



MISSISSIPPI STATE UNIVERSITY™ ONLINE

Advise Online

Online Advising Best Practices

Pull list of currently enrolled students within your degree program that are ready to be released for registration.

- Click on Release Students for Registration under the Registration column of your myBanner For Faculty and Departmental Users account.
- Make sure that Students Currently Enrolled is selected.
- Fill in all specific fields needed (Enrollment Term, Level, Classification, Campus, Primary College, Primary Program, etc.)
- Select View Students.
 - List can be sorted by column simply by clicking on each column.
 - List can be exported by clicking on Export Data to Excel (CSV Format).
 - List can be printed but it is best to print within a new window.

Utilize list of currently enrolled students within your degree program that are ready to be released for registration in order to advise each student properly.

- Send initial email via MSU/Outlook email account determining how many hours/courses each student wants to take during each semester that you are advising for.
 - This information can be printed and stored with physical folders or documented within Excel spreadsheet that was exported with the list of currently enrolled students.
 - Make sure to review Degree Applicants By Term list under the Reports column of your myBanner For Faculty and Departmental Users account in order to determine students that should be completing their degree requirements during the current semester.
- Generate a new CAPP Compliance report for each student by clicking on CAPP-Compliances under the Student Records column of your myBanner For Faculty and Departmental Users account.
- Send advising email via MSU/Outlook email account with course options that each student must choose from based on the number of hours/courses each student wants to take and the specific degree requirements that each student has remaining.
 - Remember to include specific course options and other important information (graduation, grades, etc.) within the advising email in order to supplement for normal face-to-face conversation.
 - Remember to release each student for registration and provide them with their specific date (Registration Group) within the advising email.
- Make sure to review list after advising period in order to make sure every student is accounted for within the list or with use of physical folders.

Still need help?

Please call Mississippi State Center for Distance Education 662.325.3473