

Advising Notes (Faculty Advisor)

Table of Contents	Page
1.0 Introduction	2
2.0 Navigation & Instructions	2

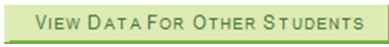

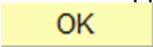

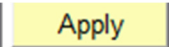

1.0 Introduction

Access to each of the navigations below is based on your security level/type. If you do not find the path, you do not have clearance to use those pages.

This is a quick guide navigation of how to submit course substitutions using Advising Requests and Records Communications (ARRC). It explains, briefly, highlights of this process.

2.0 Navigation & Instructions

Navigation Path: [Self Service>Advisor Center](#)

1. Click [My Advisees link](#)
2. If you are a faculty advisor with assigned advisees in PeopleSoft you will see your list of students on this page, click on View Student Details to enter the Advisee Student Center for that student.
3. If there are no students listed then click  button.
4. Enter the student's EmplID or Last Name, First Name, click .
5. Select [Advisor Notes](#) from the list under the Academics label.
6. Takes you to [Advising Notes](#) page.
7. Select either [ADVISING APPT](#) or [TO DO LIST/STD](#). Do not use any other selections.
8. If you want the student to see the notes, check the [Show in Student Self-Service](#) box. However, even if you do not check this box the student has a legal right to see anything that is part of his permanent record including Advising Notes. They can make this request at the Registrar's Office at any time. Please be sure to only put in a Note or To Do List information you are comfortable with the student seeing.
9. List the number of days you want it available for the student to see it. Enter 9999 if there is no set amount of time.
10. If you want to send this note to the student as an email check the [Send Note as Email to Student](#) box.
11. The Student Notified box will automatically populate and list the date the email was sent.
12. The Advisor Note is submitted only when either the OK or Apply buttons are selected. You can cancel at this point if this is not what you want to submit.   
13. If there is already a note for this student click the add button  to add another note.
14. Once notes are submitted they are closed and cannot be changed or updated.

REVISION CONTROL

Document Title: Add Document Title

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
9/20/2011	D Coopriider	New	All
8/9/2012	D Coopriider	Full revision	All

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
Click here to enter Review Date	Click here to enter Review Date	Click here to enter Review Date