Add an Academic Advising Note to Student Record

As a Advisor, you can add an Academic Advising Note to a Student’s records. You can perform virtually any task in UR Student right from your Home page. Just type the task in the search bar. You can also add an Advising Note from the Student’s profile, from the Actions button.

Add Academic Advising Note

1. From the Home page, type Add Academic Advising Note in Search
2. Press Enter or click the magnifying glass
3. Select Add Academic Advising Note from the Tasks and Reports list
4. Type the Student’s Name in the Student field and press Enter
5. Click the Menu icon in the Topics field
6. Select Academic Advising
7. Select a topic from the drop-down list
8. Click the Menu icon in Conversation Initiated by
9. Select who Initiated the Conversation
10. Determine the Privacy Settings
   a. Private (Academic Advising Only) – Typically only Advisors and Registrars see these notes; upon request, students can see their record
   b. Public – any staff member can see these notes
11. The Date field prepopulates
   a. Click the Calendar icon to change the date, if applicable
12. Type the note in the Note field
   Important: Take care to enter all notes in accordance with FERPA regulations
13. Click OK
14. Review the Academic Advising Note
   Note: UR Student does not have spell check; be careful with spelling and grammar
15. Click Done

Important: When writing Advising Notes, follow all FERPA regulations. For more information on the Family Educational Rights and Privacy Act (FERPA), refer to https://tech.rochester.edu/wp-content/uploads/Creating-Advisor-Notes-in-UR-Student.pdf and the FERPA eLearning in MyPath: https://360.articulate.com/review/content/a48fb500-6800-4d02-b082-979a220d67c1/review