

The purpose of this tool is to inform (remind) the student of any suggestions that were given during the advisee appointment. There are two different areas to place notes. Notes may be added by a Ferris employee with the correct permissions.

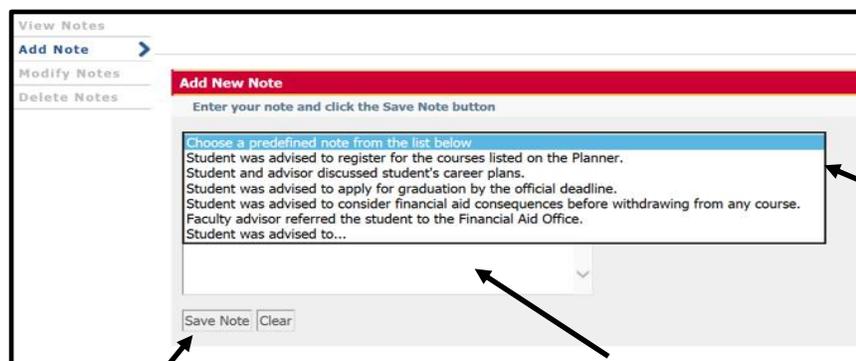
Hints

1. ALL Notes are public to all users, students included
2. General Notes are displayed on the actual audit at the bottom of the “Worksheet” tab
3. An Advisor can edit a note but cannot delete a note. To delete a note, contact your Dean’s office



Step 1

Step 1



Step 2

Step 3

Step 4

Steps to Adding General Notes

1. Click the Notes tab or the Notes icon
2. Click the drop-down to select a predefined note (not required)
3. Place any additional notes/information necessary
4. Save Note

Hints: It is good to have notes for the following:

- a) Summarizing the advising appointment
- b) Summarizing what career goals the student has to help the student reach the goals. They may have to choose directed electives, a concentration, minor, etc.
- c) To alert everyone to any advice you have given the student