

Academic Advising

Viewing Advising Contact Information

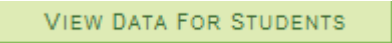
Overview

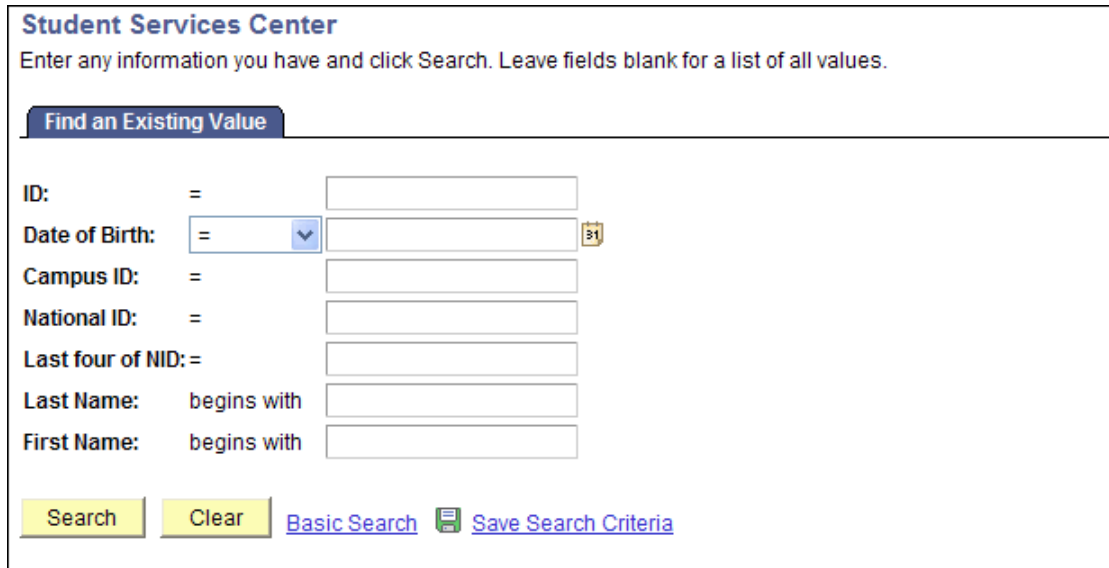
During or after an advising session the advisor may wish to record what was discussed/accomplished during the session. Some of this information will be useful for the student to be able to view. Other notes may be for the advisors to use in preparation for future meetings with the advisee. When entering notes it is helpful to keep in mind that other advisors may refer to your notes in the event the student changes major or moves to a different campus. In accordance with the Family Educational Rights and Privacy Act (FERPA), it is important to remember that students may request and receive a complete copy of anything entered into the system. Nothing in the student's record is confidential from the student. The second page that is not viewable in Self-Service, was created to allow for longer notes or other information that would be too large for the Self-Service view.

Once an advising contact note is added to the student's record, you can view the note using the Advising Contacts link in the Administrative Center.

Steps

Viewing Advising Contact Information


1. Navigate to: **Self Service > Administrative Center.**
2. Click .



Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: =

Date of Birth: = 


Campus ID: =

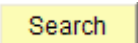
National ID: =

Last four of NID: =

Last Name: begins with

First Name: begins with

[Basic Search](#)  [Save Search Criteria](#)

3. Enter the student's **ID** or **Last Name** and **First Name**.
4. Click .
5. Click on the *academics 2* tab.

Academic Advising Viewing Advising Contact Information

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Ima Student
[admin center](#) [my advisees](#) [student view](#) [general info](#) [admissions](#) [academics](#) [academics 2](#) [transfer credit](#)

Academics 2

* For information on when current term grades will be available on your official transcript, visit your campus Registrar's website.

Advising ADD ADVISING CONTACT

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My Program:

- **Bloomington**
- **Career** - Undergraduate
- **Program** - University Div Pre-CollArts&Sc
- **Preparation** - Classical St:Latin/Greek BA

[Admin Center](#) [My Advisees](#) [Student View](#) [General Info](#) [Admissions](#) [Academics](#) [Academics 2](#) [Transfer Credit](#) [Finances](#) [Financial Aid](#)

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6. If the student has Advising Contacts/notes, the [Advising Contacts](#) link will be displayed. Click on the [Advising Contacts](#) link to view the information.

[View Advising Contacts](#)

Select Session Checkmark

0000011111 Ima Student

Select	Career	Institution	Date	Contact Type	Purpose	Advisor	Contact #
<input checked="" type="checkbox"/>	UGRD	IUBLA	06/03/2008	Walk-in	Academic Interest	Kathryn Wade	1
<input checked="" type="checkbox"/>	UGRD	IUBLA	06/03/2008	Appointment	Academic Interest	Kathryn Wade	2
<input checked="" type="checkbox"/>	UGRD	IUBLA	06/03/2008	Email	Enrollment Planning	Kathryn Wade	3

[Return to My Academics](#)

Academic Advising

Viewing Advising Contact Information

- If there is only a single contact saved for the student, the contact will display immediately. A selection screen will not display.
 - If the advisor made more than one note/contact with the student on the same day, the **Contact #** field will reflect this. The contacts will be numbered in consecutive order.
 - When a student has multiple contact rows, the name of the advisor who entered the note will be displayed in each row. This will provide a view of the advisors a student has seen, as well as help pinpoint a specific past meeting that staff may want to review.
7. Click on the checkmark of the contact note that you would like to view.
 8. The Advising Contact information page will be displayed.

Advising Contact Ima Student

Date: 06/03/2008 Contact #: 3

Contact Advisor: Kathryn Wade
Purpose: Enrollment Planning **Contact Type:** Email

Advised For: IU, UGRD, UDC01

This should fulfill your requirements for the Fall term. ← This information is viewable by the student in Self-Service.

Ima has expressed an interest in Math courses. ← This information is not viewable in Self-Service.

Institution/Career/Term: IU, UGRD, 4088, Fall 2008 **Session:** 1

Advised Courses Find First 1 of 1 Last

MATH-M 118	Class Nbr:	FINITE MATHEMATICS	Units:	3.00
Class Dates:	M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su <input type="checkbox"/>			
Class Times:	Instructor:			

[Select a Different Advising Contact](#)

[Return to My Academics](#)

9. If you would like to select a different Advising contact, click the [Select a Different Advising Contact](#) link to return to the previous page. If you would like to return to the *academics 2* tab, click the [Return to My Academics](#) link.