

Advisor Access Requests

Overview

Faculty, staff, university assistants, and student workers may require the "Advisor Role" if employed in a position with advising responsibilities requiring access to student academic and advising records.

How to Request Access

The Director or Department Chairperson must email the Registrar's Office (Registrar@SouthernCT.edu) requesting the "Advisor Role".

Please also specify the following:

- Employee Name, ID Number, and Job Title.
- Responsibilities that require access to student academic records and advising notes.
- Confirmation that [FERPA and Directory Information Training](#) (Advisor section) has been completed by the employee.

This will enable access to Banner Advisor Self-Service, Degree Works, and Navigate within 24 hours following approval.