**New Advisor Request for**

**Student Advising Profile Access in Banner**

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New undergraduate advisors are required to complete three training requirements in order to have Advisor privileges. After attending the three trainings, please complete this form, including obtaining your department head’s signature, and return it by campus mail to Pennie Babin, Academic Success Center, or electronically to [pennie@louisiana.edu](mailto:pennie@louisiana.edu)

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ULID:** C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please indicate who you will be advising)

\_\_\_\_\_\_Undergraduate \_\_\_\_\_\_\_Graduate \_\_\_\_\_\_\_Both

\*Honors (Request must come from Honors Program)

Please provide the dates you completed the following required trainings:

1. Best Practices for Effective Advising (Presented by the ASC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Student Profile (Presented by the Office of the Registrar) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Degree Works (Presented by the Office of the Registrar) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Registration for Office of Registrar trainings may be found on their website:

https://registrar.louisiana.edu/services-resources/training-classes)

By signing this form, you are acknowledging responsibility for activity performed through this access.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

**Approved:**

Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For Office Use**

Director, Academic Success Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President, Enrollment Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Code: \_\_\_N/A\_\_\_\_\_\_\_ Job Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Number: \_\_\_\_\_\_\_\_\_