ADVISING NOTES — THE BASICS

All existing advising notes were converted and are available.

The new Advising Notes allows for the creation of Notes, Action Items, and adding Attachments.

Access to the Note (text, action item and/or attachment) is controlled by the advisor. We strongly urge you to keep them open to view by the student.

Advising notes are available to the assigned (in the student system) advisor via the Advisor Center page.

Advising notes are available to the student via the Student Center page.
**ADVISING NOTES ~ ADVISORS**

**As an Advisor:** This is for any student that is assigned as an Advisee to a Faculty or Advisor on the instructor advisor table.

*Main Menu > Self Service > Advisor Center > My Advisees*

This presentation shows how an advisor updates notes. Administrative users will be given a different access path.

To see notes for a student, click on the Notes Icon.

Click My Advising Notes to see all your notes.

This presentation shows how an advisor updates notes.
Create a Note, Action Item or Add an Attachment!

Open Status Can be viewed and added to. Closed status can only be viewed.

Advisee Access – set to YES to allow student to view.
This note is set to NO – advisee can't see it
This note is CLOSED so view only.
An Open note allows updating of some information.
Questions? Email us at regwww@tcu.edu
TCU THANKS CENTRAL WASHINGTON FOR SHARING THEIR PRESENTATION:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
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