



WINGS Express Faculty/Advisor Role Application

Office of the Registrar
248 Medical Sciences
(937) 775-5200
FAX: (937) 775-5597
registrar@wright.edu

Name: _____ Banner UID: _____

Role: ☐ Staff ☐ Faculty ☐ Student (Delegated Account) ☐ Other (Non-WSU Employee)

☐ GTA/GA If GTA/GA, for what term(s): _____

Campus Address: _____ Phone: _____

Position Title: _____ Email: _____

Academic Dept(s) or Unit: _____

Are you replacing a staff/faculty member in this office? ☐ Yes ☐ No If yes, whom? _____

Did this person leave WSU? ☐ Yes ☐ No

Check Requested Role(s) (see reverse for Menu Access by Role)

☐ Advisor Level 1

Access to a summary class list for any course, student address, e-mail address, and printable schedule.

☐ Advisor Level 2

Access to a summary class list for any course and more comprehensive advisee student information, such as access to schedules and academic history.

☐ Include view-only access to Xtender student documents via WINGS Express

☐ Faculty/Adjunct Faculty

Access to Faculty Menus for course(s) to which applicant is assigned as Faculty, e.g., Final Grade Submission, Final Grade Summary, Registration Overrides and Class Lists.

Detail job duties that provide justification for requested Access Role(s):

Access to student records is restricted to those with an "educational need to know" as outlined by the Family Educational Rights and Privacy Act of 1974 (FERPA)

Applicant Acknowledgment

By signing below, I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Applicant Signature: _____ Date: _____

Submit to Authorizer

Authorizer Use Only (see reverse for Authorizer List)

By signing below, I verify that this applicant, for which I am responsible, is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems. I agree to notify the Office of the Registrar upon any termination or reassignment of this individual from my department.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Submit to Office of the Registrar

College or Unit Authorizers

College or Unit	Authorizer	Location	Phone
Non-College Units	Unit Director		
Raj Soin College of Business	JoAnn Bevelhymmer	Rike Hall 100	775-2437
College of Education & Human Services	Kevin Watson	Allyn Hall 431	775-2635
College of Engineering & Computer Science	Angela Griffith	Russ Eng Center 405J	775-5003
College of Liberal Arts	Dr. Carol Loranger	Millett Hall 174	775-3772
College of Nursing & Health	Theresa Haghazarian	University Hall 174	775-2592
College of Science & Math	Jacqueline Neal or Dr. Christopher Wyatt	Oelman Hall 134	775-4468 or 775-4249
University College	Tim Littell	Student Success Ctr 101	775-2176
Lake Campus	Cassie Dorsten	Dwyer Hall 110	775-8350
School of Professional Psychology	Dr. Cheryl Meyer	Health Sci Bldg 110	775-3492
School of Medicine	Greg Kojola	Medical Sciences 009	314-1580
University Academic Advising	Amanda Spencer	Student Success Ctr 101	775-2415

Menu Access by Role

Faculty Menu	Advisor Level 1 Menu	Advisor Level 2 Menu
Term Selection	Term Selection	Term Selection
Course Catalog	Course Catalog	Course Catalog
Class Schedule Search	Class Schedule Search	Class Schedule Search
Look Up Classes	Look Up Classes	Look Up Classes
ID Selection	ID Selection	ID Selection
CRN Selection (Your Sections)	Enter CRN for Class List (any CRN)	Enter CRN for Class List (any CRN)
Faculty Detail Schedule	Class List	Class List
Active Assignments		Advisee Listing
Registration Overrides		Student Information
Summary Class List		Academic Transcript
Detail Class List	Student E-mail Address	Student E-mail Address
Final Grades	Student Address & Phone	Student Address & Phone
		Student Schedule
Week at a Glance	Student Printable Schedule	Student Printable Schedule
Assignment History	Student Week at a Glance	Active Registrations
Summary Wait List		View Holds
Faculty Grade Summary		View Test Scores
		Registration History
		Academic Student Profile
		Degree Audit (uAchieve)
Early Academic Alert System		Early Academic Alert System
		Advisor Notes
		Student Xtender Documents
	Schedule Planner	Schedule Planner