Documenting our advising session is a critical part of the overall experience. Our documentation, we need to be as accurate as possible and reflect the facts of the session while capturing the information in the briefest and clearest means possible. The following directions are intended to standardize the reporting information and to assist you in reaching an acceptable level of accuracy, brevity, and clarity.

* Start with the advised academic program (degree/major/concentration/pre-professional program/minor). If the student has decided to change any part of their academic program, note the original program then note the new program. (COM from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_)
* Note the number of hours you advised the student to take.
* Include a note about any earned hours as seen on the transcript or degree audit.
* Next, specifically note any pending credit. This can include Advanced Placement exams (AP), International Baccalaureate exams (IB), SAT II, dual credit (DC), transfer work (TR), or summer courses (SS) before matriculation. If there are no credits pending, note that as well.
* Note any preregistered courses. If the course is not required and you are able to change and do so, note that as well.
* During your advising session, many other issues may be discussed. As a minimum, mention the following

in your notes, if applicable to the situation.

* Student requested courses for exploration
* Justification of courses which may be at a higher or lower level than may be expected based on standardized test scores or placement exams
* Closed courses
* Waitlisted courses and your discussion about how that process will clear.
* Student expressed desire to forfeit credit
* Others present in the session (during fall/spring note FERPA form usage)
* Parent/student insisted upon less or more hours than appropriate
* Any instance that is against your advising—these we note with AAA. (see abbreviations on next page)

**Do not include any references to OALA, counseling center, or sensitive personal**

**information regarding the student!**

- To aid in brevity, it may be helpful to abbreviate some common terms. Below is a list of common abbreviations.

|  |  |  |  |
| --- | --- | --- | --- |
| AAA | Against Advisor’s Advice | HS  | High School |
| CBC | Credit-Bearing Course | IAW | In Accordance With |
| CBE | Credit By Exam | MLPE | Modern Language Placement Exam |
| CHA | Chapel | NSE | New Student Experience |
| COM | Change of Major | PREREQ  | Prerequisite |
| CR | Credit | REF  | Referral |
| DC | Dual Credit | REQ | Requirement |
| ELEC | Elective | SS  | Summer School |
| FA  | Formal Advisement | TR  | Transfer |
| FR | Freshman | W/P  | With Parent  |
| HRS | Hours |  |  |

**Here are some examples:**

BA/ENG advised to take 15 hours

6 hrs DC in PSC 1305 and ECO 2307 on BU transcript

Pending AP in CHE and FRE

Pending DC in ENG (taking world literature)

No other pending credit

Plans to take Calculus in SS

Requested GTX 2302—discussed this would be an elective, but taking this AAA

COM from BA/PSC/PL to BBA/PBUS/PL

Advised to take 16 hrs

Pending IB in ENG, ECO, and PSC

No pending AP or DC

Selected MTH 1309 due to SAT of 640

Wants to take ITA to major in INB later

BS/PBIO/PM advised and registered for 14 hours

No pending AP or DC

WP

Family did not want two sciences and MTH—discussed PM progression

Wants to continue GER, but needs MLPE—placed into GER 1301 until results are received

Wanted MTH 1321, but has not started ALEKS

Student wanted 12 hours to help starting GPA; discussed major progression and PM and decided on 14 hours