Appendix A

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/transfercredit.html