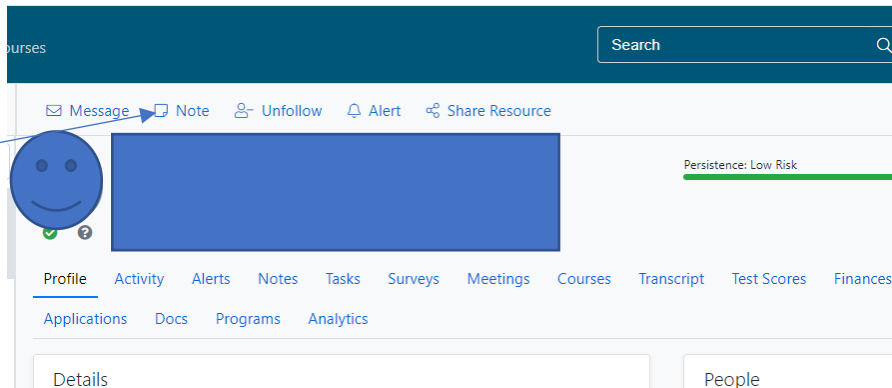


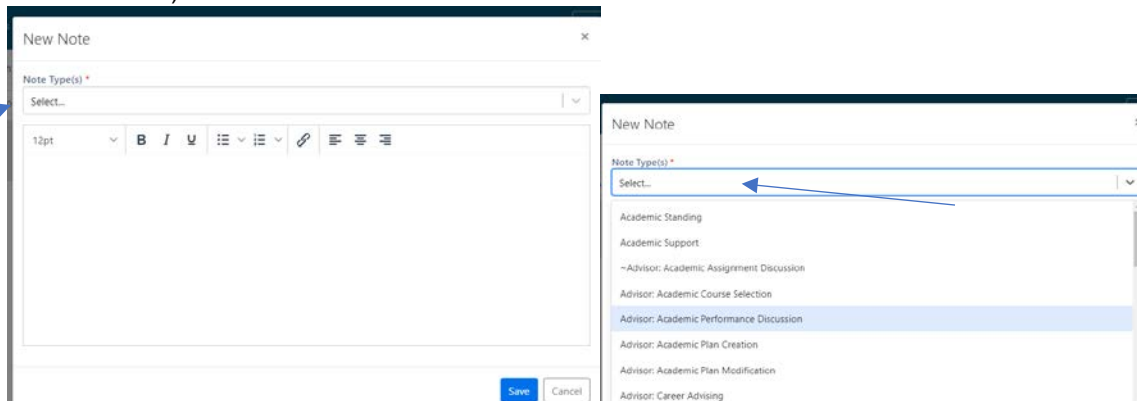
Notes

Creating a Note

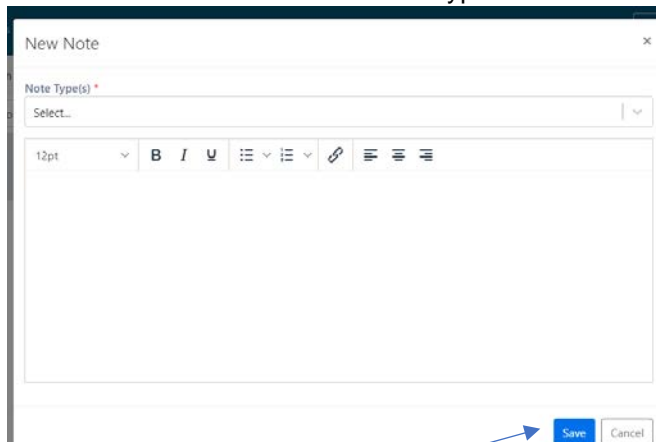
1. You can add a note to a student's record by clicking on the "Notes" link in their profile.



2. Click on the "Select Note Type(s)" drop down menu to choose the appropriate note topic. Multiple note types may be chosen for a single Note. See "Note Types" on pages 2 and 3 for additional info).



3. After selecting the topic, click in the text box and type in the appropriate information and click on the "Save" button. Remember, faculty, advisors, Student Services, Financial Aid, and administrators can view most "Note" types.



Best Practices for Notes

1. Keep current on updating student contact notes. Letting time pass can mean a loss of important details.
2. Narrative notes are helpful and readable, but concise, bulleted statements/summaries are also very effective, and often make it easier to scan the notes in preparing for an appointment.
3. Referrals and student action items are key pieces of information to note.
4. The content of notes amongst roles and departments will be different, but the concerns and the standards for privacy, sharing, and confidentiality are the same. Stay current on and abide by FERPA.
5. Notes are FERPA compliant and are considered a part of the student's academic record and may be included if a student asks to review their academic record.
6. Consult with supervisors and colleagues when there is a question about what information to include in a contact note or a summary.

Editing Notes

1. After creating a note in Aviso, it can be edited or deleted within 24 hours of creating the note by clicking on the "Edit" or "Delete" buttons. After 24 hours have passed, an Aviso administrator will need to be contacted for assistance with making edits.

Note Types

General Notes	Permitted Roles <i>Can enter a note of this type or view notes created with this note type</i>
Academic Standing	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
Academic Support	Academic Advisor, Academic Dean/Directors, Adjunct Faculty, Aviso Administrator, Faculty Mentor, Z-Do Not Use Adjunct Faculty, Z-Faculty , Z-High School Staff
Counseling	Counseling
Disability Services	Disability Services
Early Alert	Academic Advisor, Academic Dean/Directors , Adjunct Faculty, Aviso Administrator, Faculty Mentor, Z-Do Not Use Adjunct Faculty, Z-Faculty , Z-High School Staff
Faculty Conversation	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
Financial Aid	Academic Advisor, Academic Dean/Directors , Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
General	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership

Notes from Colleague	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
Past Career Coaching Session	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
Previous Advising Session	Academic Advisor, Aviso Administrator, Disability Services, Wilkes Leadership
Staff Initiated Alert	Academic Advisor, Academic Dean/Directors , Adjunct Faculty, Aviso Administrator, Faculty Mentor, Z-Do Not Use Adjunct Faculty, Z-Faculty , Z-High School Staff
Tutoring	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Adjunct Faculty, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership

Advisor Designated Note Types – To only be created by Academic Advisors	Permitted Roles <i>Can enter a note of this type or view notes created with this note type</i>
Advisor: Academic Assignment Discussion	Academic Advisor, Academic Dean/Directors , Academic Support Staff, Aviso Administrator, Counseling, Disability Services, Faculty Mentor, Financial Aid, Student Services, Wilkes Leadership
Advisor: Academic Course Selection	
Advisor: Academic Performance Discussion	
Advisor: Academic Plan Creation	
Advisor: Academic Plan Modification	
Advisor: Career Advising	
Advisor: Check In Meeting	
Advisor: College and Community Resource Referral	
Advisor: Financial Aid	
Advisor: Health Science MAR Review	
Advisor: Log In Assistance	
Advisor: Moodle Assistance	
Advisor: Other (Explanation in Notes)	
Advisor: Soft Skill Development	
Advisor: Time Management	
Advisor: WCC Program of Study Information	
Advisor: Withdrawal Question	