

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.

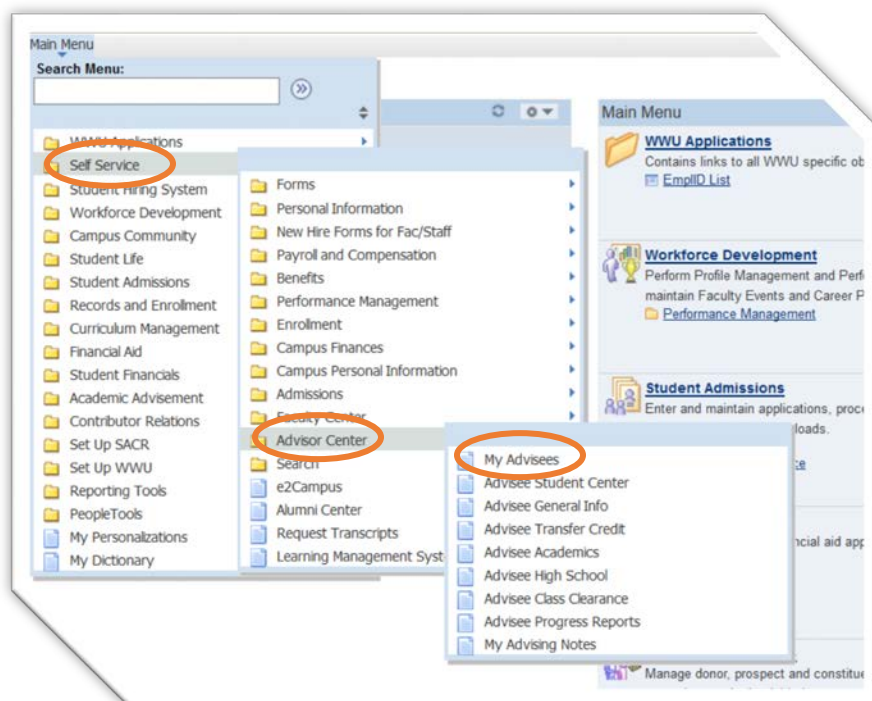
Review History of Advisee Notes

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.

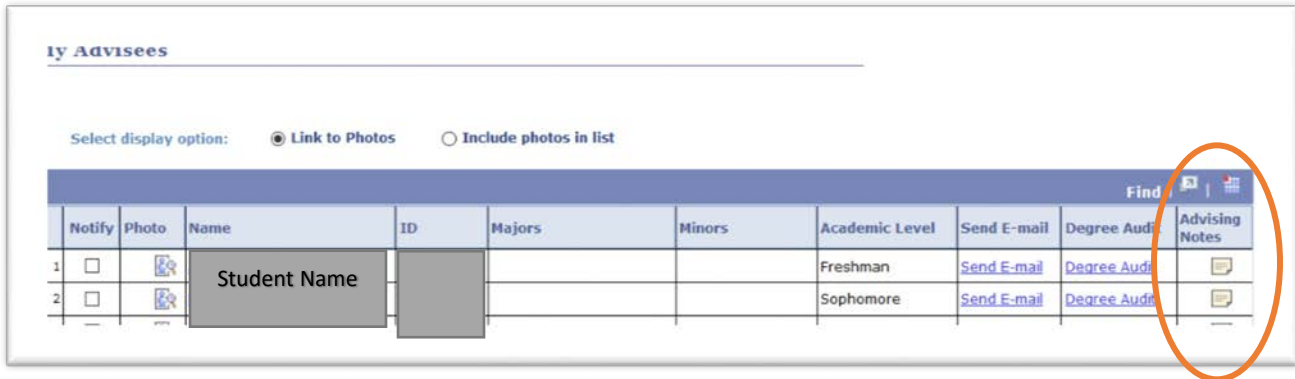
Advisor notes can be reviewed by past advisors. Keeping Notes and reviewing past advising notes can assist you with your communication.

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

Faculty Center
Advisor Center
Search

my advisees
student center
general info
transfer credit
academics
high school

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

*Advisee Access
No

Format
Font
Size
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Click here add a note

add action item

Attachments
Audit

Attached File	Description

Click here add attachment

add attachment

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

Herlinda Ruvalcaba

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics | high school

Advising Notes

Camie Jepson

Enter an advising note and click Submit when done.

Group Box

*Institution: Walla Walla University

*Category: **Academics** (dropdown menu open showing: Academics, Career, Class Schedule Planning, Degree Audit Adjustments, Other, Personal Notes, Senior Outline)

*Subcategory:

*Assigned To:

*Subject:

*Status: Open

*Advisee Access: No

Format | Font | Size | B | I | U | S |

Attachments | Audit |

Attached File	Description

add attachment

SUBMIT | RETURN

From this dropdown box, you can choose from different categories to make an advising note.

Description of Note Categories and Examples

Academics

Group Box			
*Institution	Walla Walla University		
*Category	Academics	*Status	Open
*Subcategory		*Advisee Access	No
*Assigned To	Herlinda Ruvalcaba		
*Subject			

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

Group Box			
*Institution	Walla Walla University		
*Category	Career	*Status	Open
*Subcategory		*Advisee Access	No

- Future Employment Opportunities
- Internship/Coop
- 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

Group Box			
*Institution	Walla Walla University		
*Category	Class Schedule Planning	*Status	Open
*Subcategory		*Advisee Access	No

- 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

Group Box			
*Institution	Walla Walla University		
*Category	Degree Audit Adjustments	*Status	Open
*Subcategory		*Advisee Access	No

- Non-substitution adjustments and comments

Example:

- Discussion with student about degree audit
- Corrections needed in the degree audit

Other

Group Box			
*Institution	Walla Walla University		
*Category	Other	*Status	Open
*Subcategory		*Advisee Access	No

Example:

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

Personal Notes

Group Box			
*Institution	Walla Walla University		
*Category	Personal Notes	*Status	Open
*Subcategory		*Advisee Access	No

- Meeting Notes
- Reminders

Example:

- Set-Reminders to check on student's grade in a certain class
- Notes on how the meeting went

Senior Outlines

Group Box

*Institution

Walla Walla University

*Category

Senior Outline

*Subcategory

*Status

Open

*Advisee Access

No

Examples of Notes:

- Planning the Senior Outline
- Suggestions for degree completion options
- Changes to the senior outline

To Complete Advising note click “Submit”

peopleSoft_{cs}

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Herlinda Ruvalcaba

Faculty Center

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[high school](#)

Advising Notes

Camie Jepson

Enter an advising note and click Submit when done.

Group Box

*Institution

Walla Walla University

*Category

*Subcategory

Academics

*Assigned To

*Subject

Personal Notes

*Status

Open

*Advisee Access

No

Format

Font

Size

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add action item

Attachments

Audit

Attached File

Description

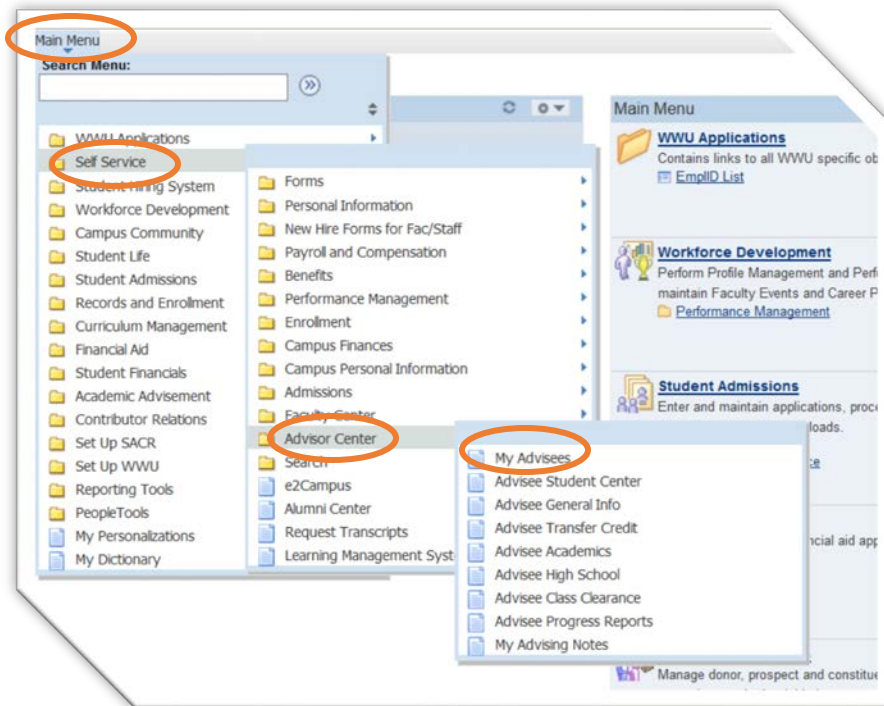
add attachment

Submit

Return

Review Notes Previous Advising Notes:

Main Menu>Self Service>Advisor Center>My Advisees



Advising Notes

Change Advisee:

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

Advising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Note Status	Action Items	Last Updated
			Walla Walla University	progress reports	Academics	Academic Progress/Probation	Open	None	11/09/2015
			Walla Walla University	classes	Class Schedule Planning	Winter	Open	None	11/09/2015
			Walla Walla University	report on classes	Academics	Academic Progress/Probation	Open	None	02/04/2016
			Walla Walla University	has been ill	Personal Notes	Meeting Notes	Open	None	03/03/2016
			Walla Walla University	Progress Reports	Academics	Academic Progress/Probation	Open	None	05/18/2016
			Walla Walla University	Missed Check-In	Academics	Academic Progress/Probation	Open	None	06/03/2016

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

