**Advising Notes**

**Academic Advising Notes**

Providing quality academic advising to students at all levels is critical service for most institutions. As advisors, you assist students in making significant academic and life decisions which require timely communication and notation to student advisement records. Academic Advising notes intends to provide advisors and other users the ability to record notes about their interactions with students to provide functionality focused on facilitating communication regarding those notes.

**Review History of Advisee Notes**

Chances are that your student will have multiple advisors throughout their time at WWU. If a student changes majors, adds on a pre-professional program, etc. Keeping notes and reviewing notes can assist an advisor with communicating with a student.

Advisor notes can be reviewed by past advisors. Keeping Notes and reviewing past advising notes can assist you with your communication.

**Creating an Advising Note**

1. Open **Advisor Center** : Main Menu>Self Service>Advisor Center
2. Click on **Advising Notes** icon for the student you wish to make a note on

When you click "Create a Note" icon you will be directed to several options which include:

- Change institution to "Walla Walla University"
- Choose a category
  - a. Academics
  - b. Career
  - c. Class Schedule Planning
  - d. Degree Audit
  - e. Other
- Choose a subcategory
- Key in the subject of the discussion
- Choose to allow Records to see or keep private
- Choose to allow student to see or keep private
- Click "Add Action item"
- Click “Add Attachment” if you want to upload documents
### Advising Notes

**Student Name**

Enter an advising note and click Submit when done.

**Group Box**

- **Institution**: Walla Walla University
- **Category**: 
- **Subcategory**: 
- **Assigned To**: 
- **Subject**: 

**Status**: Open

**Advisor Access**: No

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**Click here add a note**

**Click here add attachment**

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<table>
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<tr>
<th>Attached File</th>
<th>Description</th>
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**Submit**  **Return**
Note Categories

Select the appropriate category when adding your advising note

- Academics
- Career
- Class Schedule Planning
- Degree Audit
- Other
- Personal Notes
- Senior Outline

From this dropdown box, you can choose from different categories to make an advising note.
Description of Note Categories and Examples

Academics

I. Academic Progress/Probation (Subcategory)
II. Academic- Other (Subcategory)

Examples:

- Student struggling with a class
- Honor’s student
- Student wanting to drop class due to poor grade

Career

i. Future Employment Opportunities
ii. Internship/Coop
iii. Major/Minor

Examples:

- Discussion/Advise about employment options and opportunities
- Discussion/Advise about internships and coop opportunities
- Discussion/Advise about major/minor choices and best fit
Class Schedule Planning

i. Fall
ii. Full Year Schedule
iii. Spring
iv. Summer
v. Winter

Examples:
- Advise concerning student’s class schedule
- Dropping/adding classes
- Suggestions on options for future quarters

Degree Audit Adjustments

- Non-substitution adjustments and comments

Example:
- Discussion with student about degree audit
- Corrections needed in the degree audit
Other

Example:
- Comments that do not fit within a category
- Emotional State of a student
- Discussion on Personal life affecting school

Personal Notes

i. Meeting Notes
ii. Reminders

Example:
- Set-Reminders to check on student’s grade in a certain class
- Notes on how the meeting went
Senior Outlines

Examples of Notes:
- Planning the Senior Outline
- Suggestions for degree completion options
- Changes to the senior outline

To Complete Advising note click “Submit”
Review Notes Previous Advising Notes:
Main Menu>Self Service>Advisor Center>My Advisees

Information as to who Note is created by and assignment of who can view