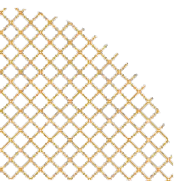


RCNJ

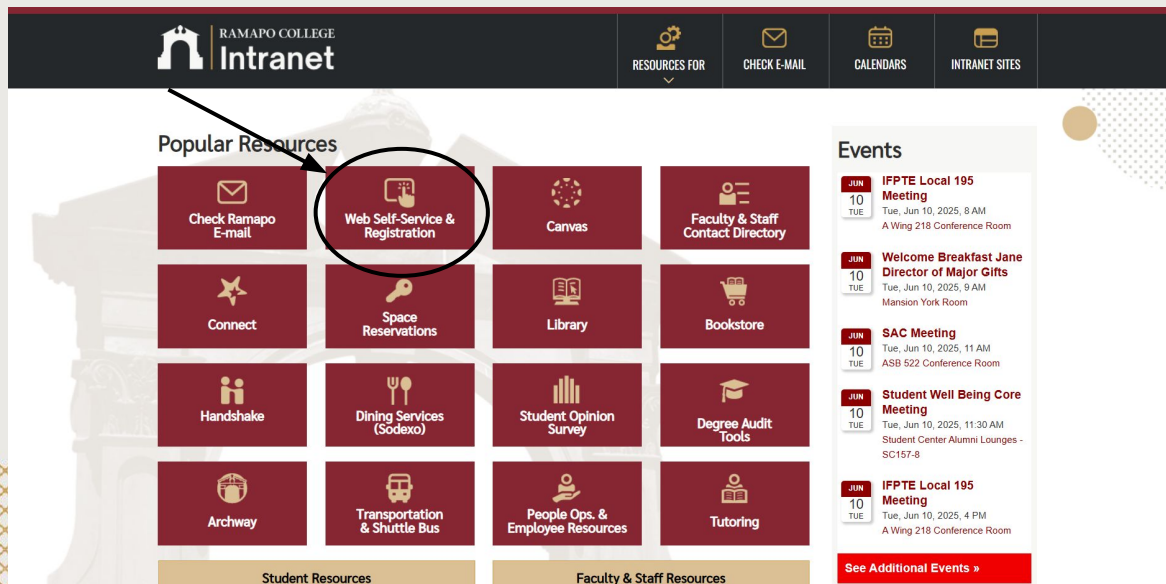
How to View your Advisee Caseload in Web Self-Service for Advisors

Center for Student Success



Log in to Web Self-Service

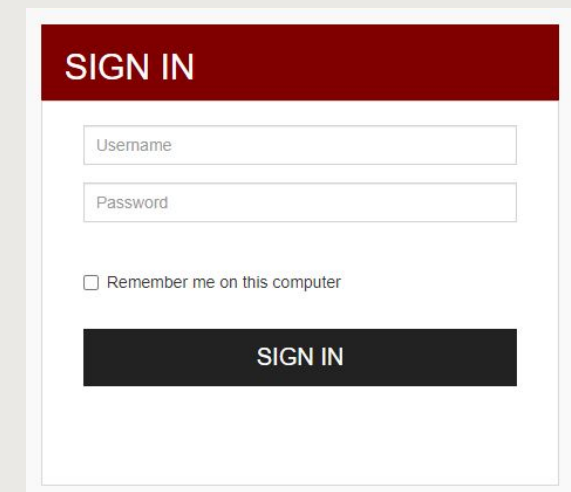
- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



The screenshot shows the Ramapo College Intranet homepage. At the top, there is a navigation bar with the college logo and the word "Intranet". Below this, there are several utility icons: "RESOURCES FOR", "CHECK E-MAIL", "CALENDARS", and "INTRANET SITES". The main content area is divided into "Popular Resources" and "Events". The "Popular Resources" section contains a grid of 16 red buttons with white icons and text. The "Web Self-Service & Registration" button is circled in black, and an arrow points to it from the top left. The "Events" section on the right lists several upcoming events with dates and times.

Category	Resource
Popular Resources	Check Ramapo E-mail
	Web Self-Service & Registration
	Canvas
	Faculty & Staff Contact Directory
Popular Resources	Connect
	Space Reservations
	Library
	Bookstore
Popular Resources	Handshake
	Dining Services (Sodexo)
	Student Opinion Survey
	Degree Audit Tools
Popular Resources	Archway
	Transportation & Shuttle Bus
	People Ops. & Employee Resources
	Tutoring


Event	Date	Time	Location
IFPTE Local 195 Meeting	Tue, Jun 10, 2025	8 AM	A Wing 218 Conference Room
Welcome Breakfast Jane Director of Major Gifts	Tue, Jun 10, 2025	9 AM	Mansion York Room
SAC Meeting	Tue, Jun 10, 2025	11 AM	ASB 522 Conference Room
Student Well Being Core Meeting	Tue, Jun 10, 2025	11:30 AM	Student Center Alumni Lounges - SC157-8
IFPTE Local 195 Meeting	Tue, Jun 10, 2025	4 PM	A Wing 218 Conference Room




The sign-in form is titled "SIGN IN" in a red header. It contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me on this computer". At the bottom of the form is a large black button with the text "SIGN IN" in white.

Access Advisee and Student Search


- Click on Faculty Dashboard
- Click on Student Search

Faculty & Advisor Self-Service 



OPEN FACULTY DASHBOARD
Quick access to faculty information.

Faculty Services

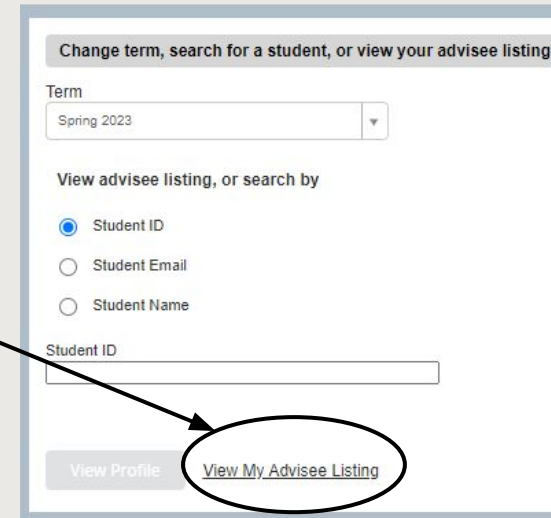
 Hello Greer Megan,
Welcome to Banner Faculty Self-Service, your central hub for managing essential academic tasks quickly and securely. From this page, you can access key faculty tools available to you based on your institutional role, including:

- Grade Entry
- Student Search
- Faculty Assignments
- Registration Overrides
- No Show/Roster Confirmation
- UAchieve-Students graduating Spring/Summer 2026
- DegreeWorks-Continuing students
- Remove Holds

Additional faculty resources and functions are available through the Banner menu in the top-left header or by using the keyboard shortcut **Alt + M**. If you have questions or need assistance, please contact the Registrar's Office via email.

View Advisee Listing

- Input appropriate term
- Click View my Advisee Listing



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

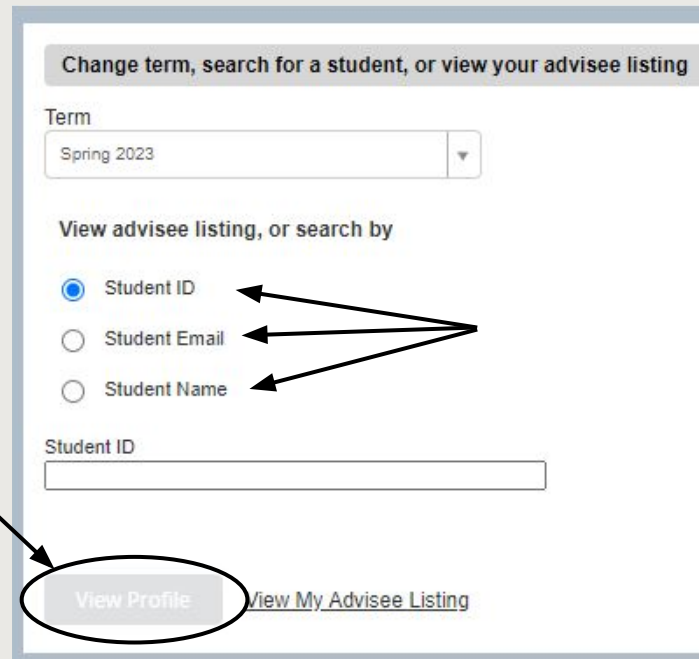
Advisee Listing

Spring 2023

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

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

[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 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.