

EAB CAMPUS

Advising Notes

USE GUIDELINES

It is important to document your advising interaction with a student. Keep in mind that the notes can be disclosed under The Family Educational Rights and Privacy Act (FERPA) so **“only record information that you or another advisor would need to know and find helpful”** for future advising interactions.

BE OBJECTIVE – State the purpose/goal of the advising meeting -record the facts of the meeting, such as:

- Student’s Goals/ Decisions - what is the reason for the advising session (transfer plans, program plan, recommended courses, financial aid)
- List consequences communicated to the student if advice is not followed.
- Holds on Student Account – the advice you gave to the student, and the steps you took to help the student.
- Resources – support you gave to the student (informed pathways, advising sheets, web sites, tutoring center information, etc.)
- Future Needs – plans/timeline for future advising sessions.

DO NOT BE SUBJECTIVE OR NEGATIVE – describe, don’t evaluate. Opinions and feelings about the student should **NOT** be included in the appointment notes.

AVOID SENSITIVE/PRIVATE INFORMATION – only reference “generally” with no specifics.

DO NOT MAKE STATEMENTS ABOUT A STUDENT’S DISABILITY - state that the student has “requested additional resources” or “the student has been referred to additional resources” and nothing more.

NOVACARES Reporting – if you feel a student needs assistance and/or to document concerning behavior, please refer to:
<https://www.nvcc.edu/novacares/> and make a NOVACares Report. – **DO NOT MAKE REFERENCE IN YOUR APPOINTMENT SUMMARY.**

Directions for Attachments

Advisee Summary Page

- Navigate Campus allows you to attach documents/files to the advisee summary page.
- Use the SAME GUIDELINES for advising notes content – Avoid uploading sensitive/private data. Ask yourself, “Is it helpful for the student?”
- Do NOT attached items that should be posted in *Image Now*. This is NOT meant to replace or duplicate *Image Now*.
- Unofficial transcripts should not be posted as attachments. Student need to submit their transcripts formally, along with the request for evaluation (Form 125-049E – online). Direct student to:
<http://www.nvcc.edu/cro/transferecredit.html>