

Navigate: Rules for Advisor Notes

| DO | DO NOT |
|---|--|
| Briefly summarize what was discussed as it relates to student success for future reference by the student, other support staff, and future advisors: | Summarize <i>everything</i> that was discussed. Notes are intended to be a brief record of advising contacts highlighting recommendations, referrals, and follow-up plans. |
| <ul style="list-style-type: none"> • <u>Recommendations</u> – “Recommended student take MA116 because of her interest in engineering.” • <u>Advice</u> – “Cautioned against taking 18 credit hours this semester, given student’s work schedule.” • <u>Referrals</u> – “Referred student to Career Services.” • <u>Action Plans</u> – “Student plans to follow up with the Tutoring & Writing Center, and schedule an appointment with me after mid-terms.” | <ul style="list-style-type: none"> • Include unnecessary details: “Student said she has been having a good week and is especially excited about moving into a different apartment.” • Include personal/sensitive information – see examples below. • Include subjective opinions – see examples below. |
| Summarize specific course recommendations | Report issues with specific instructors |
| <ul style="list-style-type: none"> • “Encouraged student to take HI111 as a general education course.” • “Recommended student take BI275 during the fall 2016 semester.” | <ul style="list-style-type: none"> • “Student doesn’t like his MA090 instructor.” • “Student said PY100 professor has unfair grading policies.” |
| Write fact-based, academic-related notes | Include speculation, subjective opinions, or judgements |
| <ul style="list-style-type: none"> • “Student is concerned about grades in two courses.” • “Student is considering whether his current major is a good fit. Helped him consider other options.” • “Student needs to complete BI255 before she can apply for the Nursing Program.” | <ul style="list-style-type: none"> • “I don’t think she is very motivated this semester.” • “His personality isn’t a good fit for STEM fields. I think he’d feel more at home doing something artistic or creative.” • “She has probably been avoiding BI255 because she struggled with BI102.” |
| Include notes about positive student behaviors | Include notes about negative student behaviors |
| <ul style="list-style-type: none"> • “Student came prepared for advising session with course plan filled out.” • “He has spent time talking with two Sociology professors to learn more about potentially changing to that major.” | <ul style="list-style-type: none"> • “She seems like she just blows off advising appointments. I can’t get her to be serious and plan ahead.” • “He seems pretty uninformed about the real world after college and hasn’t followed through with plans to get information from his Sociology professor. I think he needs to be more realistic.” |