Documenting our advising session is a critical part of the overall experience. In our documentation, we should strive to accurately reflect the facts of the session while capturing the information in the briefest and clearest means possible. The following tips are meant to assist you in reaching an acceptable level of accuracy, brevity, and clarity.

- Start with the advised degree/major/concentration/pre-professional program with minor.
- If the student has decided to change any part of their academic program, note the original degree/major/concentration/pre-professional program with minor then note the new degree/major/concentration/pre-professional program with minor. (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, 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.
- 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
  - 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.

<table>
<thead>
<tr>
<th>AAA</th>
<th>Against Advisor’s Advice</th>
<th>HS</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBC</td>
<td>Credit-Bearing Course</td>
<td>IAW</td>
<td>In Accordance With</td>
</tr>
<tr>
<td>CBE</td>
<td>Credit By Exam</td>
<td>MLPE</td>
<td>Modern Language Placement Exam</td>
</tr>
<tr>
<td>CE</td>
<td>Career Exploration</td>
<td>NSE</td>
<td>New Student Experience</td>
</tr>
<tr>
<td>CHA</td>
<td>Chapel</td>
<td>PREREQ</td>
<td>Prerequisite</td>
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<tr>
<td>COM</td>
<td>Change Of Major</td>
<td>REF</td>
<td>Referral</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>REQ</td>
<td>Requirement</td>
</tr>
<tr>
<td>D/A</td>
<td>Drop/Add</td>
<td>SS</td>
<td>Summer School</td>
</tr>
<tr>
<td>DC</td>
<td>Dual Credit</td>
<td>TR</td>
<td>Transfer</td>
</tr>
<tr>
<td>ELEC</td>
<td>Elective</td>
<td>SSC</td>
<td>Student Success Collaborative</td>
</tr>
<tr>
<td>EPE</td>
<td>English Placement Exam</td>
<td>UAS</td>
<td>Unified Advising System</td>
</tr>
<tr>
<td>FA</td>
<td>Formal Advisement</td>
<td>UND</td>
<td>Undecided</td>
</tr>
<tr>
<td>FR</td>
<td>Freshman</td>
<td>W/P</td>
<td>With Parent</td>
</tr>
<tr>
<td>HRS</td>
<td>Hours</td>
<td></td>
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</tbody>
</table>
Here is an example of what we don’t want.

10 June 2018  
Advisor – C. Dickens  
Mr. Lorry entered the room with excitement and trepidation. As for the session, here is what I can say. It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way – in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

While he means well, Mr. Dickens’ notes don’t really explain what happened in the session. What topics were discussed, if any? Instead, here are some good examples we might follow.

BA/ENG advised to take 15 hours  
6 hrs DC in PSC and ECO on BU transcript  
Pending AP in CHE and FRE  
Pending DC in ENG  
Plans to take Calculus in SS  
Requested GTX 2302—discussed this would be an elective, but taking this AAA

COM from BA/PSC/PLAW/PL to BBA/PBUS  
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 1401 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