 **Advisor Notes Do’s & Don’ts**

DO:

* If in doubt, leave it out.
* Describe, do not evaluate.
* Record which courses you and your advisee agreed upon during advising appointments
* Record a brief summary of phone conversations or emails that are pertinent
* Record a course substitution approved for the student
* Record notes you would normally put in the student’s advising file
* Realize the notes can be subpoenaed
* Realize students cannot see notes, but other faculty, administrators, and some staff can.
* Realize that notes are not editable. You must add an additional note mentioning the date of the note you wish to amend.

DON’T

* Don’t use the name of another student in a note
* Avoid making biased/judgmental statements
* Do not record statements the student made in confidence

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| **Do** | Don’t |
| Student has not had a math class in five years and is concerned about ability to succeed. Discussed importance of starting math sequence ASAP. | Student is scared of math and is avoiding it. |
| Student dropped ENL 1310. | Student dropped ENL 1310 due to unfair grading policies of instructor. |
| Referred to financial aid counselor. | First generation college student. Widowed mother. No financial support from family. Referred to financial aid counselor. |
| Student wanted it noted that he missed two weeks of classes as a result of hospitalization. | Student missed two weeks of classes because of hospitalization for cancer treatment. |
| I asked the student to return for another advising session when he has prepared a list of courses for next semester. | Clueless. |
| Student may be overextended with classes, work, and activities. | Student should get priorities in order and quit that job! |
| Student requested tutoring support. Referred to UAS. | Student in financial and academic distress. Referred to UAS. |

*Adopted from Missouri State*