



Campus  
Student Success Collaborative™

# Advisor Report

**Last Revised: 4/19/2016**

**FINAL**

## REVISION CONTROL

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**Document Title:** Advisor Report

Date	By	Action	Pages
4/15/2016	M Markin	Advisor Report	All

### Review/Approval History

Date	By	Action	Pages
			All
			All
			All

### *Confidentiality Statement*

*This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).*

*Please add a new line, verifying that screen shots have been checked each time this document is published.*

*Publishing Date Name of Individual Checking Screen Shots*

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## Introduction

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The purpose of this process guide is understanding the functionality of the Advisor Report and when using an Advising Report is appropriate.

Advisor Reports allow the advisor to document the advising appointment with a student. Advisor Reports allow the advisor to indicate the day, time and location of the appointment. This report also allows for the advisor to summarize the advising appointment such as campus resources that were recommended, class selections, discussion of study skills, etc.

The advisor can also refer back to the advising reports or run a report. Other users with the Advisor Report permission can also view others' advising reports.

## Related Documentation

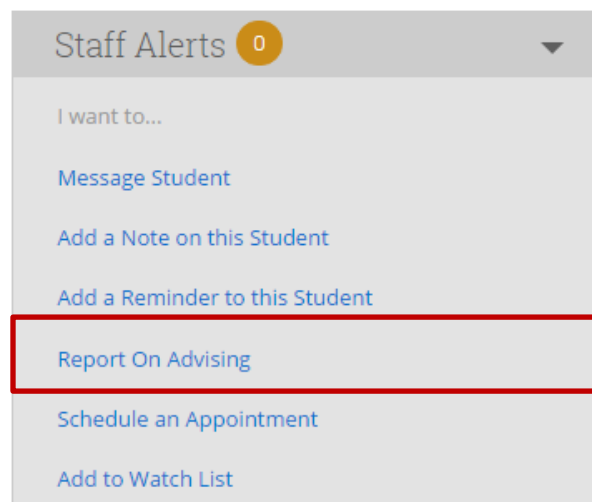
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None

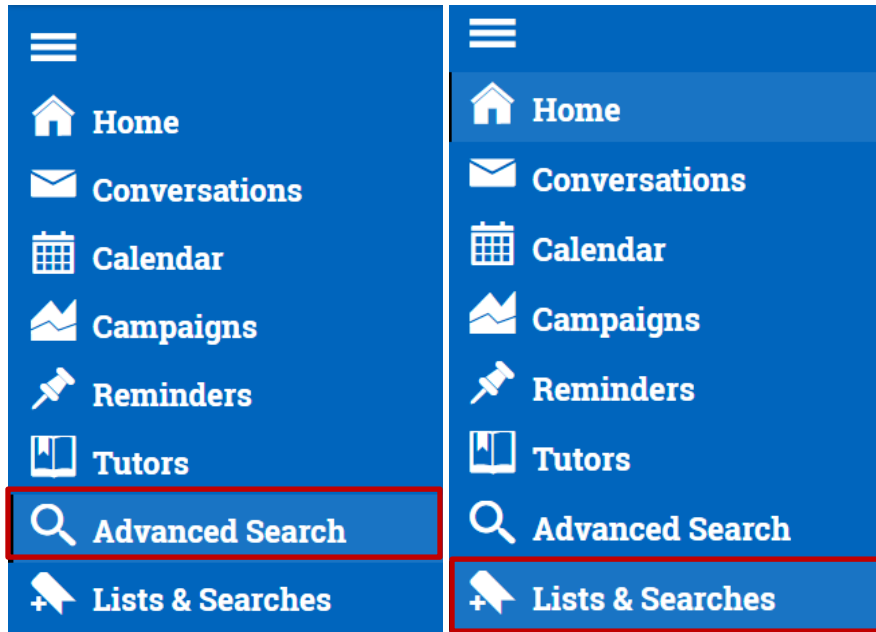
## 1.0 Advisor Report

**Advisor Reports can be accessed from a student's profile page:**

From the student's profile page, select **Report on Advising**:



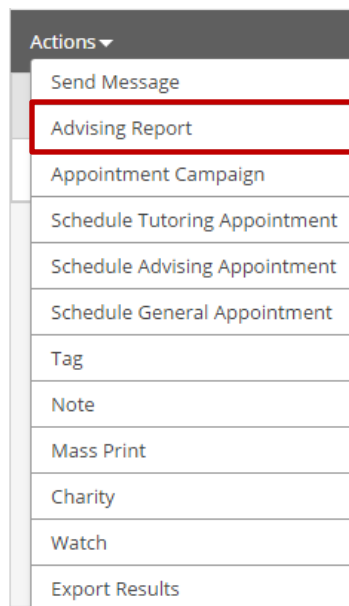
**Or the search functionality including:**



Select the box next to the student:

Actions ▾		
<input type="checkbox"/> ALL		NAME
<input checked="" type="checkbox"/>	1	Coyote, Joe

Select the **Actions** dropdown and select **Advising Report**:



ADVISOR STAMANTE

What was discussed during/reasons of the appointment.

Answer if discussed during appointment.

### Appointment Details

An appointment will be created after you submit this report.

**Reason:**

**Course:**

**Date of visit:**

**Location:**

Choose location

When appointment took place.

### Report Details For Melissa Bustamante

Student has established a realistic graduation date.  Yes  No  N/A

Student demonstrates an understanding of relevant policies and procedures.  Yes  No  N/A

Student articulates personal, educational, and/or career goals.  Yes  No  N/A

Yes No N/A

Yes No N/A

Yes No N/A

### Appointment Summary

Summary of appointment. DO NOT include information regarding student's medical or mental health history.

### Attendees

Matthew Markin  
Advisor, Professor, Student

**Attended**

Arrived:  Departed:

Time of appointment.

Time of appointment.

Uncheck box if student did not attend appointment.

Advisors name will appear here.

Melissa Bustamante  
Sophomore  
Biology

**Attended**

Arrived:  Departed:

### Attachments

**Attach File**

No file chosen

Attach a file (ex. PDF, Word doc, etc.)

### Followup

... on the report as a suggestion. No ... will be created.

Time:

Select Save to save the report.

Save this Report