# **ADVISING STUDENT PROFILE**

- 1. Login to the MyUTRGV portal using an approved web browser.
- 2. Select the Application ASSIST.
- 3. Click on Advising Student Profile.

# Faculty and Advising Services



Hello Professor X.,

This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:



#### **Faculty Grade Entry**

Submit your final grades and view previous terms.



#### **Faculty Class List**

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



#### **Advising Student Profile**

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.

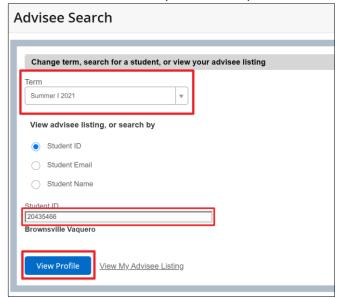


### **Faculty Attendance Verification**

Verify official census date attendance for their classes.

If you have any questions, please email the registrar@utrgv.edu.

4. Select a term and search by one of the options, then click on *View Profile*.



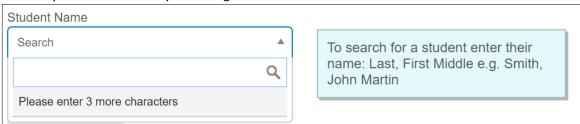
a. Search by student's ID.



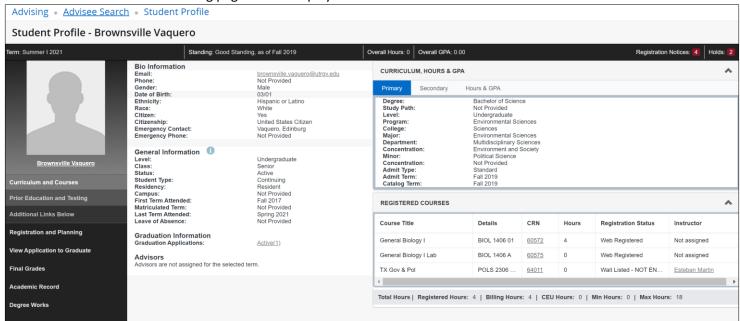
b. Search by student's UTRGV Email.



c. Search by student's name by following the noted format.



5. The Student Profile landing page is now displayed for the student.



## The following list will show what is displayed in the Student's Profile.

- a. Student's picture will be displayed.
  - Registrar's Office does not update pictures. This picture is data from student's ID card.
- b. Term is based on the search done in Step 4. To change term, then a new search will need to be done with the new term.



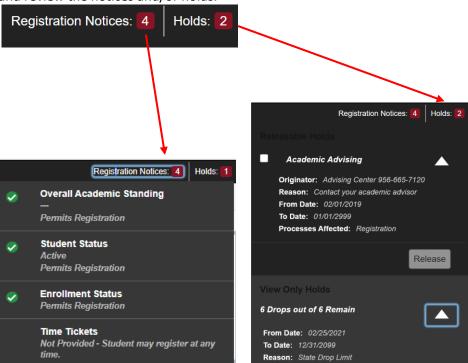
c. Click on student name to display student card.



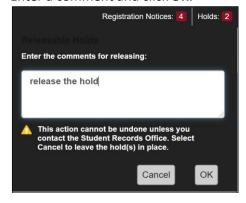
d. Last Academic Standing and overall hours and GPA are displayed.

Standing: Good Standing, as of Fall 2019 Overall Hours: 121 Overall GPA: 3.64

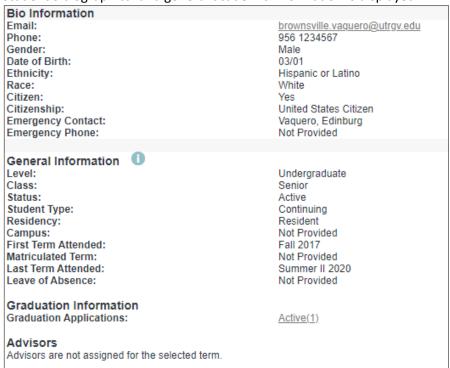
e. Registration Notices and Holds are displayed here. Click on either *Registration Notices* or *Holds* to expand and review the notices and/or holds.



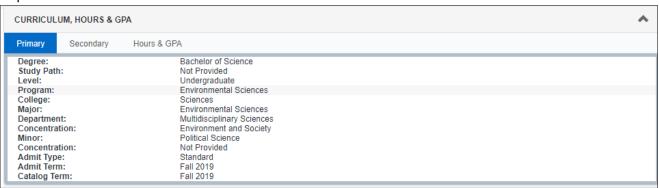
- Advisors can release hold that is designated to advising.
  - Click on box next to Academic Advising, then click **Release**.
  - > Enter a comment and click OK.



f. Student's biographical and general academic information is displayed.



g. Student's Primary program, Secondary program and Hours & GPA are displayed by clicking on the respective tab.



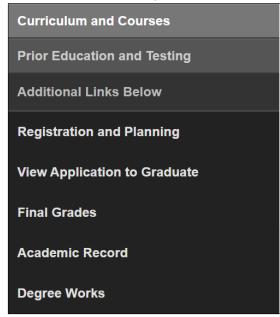


#### h. REGISTERED COURSES



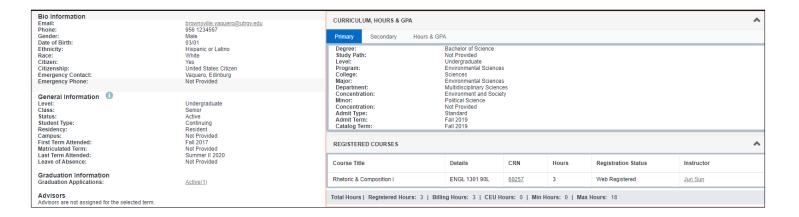
Note: The list of courses will be dependent on term you select in Step 5b.

i. Student Profile has multiple links to select from:



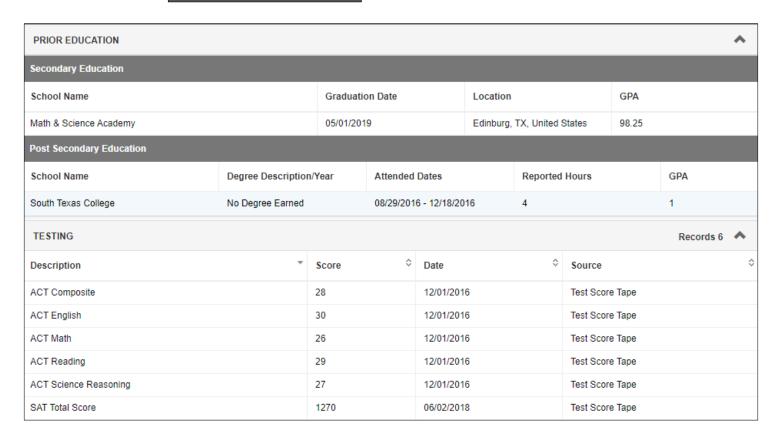
■ Curriculum and Courses - Default when student clicks on Student Profile

**Curriculum and Courses** 

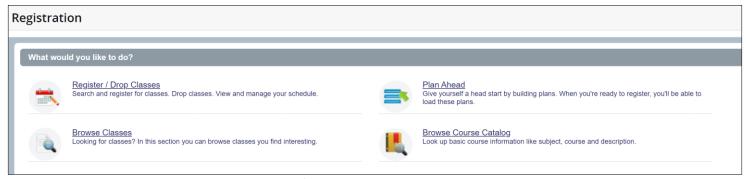


 Prior Education and Testing – Clicking on this option will display prior education and testing information.

**Prior Education and Testing** 

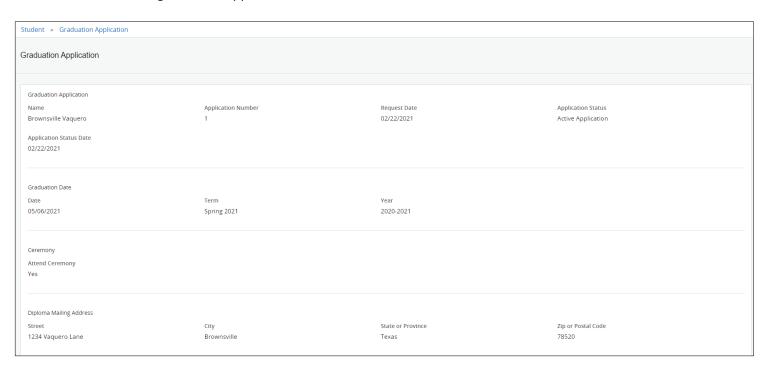


- Registration and Planning Clicking on this option will open a new tab and redirect student to Registration options.
  - Select a role if prompted and click Continue.



- Register / Drop Classes displayed but not available for use.
- Plan Ahead refer to <u>Using Plan Ahead</u> guide.
- Browse Classes refer to Searching for Classes in ASSIST guide.
- Browse Course Catalog general course search by the term selected.

• View Application to Graduate – Clicking on this option will open a new tab and display any graduation application information for the student.



• Final Grades – This will open a new tab and student may view grades earned for the selected term and level.



■ Academic Record — Clicking on this option will open new tab and bring up transcript page.





- > Enter Student ID.
- Click on Continue.
- Select Transcript Level and Transcript Type to.
- Refer to guide <u>Viewing a Student's Unofficial Transcript</u> for more information.
- Degree Works This will open a new tab and redirect student to Degree Works to review their degree progress.