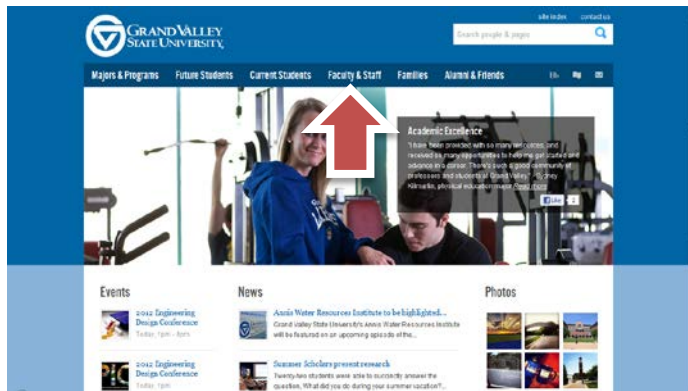
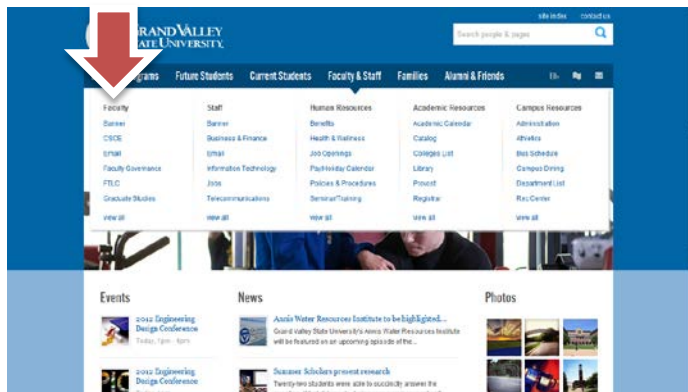


Faculty Resource for Accessing Your Advisee List



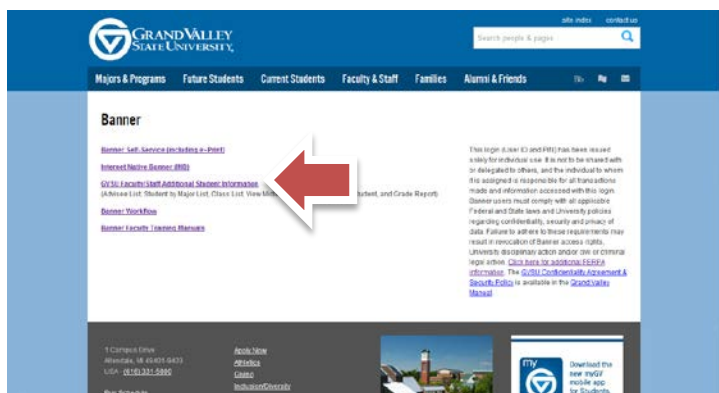
Step 1:

Go to www.gvsu.edu and click on “Faculty & Staff” from the top banner




Step 2:

From the “Faculty” column click on “Banner”



Step 3:

Click on “GVSU Faculty/Staff Additional Student Information”

 [home](#) [search](#) [apply](#) [library](#) [people finder](#) [email](#) [blackboard](#) [contact us](#)

GVSU Faculty/Staff Additional Student Information

Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report
 Login using your Novell client user ID and password. You do **NOT** need to include your department container.


This login (User ID and PIN) has been issued solely for individual use. It is not to be shared with or delegated to others, and the individual to whom it is assigned is responsible for all transactions made and information accessed with this login. Banner users must comply with all applicable Federal and State laws and University policies regarding confidentiality, security and privacy of data. Failure to adhere to these requirements may result in revocation of Banner access rights, University disciplinary action and/or civil or criminal legal action. [Click here for additional ISPPA information](#). The [GVSU Confidentiality Assessment & Security Policy](#) is available in the [Grand Valley Manual](#).

[Go back to Banner Page](#) [Go to GVSU Homepage](#) [Contact Us](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

Step 4:

Enter your GVSU
Network ID and
Password

 [home](#) [search](#) [apply](#) [library](#) [people finder](#) [email](#) [blackboard](#) [contact us](#)

GVSU Faculty/Staff Additional Student Information Menu

Click on one of the links below to process your request:


- [Advisee List](#)
- [Student by Major List](#)
- [Student Major Information](#)
- [Class List](#)
- [View Midterm Grades by Student](#)
- [View Final Grades by Student](#)
- [Grade Report by Course per Instructor](#)
- [Course Section Information](#)
- [History of Graduates by Major, including Student Advisor](#)
- [Student Course Information, including Transfer Equivalencies](#)

[Go back to Banner Page](#) [Go to GVSU Homepage](#) [Contact Us](#) [Logout](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

Step 5:

Click on "Advisee List"

 [home](#) [search](#) [apply](#) [library](#) [people finder](#) [email](#) [blackboard](#) [contact us](#)

Advisee List

Enter the requested data below to select the advisee list.

Enter your G Number for instructor ID

Click on the **DISPLAY** button to display the advisee list.
 Click on the **DOWNLOAD** button to download the advisee list to your PC.

[Go back to Menu](#) [Go back to Banner Page](#) [Go to GVSU Homepage](#) [Contact Us](#) [Logout](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

Step 6:

Select the **CURRENT**
term in order to access
the list of actively
enrolled advisees for
that semester

Advisee List

Enter the requested data below to select the advisee list.

Enter your G Number for instructor ID

Term: 2012 Fall
 Instructor ID:
 Class: **All classes of students**
 Freshman students only
 Sophomore students only
 Junior students only
 Senior students only
 All Undergrad Students
 Graduate and Doctoral students only

Click on the **DOWN** arrow to display the advisee list.
Click on the **DOWNLOAD** arrow to download the list to your PC.

[Go back to Menu](#) | [Go back to Banner Page](#) | [Go to GVSU Homepage](#) | [Contact Us](#) | [Logoff](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

Step 7:

Enter YOUR G# and then select which group of students you would like to contact for a specific message...or leave as "all classes of students" to send to all students.

Advisee List

Enter the requested data below to select the advisee list.

Enter your G Number for instructor ID

Term: 2012 Fall
 Instructor ID:
 Class: All classes of students
Display **Download** **Reset**

Click on the **DISPLAY** arrow to display the advisee list.
 Click on the **DOWNLOAD** arrow to download the advisee list to your PC.

[Go back to Menu](#) | [Go back to Banner Page](#) | [Go to GVSU Homepage](#) | [Contact Us](#) | [Logoff](#)

Grand Valley State University
 One Campus Drive
 Allendale, MI 49401-9403
 616.331.3327 voice
 616.331.2000 fax

Step 8:

Select "Display" to generate the list and send an email to the list from this system.

Select "Download" to generate an excel spreadsheet if you are looking for more ability to manipulate or sort the data

GRAND VALLEY STATE UNIVERSITY

home search apply library people finder email blackboard contact us

[Go back to Search Again](#) [Go back to Menu](#) [Go back to Banner Page](#) [Go to GVSU Homepage](#) [Contact Us](#) [Logout](#)

Advisee List

2012 Fall

Advisor: McCaul, Jennifer L

#	Student Name	GNumber	Class	Degree	Major 1	Major 2	Minor	Cumulative GPA	Cumulative Earned Hours	E-Mail Address	Local Phone
1			FR	BA	CJ						
2			JR	BA	CJ		JUV	2.542	64.000		
3			FR	BA	CJ			0.000	19.000		
4			SO	BS	CJ			2.575	36.000		
5			SO	BSW	SW		PSY	1.460	43.000		
6			FR	BS	CJ						
7			SO	BA	CJ			2.790	29.000		
8			JR	BS	CJ			0.000	87.000		
9			JR	BS	CJ			2.260	69.000		
10			FR	BS	LSTD						
11			FR	BS	LSTD			0.000	7.000		
12			JR	BA	CJ			2.733	58.000		
13			FR	BS	CJ			1.771	24.000		
14			JR	BS	CJ			0.000	64.000		
15			JR	BS	PSY	CJ		0.000	65.000		
16			FR	BS	CJ			0.000	3.000		
17			FR	BS	CJ						
251			JR	BS	CJ			2.489	55.000		
252			SO	BA	CJ		SPA	3.700	37.000		
253			FR	BS	CJ						
254			SO	BS	CJ			2.433	54.000		
255			JR	BA	CJ		PSY	2.390	82.000		
256			JR	BS	CJ		SOC	0.000	62.000		
257			GM	M	NDGR			3.986	226.000		
258			FR	BS	CJ						
259			JR	BS	CJ			2.866	55.000		
260			SO	BA	CJ			3.033	27.000		
261			SO	BS	CJ			2.103	36.000		

From Email Address:

Subject:

Email Text:

College of Community & Public Service Undergraduate Advising Center
Grand Valley State University
401 W. Fulton Street,
218C DeVos Center
Grand Rapids, MI 49504
ph: 616-331-6090
Fax 616-331-6089

[Go back to Search Again](#) [Go back to Menu](#) [Go back to Banner Page](#) [Go to GVSU Homepage](#) [Contact Us](#) [Logout](#)

Grand Valley State University
One Campus Drive
Allendale, MI 49401-9403
616-331-3327 voice
616-331-2000 fax

Step 9:

Review the List

Email a specific student by clicking on the email address next to the student's information.

You can also send an Email to the entire list using the system at the bottom.

Fill in your return email address

Enter a subject that will catch a student's attention

Enter your message. This is plaintext only format. No bold, underlines, hyperlinks, etc.

Be sure to include a copy of your signature that you use in your email so a student knows exactly who the message is from and how to connect with you.

Click on "Email List" you will be provide with a confirmation screen when it has processed.