

Guidelines for Advising Reports

1. Include information that will help the student.

“Asked student to bring list of ten possible courses for next quarter to our advising session.”

“Reminded student to get transcripts from LCC sent to the Registrar’s Office as soon as possible to avoid being encumbered at registration.”

“Student did not come to scheduled appointment. Needs to reschedule as soon as possible.”

2. Include details that will help future advisors understand the student and or the information you provided.

“Student took PSY 201 out of interest even though he already has completed General Science (>3) Core. Understands that PSY 201 will count as elective.”

“Explained general education courses and special requirements for Pre-BA students.”

3. Include list of courses approved, along with alternatives.

“We agreed to the following 16 hours for Spring quarter: SPAN 201, J201, ENG 104 and HIST 203. Will use HIST 251 as alternative for HIST 203 and EC 201 as alternative for ENG 104. J100 or J101 would be good alternatives to J201.”

“Summer classes we discussed were BI 132 and ANTH 161 for eight hours. Will take ASTR 121 if BI fills.”

4. Include notes that will facilitate the relationship with the student.

“We agreed to meet once a month during the Spring quarter to monitor progress.”

“Commended student for excellent grades last quarter.”

5. Include possible consequences of not following advisor’s recommendations.

“Discussed need to take J101 during Fall quarter so J205 & J206 can be taken in Winter and complete J207 in Spring. Explained degree encumbrance if this is not done.”

“Student wants to enroll in 20 hours. Cautioned regarding heavy academic load.”

6. Include referrals of a non-sensitive nature.

“Encouraged student to see Registrar’s Office about possibility of getting general education credit for some transfer courses.”

“Student should contact Veterans Services Office to discuss Veteran’s benefits.”

7. Include comments that help you in future interactions with student. (Perhaps in helping students with reference letters or scholarship applications.)

“Student was well prepared for advising session. Had tentative schedule already worked out.”

“Student has consistently expressed an interest in attending dental school at OHSU.”

8. LIMIT details on referrals of a sensitive or personal nature.

“Referred student to campus resources for further support.”

9. EXCLUDE comments regarding student’s instructors, especially when they are negative.

“Student indicated that she is considering filing a sexual harassment charge against her Political Science professor.”

10. EXCLUDE your subjective judgments about the student, especially when they are negative. (In most cases, should probably omit altogether.)

“Student struggling in all classes; I think he would have been better off at a community college.”

“I doubt student’s ability to succeed in this major.”

11. EXCLUDE personal concerns of the student.

“Parents are going through a divorce this quarter.”

“Student was assaulted earlier this academic year.”

| Advising Do’s | Advising Don’ts |
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| 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 SOC 204. | Student dropped SOC 204 due to unfair grading policies of instructor |
| 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 student to return for another advising session when he has prepared a list of courses for next quarter. | CLUELESS! |
| Student may be overextended with classes, work and activities. | Student should get priorities in order and quit that job! |

In General:

- If in doubt, leave it out.
- If appropriate, ask student’s preference and note that you have done that.
- Describe, do not evaluate.
- If including personal information, try and determine if the personal information is important for future advisors to know.

Family Educational Rights & Privacy Act (FERPA)

Please refer to “Appendix B: Student Record Privacy Policy – FERPA” in the *Faculty Advising Manual* for more information.

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