

<b>Do</b>	<b>Don't</b>
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.	Widowed mother. Multiple children. No financial support from family. Referred to financial aid counselor.
Student discussed extenuating circumstances that could impact academic performance this semester.	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 job.
Student requested tutoring support. Referred to TRIO and Bear CLAW.	Student is failing all classes. Referred to TRIO and Bear CLAW although it will not likely help at this point.

**IN GENERAL:**

- If in doubt, leave it out.
- Describe, do not evaluate.
- Understand other advisors and administrators may view these notes.