

Academic Advisement- Guidelines for Advising Notes

1. Include notes that will help the student

- “Student should remember to take Math placement exam before registration for winter quarter”
- “Asked student to bring list of ten possible courses for next quarter to our advising session.”
- “Reminded student to get transcripts from WWCC to the Admissions Office as soon as possible to avoid being encumbered at registration”
- “Student did not come to scheduled appointment. Needs to reschedule as soon as possible. Notified student by email to reschedule”
- “Discussed importance of repeating ENGL 121 and MATH 121 in winter quarter”

2. Include notes that will help future advisors understand the student or the advice that you gave.

- “Encouraged student to enroll in MATH 112 because of interest in Elementary Education.”
- “Student took HIST 275 out of interest even though he already has credit for HIST 121 & 122. Understands HIST 275 will be elective.”
- “Explained general education course and specific requirements for ACA students.”
- “Student intends to go to U of W in Dental Hygiene. Is only taking prerequisite courses to get admitted there.”

3. Include list of courses approved, along with alternatives

- “We agreed to the following 16 hours for spring quarter: MATH 121, RELB 104, PSYC 130, ART 251. We will use ENGL 214 as alternative for ART 251 and SOCI 204. PHIL 204 would be a good general alternative.”
- “Summer classes we discussed were BIOL 141, 142, 143 for 12 credits or CHEM 141, 142, 143 and lab for 12 credits.”

4. Include notes that will facilitate the relationship with the student.

- “Encouraged student to make an appointment to come see me after final grades are posted.”

- “Reminded student to make appointment well in advance of her registration date for Summer and Fall”
- “We agreed to meet once a month during the Spring quarter to monitor progress.”
- “Commended student for excellent grades last quarter.”

5. Include possible consequences of not following advice given.

- “Discussed need to take MATH 122 during spring quarter so MATH 181 can be taken in Fall. Explained degree encumbrance if this is not done.”
- “Student wants to enroll in 18 hours. Cautioned regarding heavy academic load.”
- “Reminded student to finish 30 hours for the academic year in order to keep scholarship.”

6. Include referrals of non-sensitive nature.

- “Encouraged student to see Nancy Davis about possibility of getting general education credit for some transfer courses.”
- “Encouraged student to make appointment with Student Development Center.”
- “Student is interested in becoming an ACA student; referred to Records Office about application process.”
- “Student should contact Records Office to discuss Veteran’s benefits.”

7. Include comments that help you in future interactions with student.

(Perhaps in helping students with reference letters or scholarship applications.)

- “Student was well prepared for advising session. Had tentative schedule already worked out.”
- “Student has consistently expressed an interest in attending dental at LLU.”

8. Exclude your subjective judgments about the student, especially when they are negative.

(In some cases, you may wish to use personal files. In most cases, should probably omit altogether.)

- “Student is not motivated to succeed in classes this quarter.”
- “Student struggling in all classes; I think he would have been better off at community college.”
- “I doubt student’s ability to succeed in this major.”

9. Exclude referrals of a sensitive or personal nature. (May wish to use personal notes.)

- “Recommended student seek psychological assistance through the Counseling Center on campus.”
- “Referred student to Disabilities Coordinator for testing. I suspect a learning disability.”
- “Asked student to confer with Sue Huett about difficulty getting accommodations for visual disability.”
- “Student plans to appeal the grade he received in his Psychology class last quarter.”

10. Exclude comments regarding student’s instructors, especially when they are negative. (May wish to use personal notes)

- “Student is having a personality conflict with COMM 115 instructor.”
- “Student is considering dropping HIST 122 because of a problem with the professor.”
- “Student indicated that she is considering filing a sexual harassment charge against her Political Science professor.”

11. Exclude personal concerns of the student. (May wish to use personal notes.)

- “Parents are going through a divorce this last year.”
- “Student was assaulted earlier this academic year.”
- “Sister has cancer; student is having a very difficult time staying focused on academics.”
- “Student has to go to court next week; will miss classes.”
- “Student shared problems she is having with motivation and time management.”