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” and provide the following:

- Employee Name
- ID Number
- Job Title
- Summary of responsibilities, as stated in the employee’s job description, that requires access to student academic records and advising notes.
- Confirmation that FERPA and Directory Information Training for Advisors has been completed by the employee.

Access to Banner Faculty/Advisor, Degree Works, and Navigate will be available within 24 hours following Registrar’s Office approval of your request.