

Guidelines for Advising Notes

1. Include notes that will help the student.

"Student should remember to take Math placement exam before registration for Spring semester."

"Asked student to bring list of ten possible courses for next semester to our advising session."

"Reminded student to get transcripts from OTC sent to the Admissions Office as soon as possible to avoid being encumbered at registration."

"Student did not come to scheduled appointment. Needs to reschedule as soon as possible."

"Discussed importance of repeating CIS 101 and ECO 155 in Spring semester."

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

"Encouraged student to enroll in MTH 130 because of interest in Elementary Education."

"Student took GST 170 out of interest even though he already has credit for PSY 121. Understands GST 170 will be elective."

"Explained general education courses and special requirements for COBA students."

"Student intends to go to MSSU in Dental Hygiene. Is only taking prerequisite courses to get admitted there."

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

"We agreed to the following 14 hours for Spring semester: MTH 135, PED 100, COM 115, PSY 121, PLS 101. Will use HST 122 as alternative for PLS 101 and ANT 125 as alternative for PSY 121. GRY 100 would be good general alternative."

"Summer classes we discussed were BIO 102 and IDS 117 for six hours. Will take CHM 107 if BIO fills."

4. 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 semester to monitor progress.”

“Commended student for excellent grades last semester.”

5. Include possible consequences of not following advice given.

“Discussed need to take MTH 103 during Spring semester so MTH 135 can be taken in Fall and student can be admitted to degree program before reaching 60 hours. Explained degree encumbrance if this is not done.”

“Student wants to enroll in 18 hours. Cautioned regarding heavy academic load.”

“Reminded student to finish 30 hours for the academic year in order to keep scholarship.”

6. Include referrals of a non-sensitive nature.

“Encouraged student to see Dr. Catau about possibility of getting general education credit for some transfer courses.”

“Encouraged student to make appointment with career counselor.”

“Student is interested in becoming a SOAR leader; referred to SOAR office about application process.”

“Student should contact Veterans Services Office to discuss Veteran’s benefits.”

7. 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 attending dental school at UMKC.”

8. *Exclude* your subjective judgments about the student, especially when they are negative. (In some cases, you may wish to use personal files. In most cases, should probably omit altogether.)

- “Student is not motivated to succeed in classes this semester.”

- “Student struggling in all classes; I think he would have been better off at community college.”
- “I doubt student’s ability to succeed in this major.”

9. *Exclude* referrals of a sensitive or personal nature. (May wish to use personal notes.)

“Recommended student seek psychological assistance through the Counseling Center on campus.”

“Referred student to the Learning Diagnostic Clinic for testing. I suspect a learning disability.”

“Asked student to confer with Katheryn Staeger-Wilson about difficulty getting accommodations for visual disability.”

“Student will see Dean Jungers about experiences of being stalked by ex-girlfriend.”

“Student plans to appeal the grade he received in his Psychology class last semester.”

10. *Exclude* comments regarding student’s instructors, especially when they are negative. (May wish to use personal notes.)

“Student is having a personality conflict with COM 115 instructor.”

“Student is considering dropping HST 122 because of a problem with the professor.”

“Student indicated that she is considering filing a sexual harassment charge against her Political Science professor.”

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

“Parents are going through a divorce this semester.”

“Student was assaulted earlier this academic year.”

“Sister has cancer; student is having a very difficult time staying focused on academics.”

“Student has to go to court next week; will miss classes.”

“Student shared problems she is having with motivation and time management.