

## 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.”