

Guidelines for Academic Advising Notes

Advisors are to document all relevant student interactions in ASIS as a means to improve communication, collaboration, and efficiency, while enhancing the overall student experience. A relevant interaction can be defined as any information that may have an impact on a student's academic success or wellness.

Advising notes should have purpose and help to communicate the advisor/student interaction in a clear and concise manner. Advisors should focus on the following questions when creating a note:

What was the student asking help for?

What was the purpose of the meeting?

What advice or recommendations were given?

Are there action items for the student?

Was there any referrals made?

A summary of discussion in relation to student success

It is important that notes describe the answers to the above questions while not evaluating the student's answers. Attention should be placed on writing about facts and events impartially, without the use of descriptive or personal comments. After a note has been entered it is important to read it over and reflect on the following:

- * Will this information help me better advise the student during the next appointment?
- * Who might be reading this note?
- * Is this something the student would want other people knowing?
- * Is this something another advisor (in your office or on campus) would need to know?
- * Did I leave out assumptions and personal self-reflections about the appointment?

Types of interactions to record

In person appointments

⇒ Take a few min after each appointment to capture conversation

Email advising

⇒ Copy the important sections of an email and your reply

On the phone

⇒ Place the same importance as an in person conversation

Expectations of usage

⇒ It is expected that advisors who have access to ASIS will document all relevant student interactions.

⇒ It is up to the discretion of the advisor as to what they feel is relevant.

⇒ Advisors should consider any information that may have an impact on a student's academic success or wellness.