

# Faculty Self Service – Student Search

Registrar Operations – Office of Registrar

## Overview

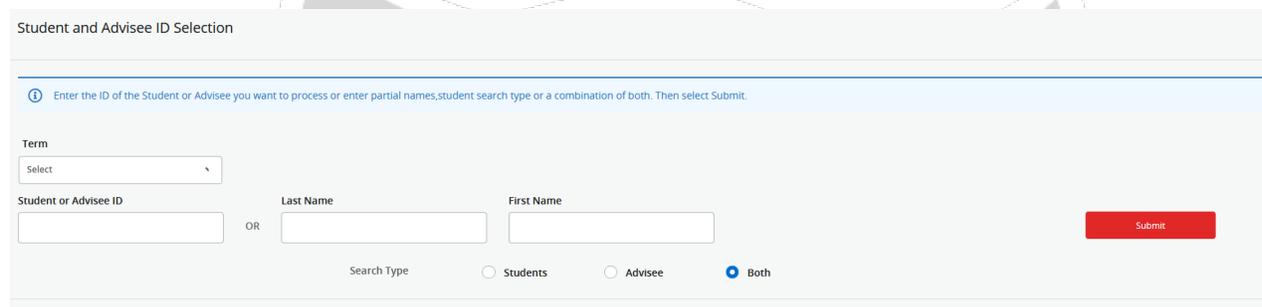
Student Search in Banner Faculty Self-Service allows faculty and advisors to find and view a student’s profile. Users can search by Banner ID (800 number) or by name. Faculty will only be able to see students taking their classes in the selected term, while advisors will be able to see any students.

## Accessing the Self-Service Page

The Student Search can be accessed in **CougarNet** by selecting:  
**Banner > Faculty Services > Student Information Menu > ID Selection.**

You may also encounter Student Search when you go into other Student Information modules, if you have not previously selected a student to view.

## Student Search



The screenshot shows a web form titled "Student and Advisee ID Selection". At the top, there is a blue instruction bar: "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" (which 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 “Smith” will also return “Smithson”, “Goldsmith,” “Smith-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.

## Student Profile

When you select a student name from the search results, you will be taken to the student’s profile:

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Student • Student Profile

Student Profile - [REDACTED] they/them/their ([REDACTED])

Term: Summer 2025



**Bio Information**  
Email: [REDACTED]  
Phone: Not Provided

**General Information** ⓘ  
Level: Undergraduate  
Class: Freshman  
Residency: In-State Resident  
Campus: Edwardsville

**Advisors**  
Primary / Academic Advisor: [Jimmy D Fuller](#)  
Academic Advisor: [Kiah A Hairston](#)

**CURRICULUM** ⤴

Primary Secondary

Degree:	Bachelor of Science
Study Path:	Not Provided
Level:	Undergraduate
Program:	Arts and Sciences - BS
College:	College of Arts and Sciences
Major:	History
Department:	History
Concentration:	Not Provided
Minor:	Theater/Dance
Concentration:	Not Provided
Admit Type:	Freshman Traditional >5 years
Admit Term:	Fall 2024
Catalog Term:	Fall 2024

**REGISTERED COURSES** ⤴

Course Title	Details	CRN	Hours	Registration S
English Composition I	ENG 101 99	<a href="#">24582</a>	3	Registered

Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0

Curriculum and Courses

Additional Links

View Student Schedule

The profile displays a summary of information about the student. This page also includes additional navigation links on the left hand side.

