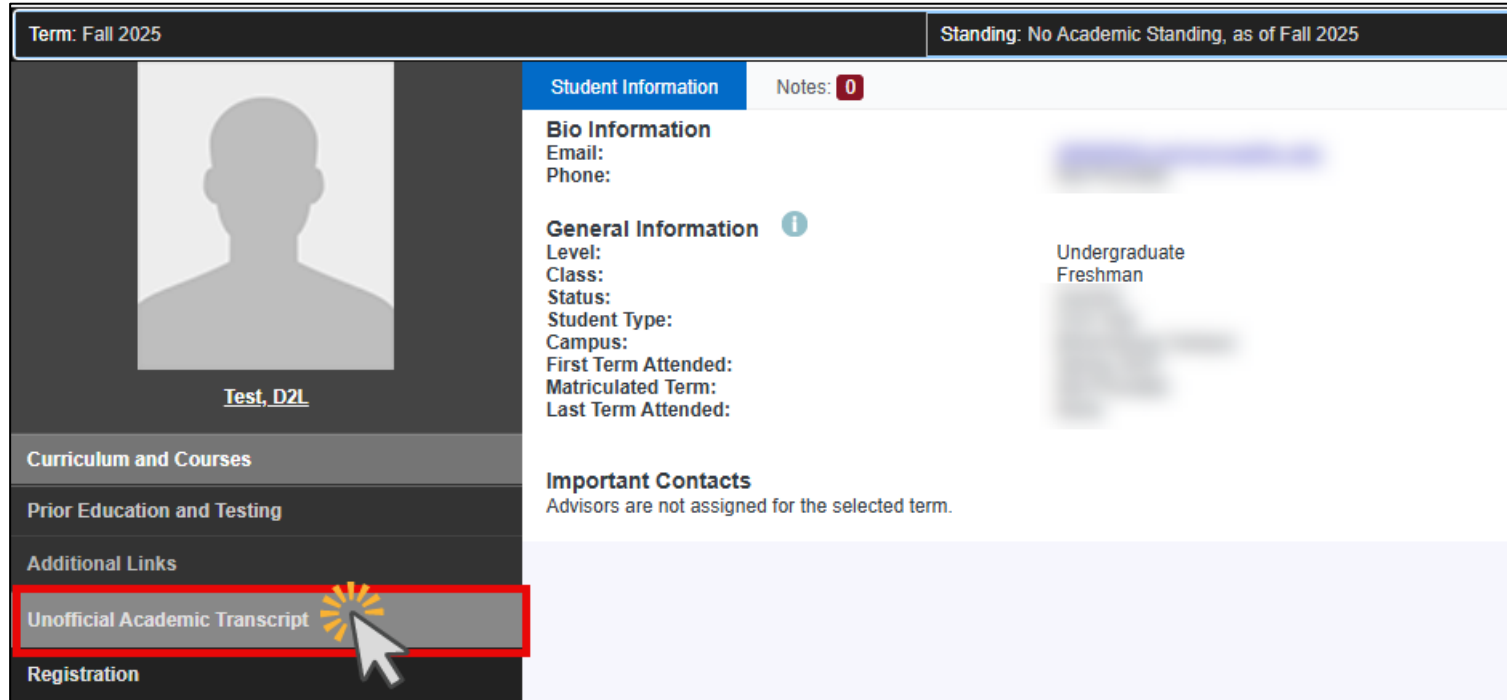
Course Title	Details	CRN	Hours	Registration Status	Instructor
FNP Seminar	NURS 541 9...	<a href="#">33507</a>	6	**Web Registered**	<a href="#">Sheaffer, Jennifer</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 12

At the left of the page is navigation that contains “additional links” to more information about the student, their academic progress, and advising in general.

There are also links out to Degree Works and CU Succeed.

# View the Academic Transcript



Term: Fall 2025 Standing: No Academic Standing, as of Fall 2025

Notes: 0

**Student Information**

**Bio Information**  
Email:  
Phone:

**General Information** ⓘ  
Level:  
Class:  
Status:  
Student Type:  
Campus:  
First Term Attended:  
Matriculated Term:  
Last Term Attended:

Undergraduate  
Freshman

**Important Contacts**  
Advisors are not assigned for the selected term.

**Curriculum and Courses**

**Prior Education and Testing**

**Additional Links**

**Unofficial Academic Transcript**

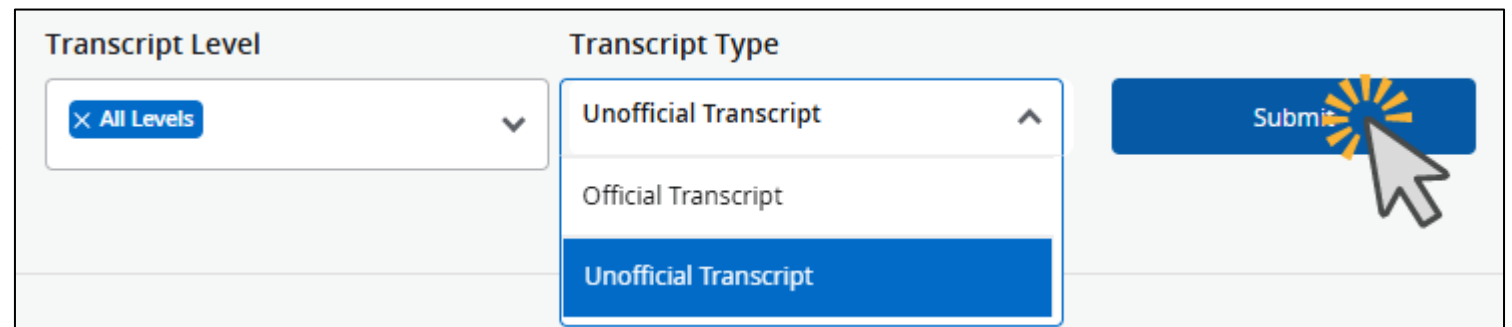
**Registration**

Viewing a transcript may be helpful when advising students.

In the additional links area of the Student Profile, you can select Unofficial Academic Transcript.

This will let you generate an unofficial undergraduate, graduate, or both transcripts for the student advisee.

Click the link, then set parameters to generate an unofficial transcript and click Submit.



**Transcript Level**

× All Levels

**Transcript Type**

Unofficial Transcript

Official Transcript

Unofficial Transcript

**Submit**

# Access Degree Works

WORKSHEETS

LINKS

Worksheets

Student ID

×

Name

Degree

Advanced search

Level

Undergraduate

Classification

Freshman

Major

Program

Campus

Bloomsburg Campus

Academic

What-If

Format

Student View

▼

Degree progress

Cumulative GPA

Degree Works is another tool you can use during advisement.

Its degree audit and what-if features can help you visualize and plan a term with an advisee.

# Review and Release Holds

Student Profile - [REDACTED]

Term: Fall 2025

Standing: Good Standing, as of Spring 2025

Overall Hours: 45

Overall GPA: 3.87

Registration Notices: 4

Holds: 1

*Holds* can be found at the top right of the Student Profile.

Registration Notices: 4

Holds: 1

Releasable Holds

☒

Advisor Hold

From Date: 10/06/2025

To Date: 12/31/2099

Processes Affected: Registration

Release

To review a student's holds, click *Holds*.

To release a hold, *select the checkbox* beside it and then click *Release*.