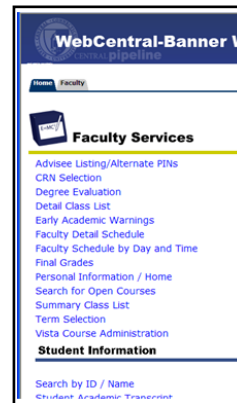
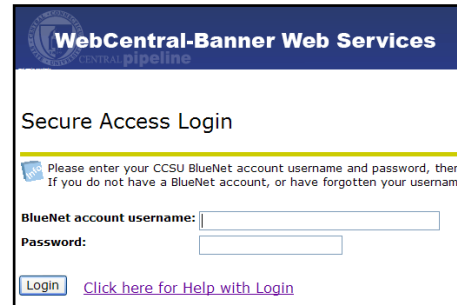
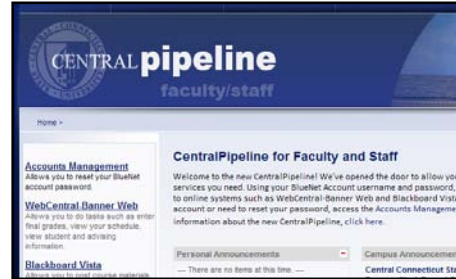


# Advising Tools for Faculty

## View Advisee Listing with Alternate PINs

1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Point to CentralPipeline, then click on **CentralPipeline for Faculty/Staff** (or click on Faculty & Staff).
2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your **BlueNet account username and password**.
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.

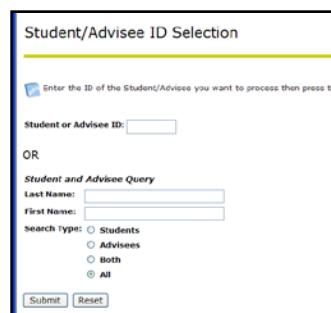
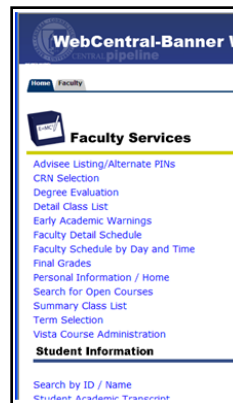
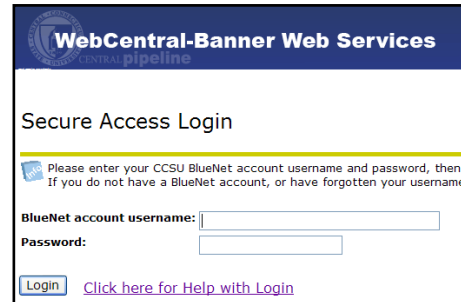


Student Name	ID	Class	Registration PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
<a href="#">Bonozo, Patricia</a>	30075460	Graduate		<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">Bono, Lisa A.</a>	30122108	Graduate	129123	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">TEST, TEST</a>	30232435	First Year 0-25 credits	456456	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

# Advising Tools for Faculty

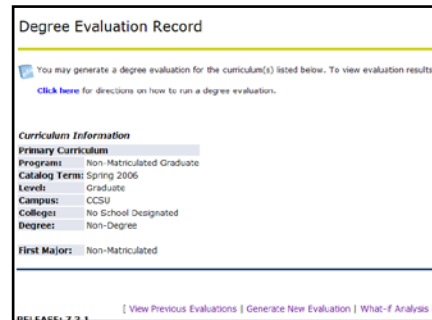
## Running a Degree Evaluation

1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Point to CentralPipeline, then click on **CentralPipeline for Faculty/Staff** (or click on Faculty & Staff).
2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your **BlueNet account username and password**.
3. Click on the **Faculty** tab, then **Degree Evaluation**.
4. 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.
5. 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.



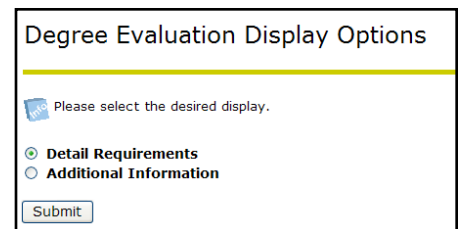
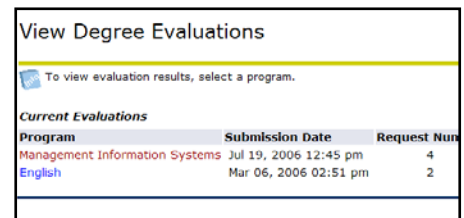
# Advising Tools for Faculty

6. On the Degree Evaluation screen, click on one:
  - a. **View Previous Evaluations**
  - b. **Generate New Evaluation**
  - c. **What-if Analysis**



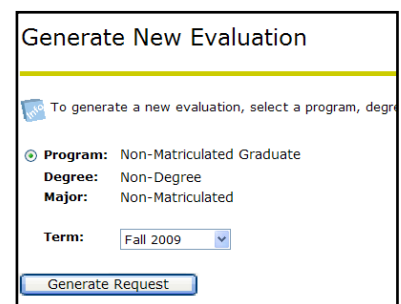
**View Previous Evaluations** – to view evaluations that have been run.

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.



**Generate New Evaluation** – to run a new evaluation.

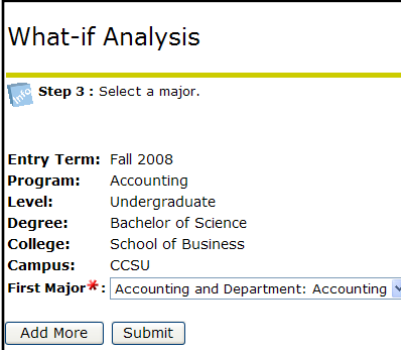
1. On the Generate New Evaluation screen, click on the radio button next to **Program**.
2. Select the **Term**.
3. Verify that **Use In-Progress Courses** is checked.
4. Click on **Generate Request**.
5. At the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements,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



# Advising Tools for Faculty

**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.



The screenshot shows a web form titled "What-if Analysis". At the top, it says "Step 3 : Select a major." Below this, there are several fields with labels and values: "Entry Term: Fall 2008", "Program: Accounting", "Level: Undergraduate", "Degree: Bachelor of Science", "College: School of Business", and "Campus: CCSU". The "First Major" field is a dropdown menu currently showing "Accounting and Department: Accounting". At the bottom of the form, there are two buttons: "Add More" and "Submit".



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