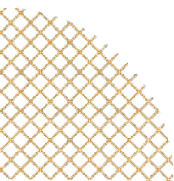


RCNJ

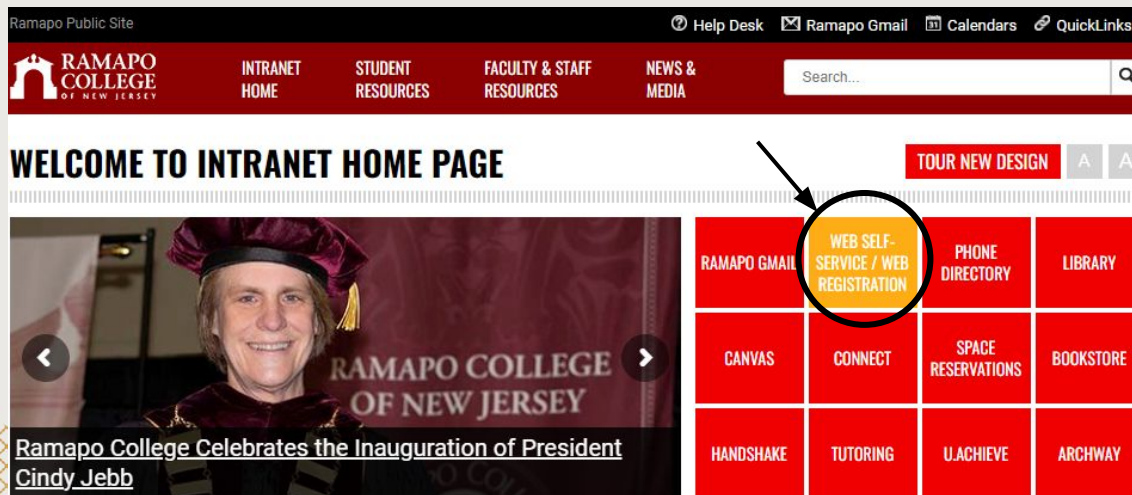
# How to View your Advisee Caseload in Web Self-Service for Advisors

(Banner 9)

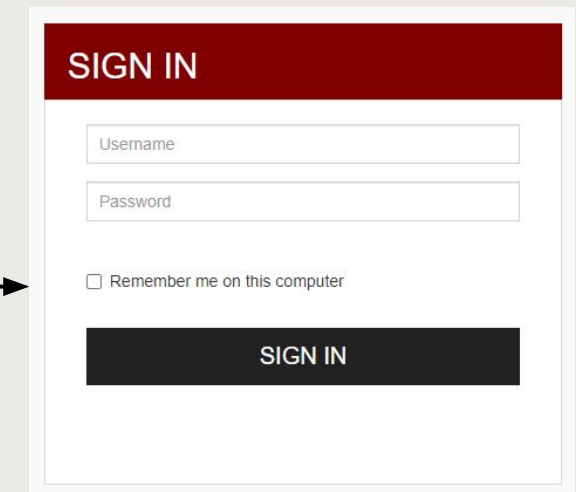


# Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



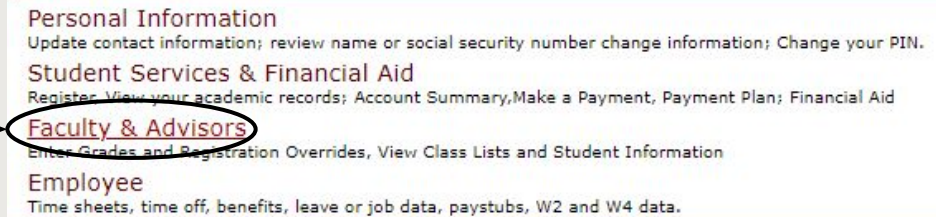
Enter Secure Area  
General Financial Aid  
Class Schedule  
Course Catalog



The 'SIGN IN' form is displayed on a white background with a dark red header. It contains two input fields for 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a dark red button with the text 'SIGN IN' in white.

# Access Advisee and Student Search

- Click on Faculty Services
- Click on Advisee and Student Search

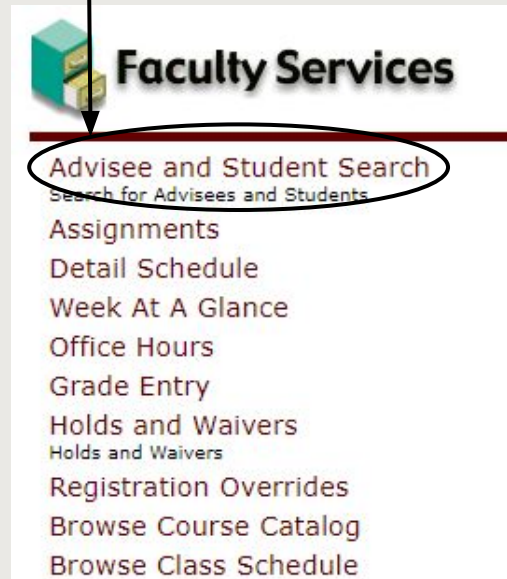



Personal Information  
Update contact information; review name or social security number change information; Change your PIN.

Student Services & Financial Aid  
Register; View your academic records; Account Summary; Make a Payment; Payment Plan; Financial Aid

**Faculty & Advisors**  
Enter Grades and Registration Overrides; View Class Lists and Student Information

Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.



 **Faculty Services**

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**Advisee and Student Search**  
Search for Advisees and Students

Assignments

Detail Schedule

Week At A Glance

Office Hours

Grade Entry

Holds and Waivers  
Holds and Waivers

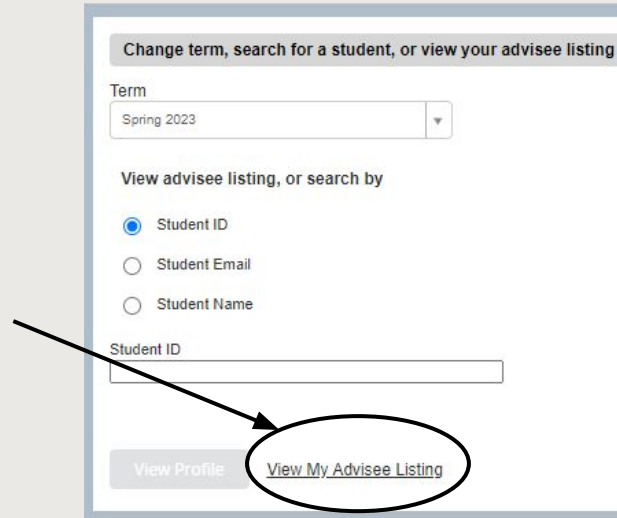
Registration Overrides

Browse Course Catalog

Browse Class Schedule

# View Advisee Listing

- Input appropriate term
- Click View my Advisee Listing



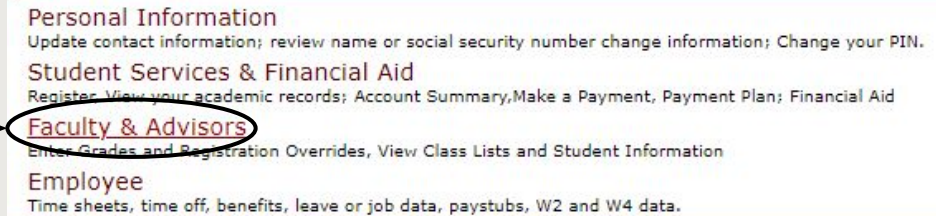
### Advisee Listing

Spring 2023

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds
[Redacted content]						

# Access Advisee and Student Search

- Click on Faculty Services
- Click on Advisee and Student Search

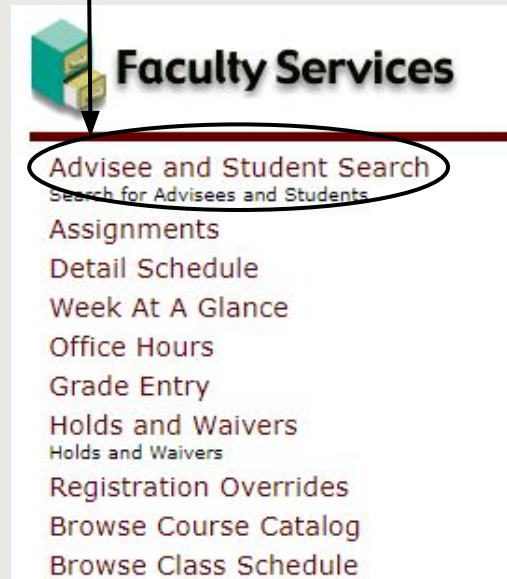


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 **Faculty Services**

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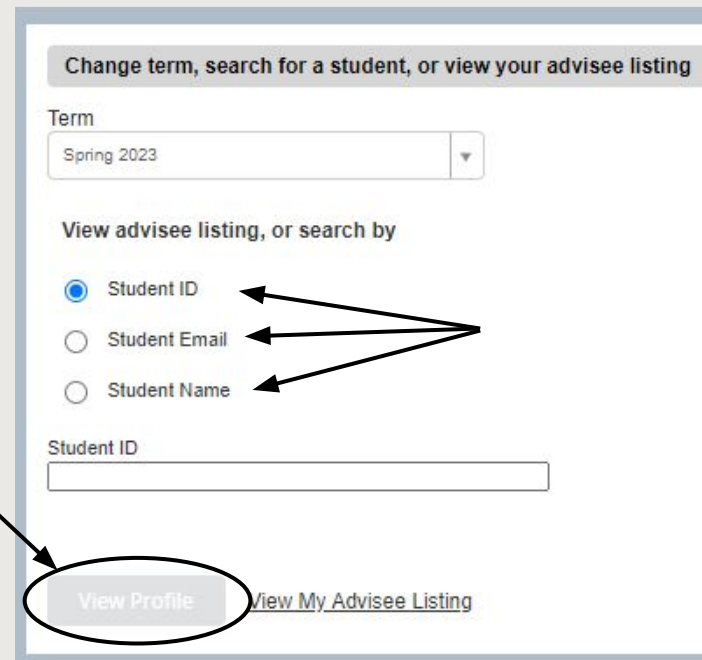
Registration Overrides

Browse Course Catalog

Browse Class Schedule

# Student Search

- Input appropriate term
- Select search by Student ID, Student Email, or Student Name
- Input student's R Number, Ramapo email, or name (name must be formatted Last Name, First Name)
- View Profile



Change term, search for a student, or view your advisee listing

Term  
Spring 2023

View advisee listing, or search by

Student ID

Student Email

Student Name

Student ID  
[Input field]

[View Profile](#) [View My Advisee Listing](#)

The screenshot shows a web interface for searching students. At the top, there is a header with the text "Change term, search for a student, or view your advisee listing". Below this is a "Term" dropdown menu currently set to "Spring 2023". Underneath is a section titled "View advisee listing, or search by" with three radio button options: "Student ID" (which is selected), "Student Email", and "Student Name". Below these options is a text input field labeled "Student ID". At the bottom of the form, there are two buttons: "View Profile" and "View My Advisee Listing". The "View Profile" button is circled in red, and a red arrow points from the "View Profile" text in the list above to this button. Three black arrows point from the "Student ID", "Student Email", and "Student Name" radio buttons to the right.