

Do	Don't
Student has not had a math class in five years and is concerned about ability to succeed. Discussed importance of starting math sequence ASAP.	Student is scared of math and is avoiding it.
Student dropped MED 120.	Student dropped MED 120 due to unfair grading policies of instructor.
Referred to financial aid counselor.	First generation college student. Widowed mother. No financial support from family. Referred to financial aid counselor.
Student wanted it noted that he missed two weeks of classes as a result of hospitalization.	Student missed two weeks of classes because of hospitalization for cancer treatment.
I asked the student to return for another advising session when he has prepared a list of courses for next semester.	Clueless.
Student may be overextended with classes, work, and activities.	Student should get priorities in order and quit that job!
Student requested tutoring support. Referred to TRIO and to Retention Services.	Student in financial and academic distress. Referred to TRIO for help.

IN GENERAL:

- If in doubt, leave it out.
- If appropriate, ask student's preference and note that you have done that.
- Describe, do not evaluate.