

GUIDELINES FOR ADVISING NOTES

**Please note, you can mark notes as visible or invisible to a student. Be sure to take note of if "Advisee Access" is marked to No or Yes. Do keep notes objective and factual. No subjective opinions.*

➤ **Include notes that will help the student.**

- Students should remember to take placement exam before registration.
- Reminded student to get transcripts from other colleges sent to the Office of Admissions and Registration as soon as possible to avoid repeating courses.
- Student did not come to scheduled appointment- needs to reschedule as soon as possible.

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

- Encouraged students to enroll in MATH&131 because of interest in Elementary Education.
- Student took PSYC&200 even though they already have enough credits for social sciences. Understands that it will be elective.
- Student intends to go to CBC in Dental Hygiene – is only taking prerequisite courses to get there.

➤ **Include notes that will facilitate the relationship with the student.**

- Encouraged student to make an appointment to come see me after mid-term 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 the student to finish 45 credits for the academic year in order to complete degree in 2 years.

➤ **Include possible consequences of not following advice given.**

- Discussed need to take MATH&142-PreCalculus II during spring quarter so MATH& 151-Calculus I can be taken in Fall- sequence only offered fall.
- Student wants to enroll on 20 credits. Cautioned regarding heavy academic load.
- Reminded student to finish 45 credits for the academic year in order to complete degree in 2 years.

➤ **Include referrals of a non-sensitive nature.**

- Encouraged student to make appointment with Career Services.
- Student is interested in becoming an Ambassador; referred to Recruitment Coordinator about application process.
- Referred student to Veterans Benefits Administrator to discuss Veterans benefits.

➤ **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 transferring to University of Idaho Engineering program.

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

- DO WRITE: Student is struggling due to lack of attendance and multiple barriers.
- DO NOT WRITE: Student is not motivated to succeed in classes this quarter.
- DO WRITE: Encouraged student to do further career exploration and educational planning.
- DO NOT WRITE: Student is clueless about how to select a major.

➤ **Exclude referrals of a sensitive or personal nature.**

- DO WRITE: Referred student to Student Success Center for additional services.
- DO NOT WRITE: Recommended student seeks psychological services through the counseling services available in Student Success Center.
- DO WRITE: Student expressed difficulty in course. Referred to Student Success Center for additional services.
- DO NOT WRITE: Referred student to the Learning Diagnostic Clinic for testing. I suspect a learning disability.

➤ **Exclude commented regarding student's instructors, especially when they are negative.**

- DO WRITE: Discussed multiple teaching and learning strategies to assist student-experiencing difficulty in course.
- DO NOT WRITE: Student is having a personality conflict with an instructor.

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

- DO WRITE: Student experiencing difficulty focusing because of circumstances outside of education.
- DO NOT WRITE: Sister has cancer; student is having a very difficult time staying focused on academics.
- DO WRITE: Recommended student meet with all instructors for planned absence next week.
- DO NOT WRITE: Student has to go to court for DUI next week; will miss classes.