

# REDHAWK SOAR GUIDE

## ADVISING NOTES

### Why add advising notes?

- To document your conversation and remind yourself and the student of the details.
- To pick up where you left off in your next meeting rather than recreate what you have already done.
- So other advisors that the student meets with can see your advice and relay consistent and informed messages.

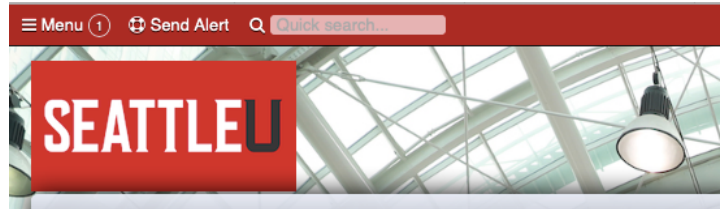
### What happens after you create an advising note?

- The student receives an email with a copy of your advising notes.
- The advising notes are saved in the student's academic record.

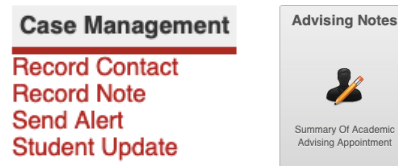
Arts & Sciences Advising Center  
206-296-2840  
ASCAdvising@seattleu.edu  
Casey 110  
[www.seattleu.edu/artsci/advising](http://www.seattleu.edu/artsci/advising)

## How to Create New Notes

1. Log onto Redhawk SOAR using your SU username and password: [www.seattleu.pharos360.com](http://www.seattleu.pharos360.com)
2. In the "**Quick Search**" section (top left), type in the student first and last name or ID number and select their record when it pops up.



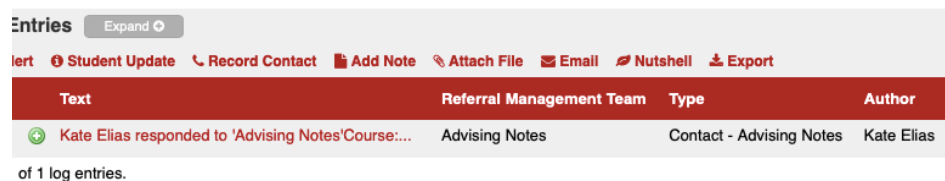
3. On the left Side Bar, scroll to Case Management and choose **Student Update** then **Advising Notes**.



4. Complete the 4 fields, select Review Responses than Submit. See left side of this handout for best practices on how to write notes.

## How to View Prior Notes

1. Follow Step 1 and 2 above.
2. When you have the student record up, scroll to the bottom under log entries.
3. Click on the green + sign to expand and review entries.



## Tips for Writing Advising Notes

### Include:

- Notes that will help the student and future advisors understand the advice you gave
- List of recommended courses
- Referrals of a non-sensitive nature
- Policies/deadlines that were explained
- Notes that will help build a relationship with a student

### Exclude:

- Referrals of a sensitive or personal nature
- Subjective comments about the student
- Comments regarding student's instructors
- Personal concerns of the student