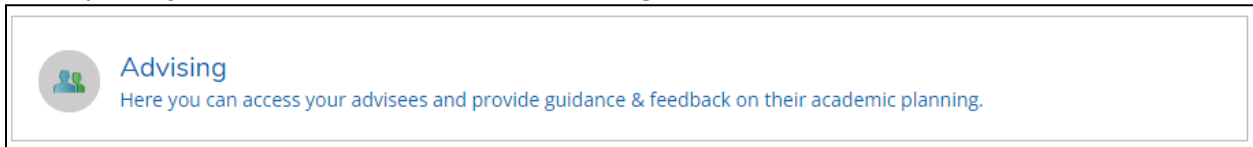


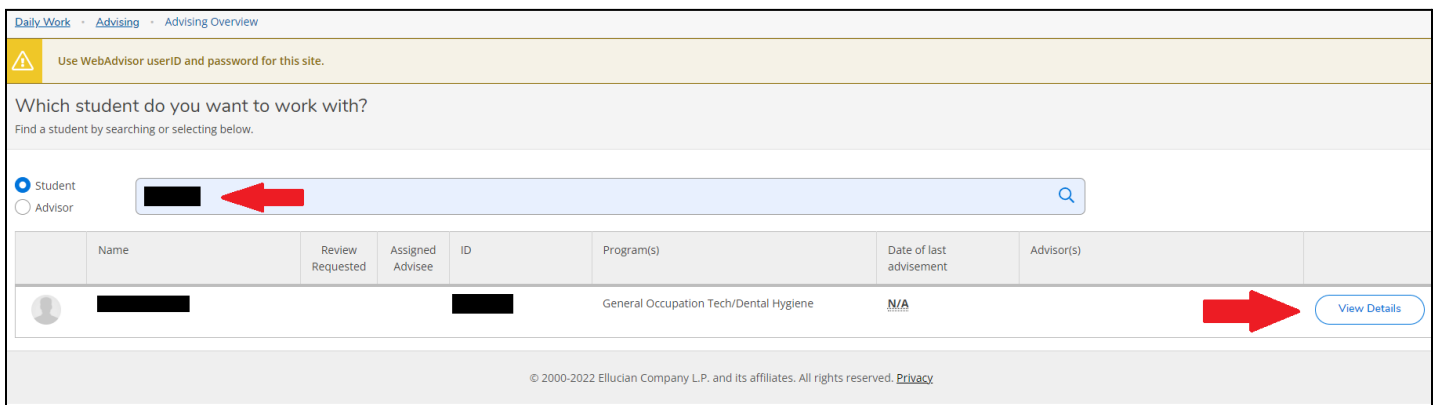
Using Advising Notes in Self-Service

Notes left in Self-Service after working with students are **important**: they allow other individuals who work with these students to better understand what has been discussed with a student previously and to see if there have been significant concerns documented.

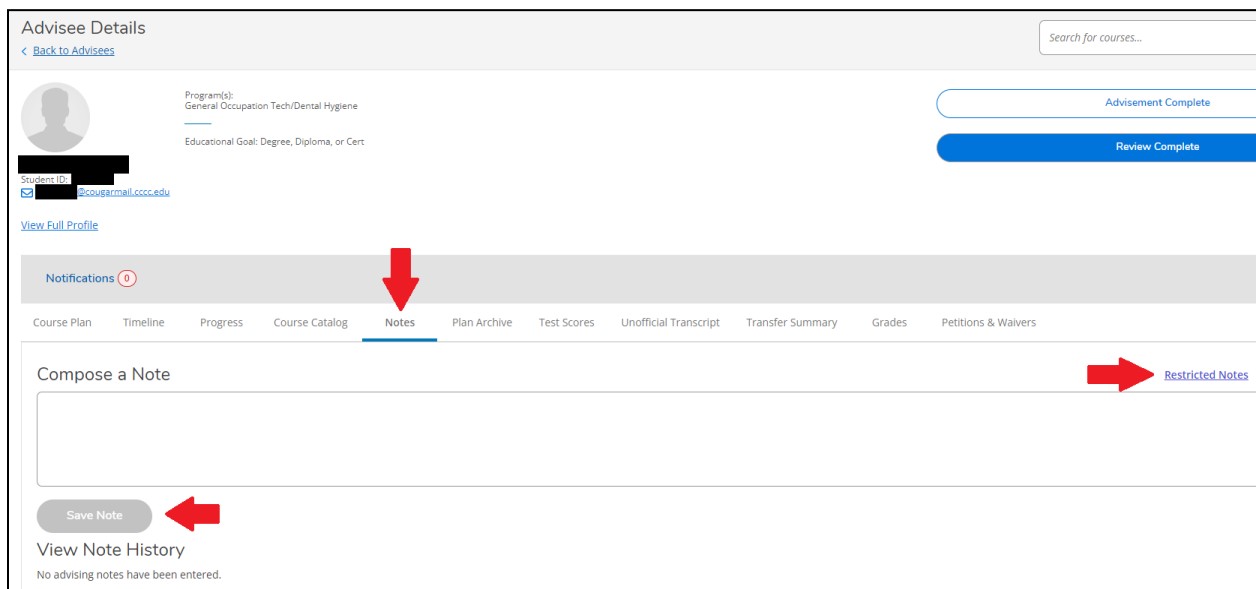
1. Once you login to Self-Service, click the **Advising** icon on the main menu.



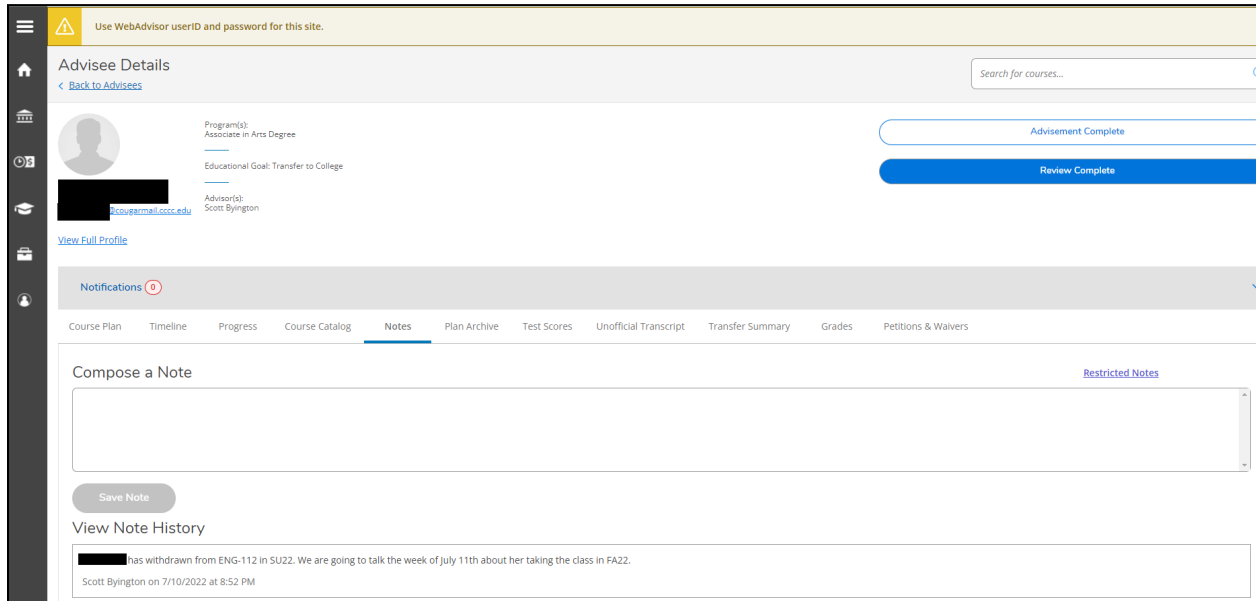
2. Search your list of advisees or search by Student Name or Student ID. Click **View Details** beside the student's information.



3. Once you have pulled up your student, click the **Notes** tab. Enter your advising notes under the “Compose a Note” box and click “Save Note”.



4. Advising notes are visible to students and other employees. **Restricted notes** are not visible to the student, but they *can* request them if desired. We recommend only using **Restricted Notes** for something that the student may not want to be reminded of every time they look at their information (i.e. a death in the family that caused the student to withdraw from a class). Below is an example of a published advising note.



Use WebAdvisor userID and password for this site.

Advising Details

Program(s): Associate in Arts Degree

Educational Goal: Transfer to College

Advisors(s): Scott Byington

Notifications

Course Plan | Timeline | Progress | Course Catalog | **Notes** | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Petitions & Waivers

Compose a Note

Save Note

View Note History

has withdrawn from ENG-112 in SU22. We are going to talk the week of July 11th about her taking the class in FA22.
Scott Byington on 7/10/2022 at 8:52 PM