

Suggestions for using SSC Advisor Platform Advising Notes

Advising notes are used to help the advisor and the student recall information discussed during an advising meeting. You can track advice given to a student if you keep good notes.

After you have met with a student you may want to write a brief note to capture what was discussed relevant to the student's academic progress. This will be helpful as you prepare for the next meeting with the student or when others access the student's record for advising. The notes should reflect academic advice you provided to the student and not include personal observations about the student.

Advising notes are subject to subpoena. To protect yourself and your student it is important to consider these suggestions when entering advising notes.

What should/could be included in advising notes:

1. Include notes that will help the student.

- Asked student to bring a list of 5 possible courses for next semester to our next meeting.
- Student did not attend scheduled appointment – needs to reschedule as soon as possible to receive registration pin.
- Discussed importance of repeating XXXX 200 and the impact on their GPA.

2. Include notes that will help future advisors or ADean understand the student and/or the advice you provided.

- Encouraged student to take ADVT 170 because they are interested in changing majors but unsure of what to declare
- Explained Liberal Studies requirements for Social Sciences – understands that ANTH 110 and GEOG 104 both meet a GMA requirement.
- Encouraged student to take COMM 101 because of an interest in COMM as a minor.

3. Include list of courses approved, along with alternatives.

- We agreed to the following 15 hours for Spring 2016 – MATH 217, HPED 143, ENGL 122, ENGL 218, and BIOL 114. If HPED 143 is full will consider FIN 143 or ECON 143.
- Discussed summer 2016 internship opportunities – suggested identifying a site by the end of the fall semester in order to be ready to go for summer 2016.

4. Include referrals of a non-sensitive nature.

- Encouraged student to make an appointment with the Career and Professional Development Center to begin crafting a resume for internship experience.
- Suggested student seek input from the Military Resource Center to learn about VA benefits available.

5. Include comments that help you in future interactions with the student.

- Student was well prepared for advising session – had suggestions for courses to taken in the summer based on previously completed courses.
- Student has consistently expressed a desire to pursue a graduate degree in XXX.