

Advising Tips 03 Advisee Notes

Thanks to IT, there is now an opportunity for you to make notes on each of your Advisees.

Logon to WebAdvisor>E-mail and view Advisees

Faculty Information

- [My Advisees](#)
- [E-mail and view Advisees](#)
- [Class Roster Select Section](#)
- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Student educational planning](#)
- [Student profile](#)
- [My To Do List](#)
- [Registration Verification](#)
- [Advisor Registration Approval](#)
- [Academic Intervention Form](#)

At the far right of each Advisee, there is a column. In that column there is the word "Notes."

Att Creds	Earned Creds	Notes
8.00	8.00	Notes

Click on "Notes" and write a comment relating to the Advising outcome. Click "Submit" and the note will be saved to the student's record, for only Advisors to view.

Notes can be written on this advisee. The Academic Advising Center staff and the assigned faculty advisor, will be the only ones able to see the notes on this student.

Advisor Notes

Add StampDate: 27 Sep 2017 - 03:16PM - Jungbauer, Roderick C.

Advisor: Howard, Nancy H. [Notes](#)

SUBMIT

Other notes by another advisor will be here for you to view.