

Advising Tools for Faculty

View Advisee Listing with Alternate PINs

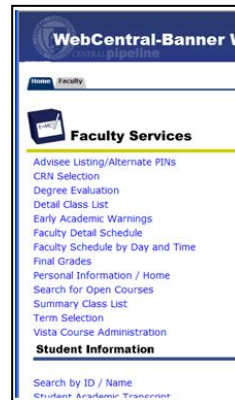
1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).



3. Click on the **Faculty** tab, then **Advisee Listing**. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen).



4. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen). From this screen, you may also view other student information such as transcripts and degree evaluations. If you would like to e-mail a student, click on the **e-mail icon** next to their name. If you would like to download your advisee listing to Excel, click on the **Advisee List CSV File for Excel** button.

Advisee Listing 30201227 Tina-Marie Rivera-Rowe
Spring 2005
May 05, 2005 05:26 pm

Student Name	ID	Class	Registration PIN	Student Information	Holdings	Test Scores	Transcript	Degree Evaluation
Banasa-Peterson, Jazayabon	30075400	Graduate		View	View	View	View	View
Bilo, Lisa A.	30122108	Graduate	123123	View	View	View	View	View
TEST, TEST	30222435	First Year 0-25 credits	456456	View	View	View	View	View

[Advisee List CSV File for Excel](#)

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Running a Degree Evaluation

1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



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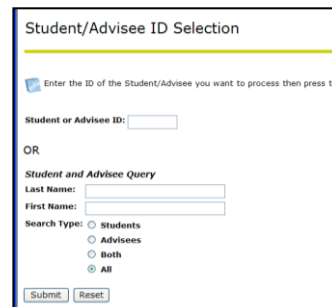
2. Click on the **Faculty** tab, then **Degree Evaluation**.



3. If you are prompted to select a term, click on the down arrow next to **Select a Term**, select the term for which you would like to run a degree evaluation, then click on the **Submit** button.



4. Enter the **Student's ID** number or search for the student by name, then click on the **Submit** button. On the next screen, verify the student's name then click on the **Submit** button.



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5. On the Degree Evaluation screen, click on one:

- a. **View Previous Evaluations**
- b. **Generate New Evaluation**
- c. **What-if Analysis**

Degree Evaluation Record

You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, [Click here](#) for directions on how to run a degree evaluation.

Curriculum Information

Primary Curriculum

Program: Non-Matriculated Graduate

Catalog Terms: Spring 2006

Level: Graduate

Campus: CCSU

College: No School Designated

Degree: Non-Degree

First Major: Non-Matriculated

[View Previous Evaluations | Generate New Evaluation | What-if Analysis]

RELEASE: 7.3.1

View Previous Evaluations – to view evaluations that have been run.

1. From the View Previous Evaluations screen, click on the **Program** name under Current Evaluations.
2. From the Degree Evaluation Display Options screen, click on the radio button next to **Detail Requirements**, then click on the **Submit** button. The student's Degree Evaluation will be displayed.

View Degree Evaluations

To view evaluation results, select a program.

Current Evaluations

Program	Submission Date	Request Num
Management Information Systems	Jul 19, 2006 12:45 pm	4
English	Mar 06, 2006 02:51 pm	2

Degree Evaluation Display Options

Please select the desired display.

Detail Requirements

Additional Information

Submit

Generate New Evaluation – to run a new evaluation.

1. On the Generate New Evaluation screen, click on the radio button next to **Program**.
2. Select the **Term**.
3. Verify that **Use In-Progress Courses** is checked.
4. Click on **Generate Request**.
5. At the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements, then click on the **Submit** button. The student's new Degree Evaluation results will be displayed.

Generate New Evaluation

To generate a new evaluation, select a program, degree, and major.

Program: Non-Matriculated Graduate

Degree: Non-Degree

Major: Non-Matriculated

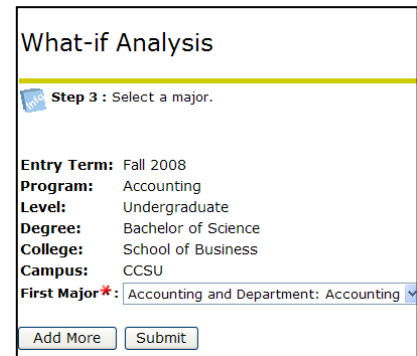
Term: Fall 2009

Generate Request

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What-if Analysis – to run an evaluation for a different Program (this is used to determine the classes that will count in a different Program if the student chooses to switch Programs).

1. On the What-If Analysis screen, click on the down arrow next to **Entry Term** and select a term (the term in which you would start the new program), then click on **Continue**.
2. Click on the down arrow next to **Program** and select the program you are interested in, then click on **Continue**.
3. Click on the down arrow next to **First Major** and select the major. If you are interested in a minor, click on **Add More** then click on the down arrow next to **Concentration 1** and select a minor, then click on the **Submit** button.
4. Click on **Generate Request**.
5. From the Degree Evaluation Display Options screen, click on the radio button next to **Detail Requirements**, then click on the **Submit** button. The student's What-If Analysis will be displayed.



What-if Analysis

Info Step 3 : Select a major.

Entry Term: Fall 2008
Program: Accounting
Level: Undergraduate
Degree: Bachelor of Science
College: School of Business
Campus: CCSU
First Major*: Accounting and Department: Accounting

Add More Submit



Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.