

## **Academic Advisors - Student Planning Notes**

### **What is a Student Planning Note?**

Notes are a communication tool between students and Advisors about the student's degree planning. Notes cannot be deleted once they are saved so the content of the notes must be brief, professional and objective, related only to the student's degree planning, course selection and registration. Notes are visible to the student, their Academic Advisor, their Faculty Advisor and any other staff or Faculty who have access to Student Planning so it is important to carefully select what to put in the notes. (Less is more.)

### **What types of things should be included in Student Planning Notes?**

Notes about topics such as the following may be communicated between students and Advisors in this format:

- Number of credit hours at the 1000 level
- Course repeats
- Changing a major
- Information about permissions, substitutions or waivers
- Progress toward graduation
- Course sequencing suggestions
- Specific questions or information about a student's degree plan

### **What should not be included?**

Because so many people may view the notes and they cannot be deleted, they should not include the following:

- Information about Senate academic appeals, grade appeals, fee appeals or academic misconduct
- Medical or other personal information about the student
- Information about any advising issue other than degree planning

### **Issues to Consider/Ask yourself when Entering Notes**

- Is this something the student would want other people to know?
- Does this note respect the student's right to privacy and confidentiality?
- Are the details of the proposed notes based on fact and information or on a personal perspective?

### **Summary**

Student Planning notes are a valuable communication tool between students and Advisors, but only degree planning information should be included in the notes.