



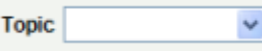

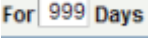
## AT A GLANCE

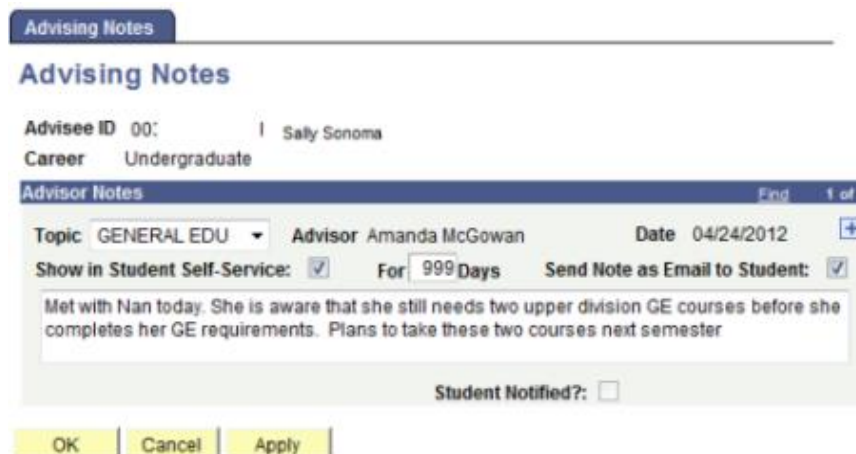
### Advisor Notes

#### Select a student from your Advisor Center

1. Navigate to the Advisor Center
2. From the My Advisees tab, click on View Data for other students
3. Search and select your student
4. Select **Advisor Notes** from the other academic drop-down menu and click 

#### Edit Advisor notes – View existing notes or Add a new note


5. If the student already has a note, Click the blue  in the right hand corner to add a second note
6. Select an appropriate Topic from the  drop-down menu
7. Next to the “Show in Student Self- Service”:  decide
  - a. If you want the student to see your note on the ARR, select this box
  - b. If this box is not selected, notes will still be available for any advisor to view
    - i. *\*\*\*Note: All Advising Notes entered under this system are considered part of the student’s record under FERPA regulations. Be aware that even if an advisor selects not to have a note available to the student through Self-Service, the student may file a request and be allowed to view all notes.*
8. Enter how many days you would like the student to be able to access this note from their ARR. If no end-date exists, enter 999. 
9. If you’d like the note to be emailed to the student, put a check in that box. (optional)
10. Enter your Advising Notes in box
11. Click Apply (Once you hit APPLY, the note will no longer be editable)



**Advising Notes**

Advisee ID 00: | Sally Sonoma  
Career Undergraduate

Advising Notes Find 1 of 1

Topic GENERAL EDU | Advisor Amanda McGowan | Date 04/24/2012 

Show in Student Self-Service:  For 999 Days | Send Note as Email to Student:

Met with Nan today. She is aware that she still needs two upper division GE courses before she completes her GE requirements. Plans to take these two courses next semester

Student Notified?:

OK Cancel Apply

For further questions, contact the **University Registrar**  
<http://www.sonoma.edu/registration/contacts.html>

## AT A GLANCE

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In regards to Advisor Notes, you should know that:

- Any faculty or advisor with access to Advisor Notes can see any note that you make in Advisor Notes
- You can see any other notes that any another advisor on campus has made for a student
- Students can only see the note on their ARR if you check that "Show in Student Self-Service" box and indicate how many days it should show
- Advisor Notes are an official part of a students' record, so they can be used in a court of law (not meant to scare you, but you should know!)
- You can't make a note for a student no longer in attendance at the University