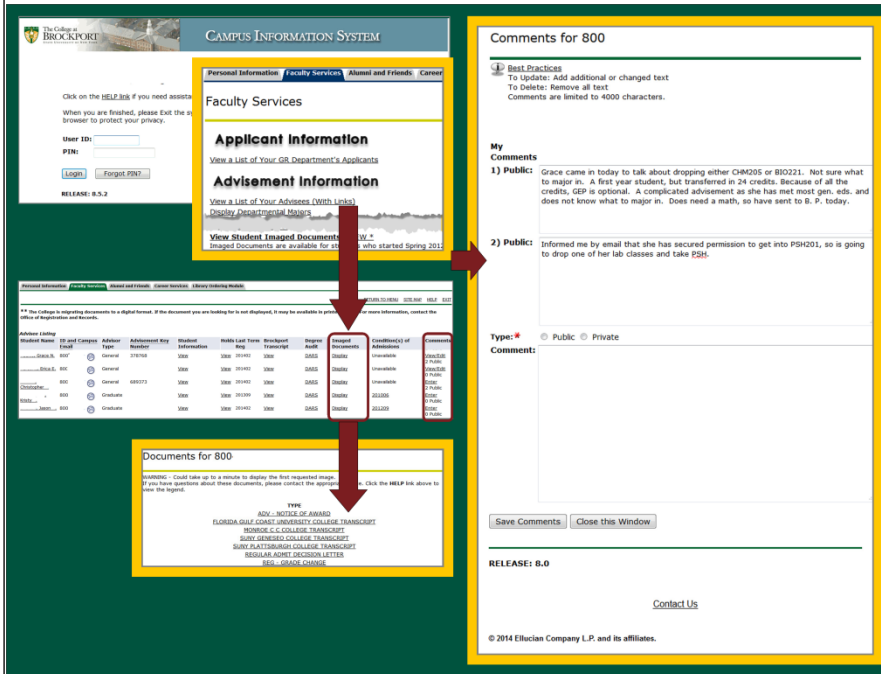


Now what did I say? Using a Paperless Advisement Process

Pat Maxwell & Patty Pfister

The College at Brockport's paperless advising process enables faculty to access a list of their advisees through the Web-based Self-Service Banner system. This list includes:

- Links to imaged documents in the student's academic record.
- A note keeping feature for advisers to record pertinent information discussed during an advising session or even through email and other forms of communication.
- Degree Audit Report
- Brockport transcript



The screenshot shows the Banner Campus Information System interface. The main navigation bar includes 'Personal Information', 'Faculty Services', 'Advised and Friends', and 'Career'. The 'Faculty Services' section is highlighted, showing options for 'Applicant Information', 'Advisement Information', and 'View Student Imaged Documents'. A red arrow points from the 'View Student Imaged Documents' link to a separate window titled 'Documents for 800'. This window displays a list of documents, including 'ADV - NOTICE OF AWARD', 'FLORIDA GULF COAST UNIVERSITY COLLEGE TRANSCRIPT', 'MONROE C.C. COLLEGE TRANSCRIPT', 'SUNY BROCKPORT COLLEGE TRANSCRIPT', 'SUNY BROCKPORT COLLEGE TRANSCRIPT', 'REGULAR ACADEMIC DECISION LETTER', and 'REG - ADVISE CHANGE'. Another red arrow points from the 'Advisement Information' section to a 'Comments for 800' window, which shows a public comment from a student: 'Informed me by email that she has secured permission to get into PSH201, so is going to drop one of her lab classes and take PSH2'.

Our paperless advisement process:

- Fosters communication between faculty advisers and students.
- Provides the information needed for effective advisement.
- Makes the advisement process more efficient and mobile.
- Supports positive time-to-degree results and retention rates.

The paperless advisement process has been rolled out to graduate advisers in the Education & Human Development Department, and some of their feedback is shown in the right-side panel.

Contact Us!

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Systems Librarian LITS Senior Programmer

Advisers say:

"Helpful ... great step forward."

"I use the imaged documents to look for possible transfer classes, to understand students' prior experiences, to update their plans of study."

"I appreciate all that has been made available through Banner. I do find the imaged documents interface a bit unwieldy."

"It is helpful for ease of access to have all parts of graduate advising online"

What do YOU say?

We are seeking feedback from all faculty advisers:

1. Have you used a similar product? If so, what can you tell us about it?
2. What about our paperless advisement process appeals to you? What doesn't?