



Banner "WEB" Access Form
Academic Administration and Faculty

Information and options available on the "web" based on your academic administrative category:

Deans/Chairs

- 1. View and print transcript and DARS of ALL students.
2. View ALL rosters via custom roster option.
3. Enter registration overrides for ALL students.
4. View current student schedule for ALL students.
5. Look up Alternate PINS for student to register.
6. Look up student addresses and phone numbers.
7. View ALL general student information (major, department, degree, program, etc.)

Faculty/Advisers

- 1. View and print transcript and DARS using the student ID for students to whom you are assigned as adviser.
2. Look up Alternate PINS of student to whom you are assigned as an adviser.
3. View current student schedule for ALL students.
4. View your faculty class schedule in detail or summary.
5. Post Grades for your assigned classes.
6. View Rosters for your assigned classes.
7. Look up students' addresses and phone numbers.
8. View ALL general student information (major, department, degree, program, etc.)

Non-Advising Faculty Members

- 1. Look up Transcript with Student ID and Date of Birth
2. View current student schedule for ALL students.
3. View your faculty class schedule in detail or summary.
4. Post Grades for your assigned classes.
5. View Rosters for your assigned classes.
6. Look up students' addresses and phone numbers.
7. View ALL general student information (major, department, degree, program, etc.)

Please complete ALL sections and obtain necessary signatures. Return to Provost's Office.

I. USER INFORMATION:

Print Name: _____ Date: _____
Title: _____
Department: _____ Telephone Number: _____
Hofstra ID Number: _____ Effective Semester to begin access: _____

II. ANSWER THE FOLLOWING:

Department(s) to be advised: _____

The following will only be granted when job responsibilities mandate access:

Registration Override: Yes No
Extended roster viewing: Yes No If yes, dept.(s) _____

Clearly state job responsibilities requiring access. (Access will not be granted unless deemed necessary.)

Academic Department Change: From: _____ To: _____

III. AUTHORIZATION:

Chair's Signature: _____ Date: _____
Print Name: _____ Tel No: _____
Dean's Signature: _____ Date: _____
Print Name: _____ Tel No: _____
Provost Office: _____ Date: _____