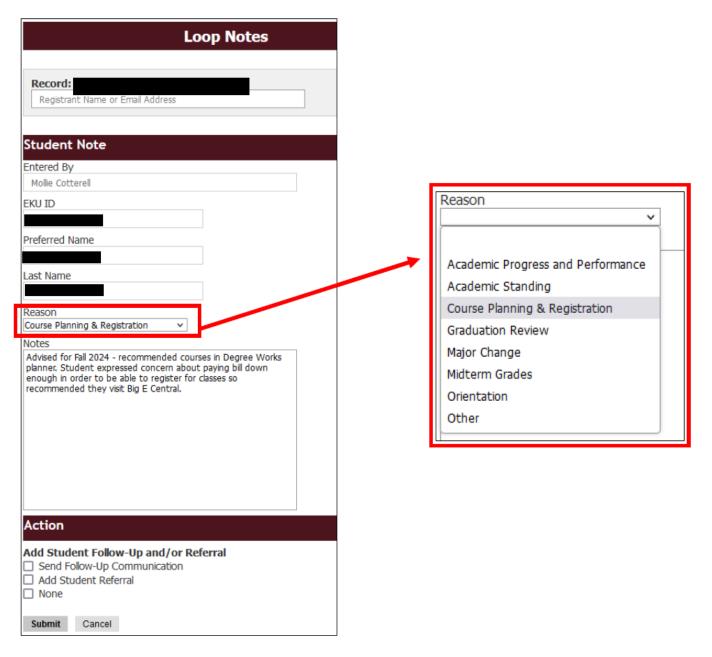# Entering Notes in Advising 360

All notes entered are viewable by other faculty and staff across campus with access to Advising 360 and cannot be deleted or edited.

1. In your Advisee list in Advising 360, select "Add Note" next to your student.

2. Select your Reason for meeting with the student from the drop-down menu and enter any relevant Notes.

3. Choose an Action. You can select "None" and Submit to be finished. But you may also use this as an opportunity to send a communication to the student or refer the student to another person or office on campus. Adding a referral will send a notification to the referred area/person so they can follow-up with the student.

Action

Add Student Follow-Up and/or Referral
- ☐ Send Follow-Up Communication
- ☑ Add Student Referral
- ☐ None

Student Referral

Referral Type
- ☑ College/Campus Advisor
- ☐ Student Resource Referral

College/Campus Advisor Referral

Refer to College Advisor or Campus Advisor
- ☑ College of Business
- ☐ College of Education & Applied Human Sciences
- ☐ College of Health Sciences
- ☐ College of Justice, Safety, and Military Science
- ☐ College of Letters, Arts, and Social Sciences
- ☐ College of Science, Technology, Engineering, & Technology
- ☐ Corbin
- ☐ E-Campus
- ☐ Graduate School
- ☐ Manchester

College/Campus Advisor Referral Notes
Student wants to change to Management

Submit   Cancel

Action

Add Student Follow-Up and/or Referral
- ☑ Send Follow-Up Communication
- ☐ Add Student Referral
- ☐ None

Follow-up Communication

Follow-Up Email

Sample Email

Preferred:
As a follow-up from our recent meeting...

[Your Message Here]

Provide Email Content Below:

Email Content

CC others on Email:
Add email address below ex. **tiffany.hampton@eku.edu**

Submit   Cancel

Action

Add Student Follow-Up and/or Referral
- ☐ Send Follow-Up Communication
- ☑ Add Student Referral
- ☐ None

Student Referral

Referral Type
- ☐ College/Campus Advisor
- ☑ Student Resource Referral

Student Resource Referral

Refer to Student Resource
- ☑ Big E Central
- ☐ Bilingual Mentoring & Tutoring (El Centro)
- ☐ Bratzke Student Athlete Academic Success Center
- ☐ Center for Student Accessibility
- ☐ Center for Student Parents
- ☐ Colonel's Cupboard
- ☐ Dean of Students
- ☐ Noel Studio for Academic Creativity
- ☐ Office of Advising and Career Services
- ☐ STEM Center for Excellence
- ☐ Student Success Center
- ☐ Veteran's Affairs

Student Resource - Referral Notes
Student has questions about financial aid

Submit   Cancel