

Using a Paperless Advisement Process

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Advisers say:

“Helpful... great step forward.”

“I use the imaged documents to look for possible transfer classes, to understand students' prior experiences, [and] 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”

In a paperless advisement process, student records are available anytime, anywhere:

- ☑ Fosters communication between faculty advisers and students.
- ☑ Provides the information needed for effective advisement.
- ☑ Makes the advisement process more efficient and mobile.

The screenshot displays the Banner system's Faculty Services page. At the top, there are navigation tabs for Personal Information, Faculty Services, Alumni and Friends, and Career. Below this is a login area with fields for User ID and PIN, and buttons for Login and Forgot PIN?. A 'Faculty Services' sidebar contains links for Applicant Information, Advisement Information, and View Student Imaged Documents. The main content area shows an 'Advisee Listing' table with columns for Student Name, ID and Campus, Advisor, Advisement Key, Student Information, Holds Last Term, Brockport Transcript, Degree Audit, Imaged Documents, Condition(s) of Admissions, and Comments. A red arrow points from the 'Imaged Documents' column to a detailed view of documents for student 800, listing items like 'NOTICE OF AWARD', 'FLORIDA GULF COAST UNIVERSITY COLLEGE TRANSCRIPT', and 'SUNY GENESEO COLLEGE TRANSCRIPT'. Another red arrow points from the 'Imaged Documents' column to a 'Comments for 800' section, which includes a 'Best Practices' tip, a list of public comments, and a form for adding new comments with 'Save Comments' and 'Close this Window' buttons.

Advisers want:

- Refine descriptors and modifiers.
- Make more visually appealing:
 - ◆ Change comment history from a numbered list to chronological.
 - ◆ Collapse comment text boxes after saving.
- Continue developing best practices.

What do YOU say?

Tell us on a sticky note;
attach it below: