Helpful Hints for Advisors

Q: How can I view a student’s Transfer Credit Evaluation?
A: Ask your Department Chairperson or Department administrative professional. All Department Chairpersons can view and print a student’s Transfer Credit Evaluation by using Hyperion.

Q: How can I tell if a course has been formally substituted for another course?
A: Approved course substitutions appear in a student’s degree evaluation.

Q: How can I find a student’s alternate PIN number?
A: Ask your Department Chairperson or Department administrative professional. Alternate pin numbers can be looked up in BANNER under SPAAPIN. Be sure to check the information for the correct registration term (ex. If registering for Spring 2011 courses, look up pin for Spring 2011)

Q: How do I find out a student’s assigned academic advisor?
A: Ask your Department Chairperson or Department administrative professional. Advisors can be looked up in BANNER under SGAADVR. Be sure to check the information for the correct registration term (ex. If registering for Spring 2011 courses, look up pin for Spring 2011)

Q: How does a student declare or change a major or minor?
A: A student should go to the Chairperson of the department that offers the major or minor. Consult the Department Chair list. The student must complete a Major and Program Change Form, have it signed by the chairperson and submit it to the Registrar’s Office.

Q: How can I find out the nature of a student hold?
A: Students can find this in their Central Pipeline account. Department Chairpersons and administrative professionals have access to this information through BANNER.

Q: When is a student eligible to register for courses?
A: The Registrar’s Office publishes an Early Registration Appointment Schedule of dates and times each semester.

Q: How can a student’s transfer credits be re-examined for applicability in general education?

A: Refer the student to the Arts and Sciences Dean’s Office in 112 Diloreto. Encourage the student to bring appropriate course descriptions with them.