



LEAVING APPROPRIATE COMMENTS ON STUDENTS RECORDS

Vanessa Harris

DOCUMENTING STUDENT INTERACTIONS

- ❖ Required to ensure student's file is complete.
- ❖ If student complains, it acts as your official voice.
- ❖ Helps advisors understand the student's background.
- ❖ Strengthens student's accountability.
- ❖ Strengthens advisor's accountability.

WHAT SHOULD BE INCLUDED?

- ① Reason for Visit
- ② Flags for current semester
- ③ If removing hold, prospective schedule for all open registration semesters.
- ④ Intended graduation date
- ⑤ Policies discussed
- ⑥ Referrals made

Best Practices

- ① Send a copy of the note to the student.
- ② Note if a student was no show.
- ③ Provide accurate appointment times.

WHAT SHOULD NOT BE INCLUDED?

- ① Personal issues
 - ① Keep general
 - ② Do not state health issues
- ② Putting down another advisor in comments because of mis-advisement.
- ③ Anything that can be deemed slanderish.
- ④ Comments are subpoenaable.

NOW THAT'S A COMMENT!

Marisa is on the BSN track but wanted to know about raising her minor in ARTS in a BA in ARTS. REVIEWED 2015-2016 UNM Catalog Progress Sheet but noted she will be changed to the 2016-2017 UNM Catalog as that is when she starts in CFA/DEG REQ/ADM REQ/128-120/42UD including going beyond hours to satisfy/CORE including HUM and W&S/ARTH/ARTS including Specialty Areas and needing 2.75 Major GPA. For spring 2016 she is enrolled in ANTH 340, CLST 314, ARTH 426, ARTS 126. She submitted an Application for Admission as a Declared Major that we will process AFTER her spring 2016 grades are posted. Told her we will email Admit Letter with 16-17 degree packet to her UNM Email in June. For Fall 2016 I rec'd: ARTS 387, ARTS 130 or 141 or 157 or 168 or 207 or 274, HUM from List, ENGL 220 or PHIL 156 and UD elective. If she takes 15 hrs a semester, her Anticipated Graduation Date is Fall 2017. No Holds. No Flags. Jennifer/CFA/7-7310

QUESTIONS?