Faculty/Advisor FAQs for Fall Semester, 2008

How do I login?

You need a computer with internet access. Enter the following address in the browser window:

https://my.sandiego.edu/

When the MySanDiego welcome page is displayed, enter your ‘User Name and password in the fields and click on the ‘login’ button (or press the ‘Enter’ key).

If you do not have a MySanDiego login account, please click the ‘Login Help’ on the right side of the page, or call Technical Support at 619-260-7900.

Where are the Banner Channels?

When you have successfully logged into the portal, click on the Teach/Advise tab. The Banner channels will be displayed in the left-hand column. They include:

- Advisor Dashboard
- Banner Registration Tools
- Search Class Schedules
- DARS

What is the purpose of the channels?

Advisor Dashboard lets you look up students that you are assigned to advise. (see the Advisor Hold release document for more details on the use of the dashboard).

How do I release the Advisor hold on a student?

See the Advisor Hold release document for more details on the use of the dashboard.

On the Advisor Dashboard I used a % in the last name field (or a partial last name) and received the message:

The Results of the Search exceeded the Channel Limits. Please limit your search criteria.

What do I do?

You can click on the ‘New Search’ link in the Advisor Dashboard. Select the term again from the dropdown list. Then enter all or part of a Student’s last name (e.g. enter just an ‘H’ into the Last name field to return only student who’s last name start with ‘H’) to reduce the number of results that are returned.
What if the student is not listed in Banner as one of my Advisees?

    Check with the Registrar’s Office to resolve this issue.

How do I look for classes for a student?

    Use the Search Class Schedule link to look up classes for the Fall 2008 semester.

How do I give permission to override restrictions or perquisites?

    If the student needs special permission to enroll in the class (e.g. Instructor Approval, override of a pre-requisite/Class or Level Restriction), have the student complete a drop/add request form and obtain the required approvals as they have done in previous terms and then go to the registrar’s office to be placed in the class.

How do I get to DARS?

    Click on the link to DARS. You will be prompted for your DARS login id and password. If you do not have a login to DARS, see ???? for assistance.