

## The Passport Notes

The Passport advisor notes promote effective communication between various departments. Advisor notes protect you as a professional and the student in case information provided or received was wrong or misunderstood. The notes serve as documented records and are included in the students' electronic file.

### Guidelines:

- Record only the facts. DO NOT include anything that contains information that is personal, confidential, financial, American Disabilities Act (ADA), and/or other sensitive material.
- Be concise. Notes should summarize your meeting and allow other advisors to quickly get a glimpse of what topics were discussed.
- If you are unsure if you should include specific information, consult w/ your supervisor or department chair. You can always add another note, but you *cannot remove* a note that was already submitted.
- Be informed of the Family Educational Rights and Privacy Act (FERPA) guidelines and updates.

The categories below contain examples of academic related notes versus notes that contain too much personal/sensitive information.

 <b>Correct</b>	 <b>Incorrect</b>
Student dropped Course XXXX and plans to take it over the summer. Referred student to course equivalency form.	Student dropped Course XXXX because they don't want to wake up early. Student will take the course over the summer.
Student called to confirm that they signed up for the appropriate course. Explained how to navigate to academic requirements report. Reminded student to file for graduation by the appropriate deadline and referred them to check w/ major and minor departments.	Student heard rumors around campus that the course that they are signed up for does not fulfill academic requirements. Reviewed course with student and confirmed the course will fulfill degree requirements.
Student wanted to know more about GWE. Discussed test dates and prerequisites. Referred to SEAS webpage for test taking tips.	GWE
Discussed Early Alert and academic progress with the student. Referred student to multiple resources.	Student came in to discuss early alert and multiple classes they are failing. Student indicated they have XXXX disability and they were connected to DSO.
Discussed smart plan with student during their advising appointment and confirmed targeted graduation date.	Student was late to advising appointment and did not come prepared as instructed. Discussed smart plan.
Met with student to discuss numerous absences. Discussed resources available on campus and referred student to tutoring and University Advising.	Student misses class all the time and when in class plays on their phone. Met with student and referred them to resources.