

Faculty Self Service – Student Week at a Glance

Registrar Operations – Office of Registrar

Overview

The Student Week at a Glance page in Banner Faculty Self-Service allows faculty and advisors to see a student’s current weekly course schedule.

Accessing the Self-Service Page

Student Week at a Glance can be accessed in **CougarNet** by selecting:

Banner > Faculty Services > Student Information Menu > Student Week at a Glance.

Student Search

The screenshot shows a web form titled "Student and Advisee ID Selection". At the top, there is a blue header bar with a help icon and the text: "Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit." Below this, the form includes a "Term" dropdown menu with "Select" as the current value. There are three input fields: "Student or Advisee ID", "Last Name", and "First Name", with an "OR" label between the first and second. Below these fields is a "Search Type" section with three radio buttons: "Students", "Advisee", and "Both". The "Both" option is selected. A red "Submit" button is located on the right side of the form.

You must select a term before you search for a student. Faculty members can only search for students who were enrolled in their classes during the selected semester. If you have already selected a term during your current CougarNet session, this box may not display.

You can search by 800 number or by name. The search will match partial names and case does not matter; searching for last name “Myer” will also return “Myers”, “Altmyer,” “Myer-Johnson”, etc.

There are three options for “search type.” Selecting “students” will return only individuals who were enrolled in your classes in the chosen term. “Advisee” will return only students who had you assigned as an advisor (not necessarily primary advisor) during the chosen term. “Both” allows you to search both groups at once.

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If you select a name from search results, or if you already have a student selected this session, you’ll be presented with a view similar to the one below:

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Information for [REDACTED]

Today - 06/24/2025 < Week 06/23/2025 to 06/29/2025 >

MM/dd/yyyy Go

	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Sun 6/29
7am							
8am	24582 ENG 101 - 99 24582 Class 🕒 08:00-09:50 📍 TBA		24582 ENG 101 - 99 24582 Class 🕒 08:00-09:50 📍 TBA				
9am							
10am							

The calendar will default to the current week, with today's date highlighted. You can skip ahead to another week using the search box in the upper right corner, or the arrows on either side of the week description. Courses are shown with the subject and number, the CRN, the meeting time and location if available.

