

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.

Person Click ID to view record.	Name	Program	Concentration	Advisor Type	Registered	RAC Numbers *If Primary Advisor	Active/Locked Plan Terms	Degree Works	Loop
		BA in General Studies		MAJR	N	Fall: 124478 Spring: 291904 Summer: 291904		View Degree Works	View in Loop Add Note

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

Loop Notes

Record:
Registrant Name or Email Address

Student Note

Entered By

EKU ID

Preferred Name

Last Name

Reason

Notes
Advised for Fall 2024 - recommended courses in Degree Works planner. Student expressed concern about paying bill down enough in order to be able to register for classes so recommended they visit Big E Central.

Action

Add Student Follow-Up and/or Referral

Send Follow-Up Communication
 Add Student Referral
 None

Reason

- Academic Progress and Performance
- Academic Standing
- Course Planning & Registration
- Graduation Review
- Major Change
- Midterm Grades
- Orientation
- Other

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

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

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