

# WALSH UNIVERSITY

## How to view Advisee time tickets

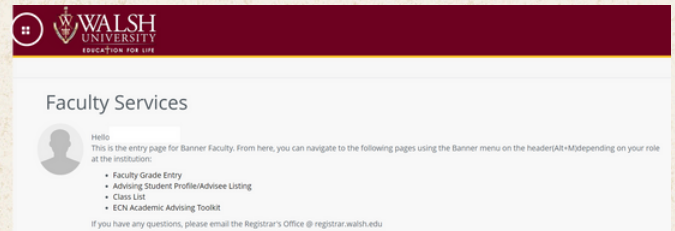
**NOTE:** It is optional to list your office hours in Banner.

### 1. Log in to the MyWalsh Portal

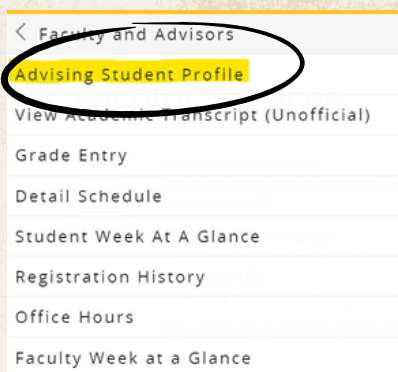
- Click on **Cav Center** in the top right corner
- Click on **Faculty & Adjuncts** tile



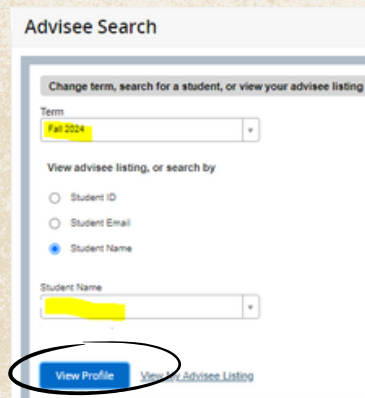
### 2. Select the 4 squares in the top left corner of your faculty services dashboard



### 3. Select Banner > Faculty and Advisors > Advising Student Profile

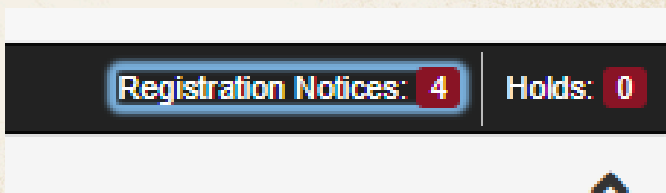


### 4. Select the proper term and search for your advisee

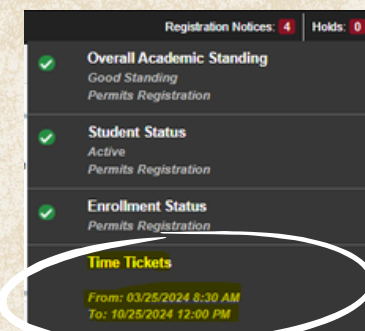


- Filter by Student ID, Student Email, or Student Name.
- Select **View Profile** to view your Advisee's Student Profile.

### 5. Once on the Advising Student Profile, select the Registration Notices tab in the upper right corner



### 6. The start date/time is shown under the Time Tickets heading.



- This is the time in which a student can begin registering.
- If your advisee is missing a time ticket or has an incorrect time ticket, please reach out to the Office of the Registrar.

If you have any registration errors, please submit an [E-Form](#) or reach out to the Office of the Registrar at [Registrar@walsh.edu](mailto:Registrar@walsh.edu) or call 330.490.7367.