Guidelines for Advising Notes

1) **Include notes that will help the student**
   
a) “Student should remember to take the placement exam before enrolling in spring semester classes
   
b) Reminded student to have final transcripts sent from College of Southern Idaho to our admissions office as soon as possible.
   
c) Discussed the importance of repeating ITM 104 and 105 in the summer semester

2) **Include notes that will help future advisors understand the student or the advice you gave**
   
a) Encouraged student to enroll in HLTHST 100 due to his interest in Health Care
   
b) Explained the DL courses and which specific ones are required for a Finance Degree
   
c) Student is only here for one semester and then is transferring to University of Oregon Spoke to her about the transfer process

3) **Include list of courses and any alternative courses**
   
a) Student is going to enroll in : MATH 123, MUS 100, POLS 101, FRENCH 101 and KIN-ACT 135 (Golf). If KIN-ACT 135 is not available, he is going to enroll in ACAD 107.

4) **Include possible consequences of not following advice**
   
a) Discussed the need to repeat MATH 143 and earn a passing grade before he will be allowed to enroll in MATH 160. Without MATH 160, he will be delayed in enrolling for COBE upper division
   
b) Student wanted to enroll in 18 credits next spring. I cautioned against that, reviewing the number of in class and out of class hours needed for each class and also told her about the overload fee
   
c) Reminded student to speak to her Athletics advisor before dropping any classes

5) **Include referrals to other office and departments (being mindful of personal or sensitive referrals)**
   
a) Encouraged student to make an appointment with Dr. Spear to discuss his interest in Health Promotion
   
b) Referred to the Career Center to take the SIGI test
   
c) Referred student to the Dean of Students Office to talk about doing a complete withdrawal

6) **Exclude personal concerns of the student, comments regarding instructors/professors and personal judgements**
   
a) Student is not motivated to succeed in classes and will probably be dismissed
   
b) Student is failing class because of the way his CHEM 101 instructor is teaching it
   
c) Parents are getting divorced and the student is having a hard time adjusting
   
d) Student is going to court and will miss classes
   
e) Student is transitioning genders and is missing class to meet with a psychologist