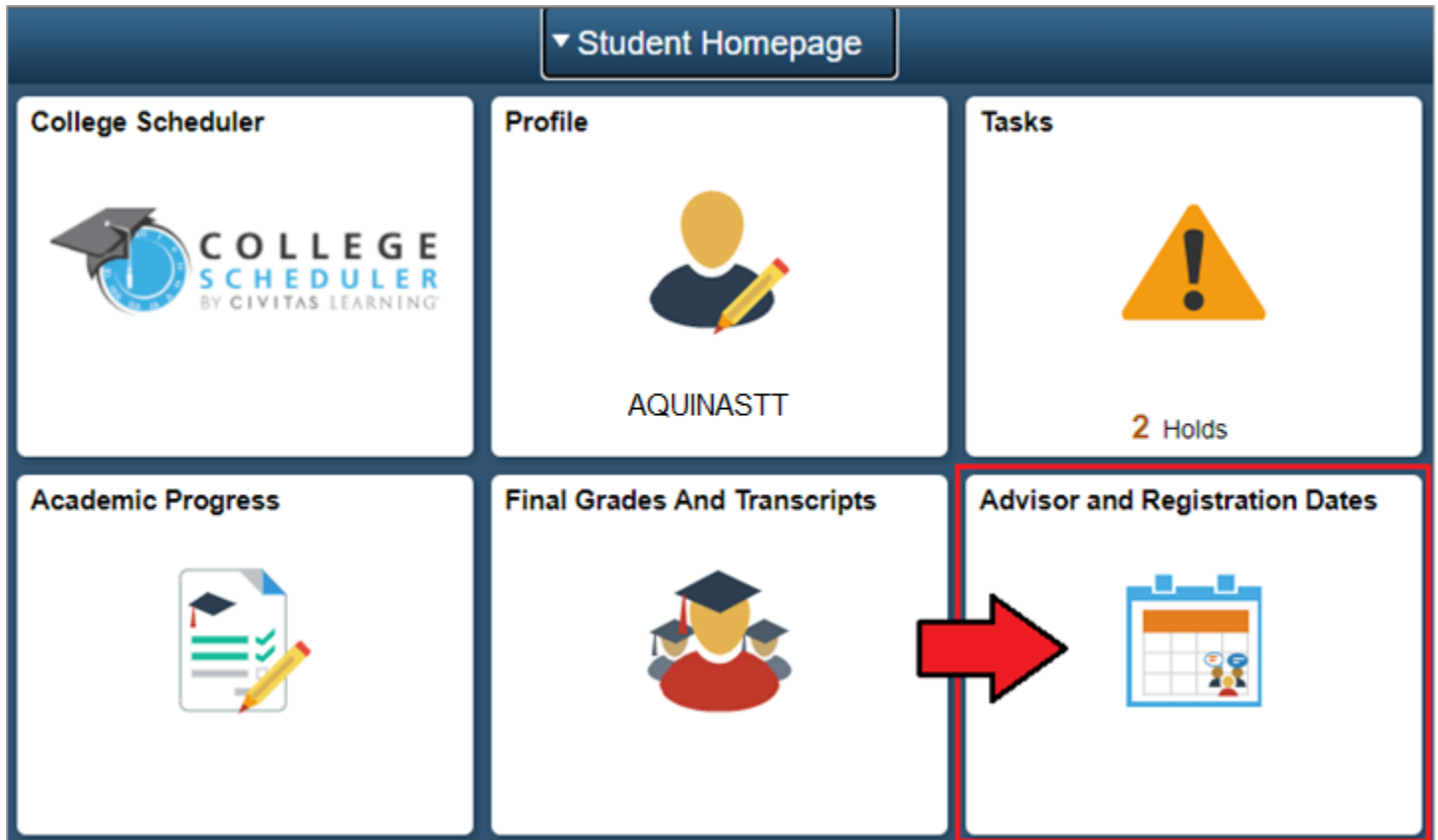


Advising Notes for Students

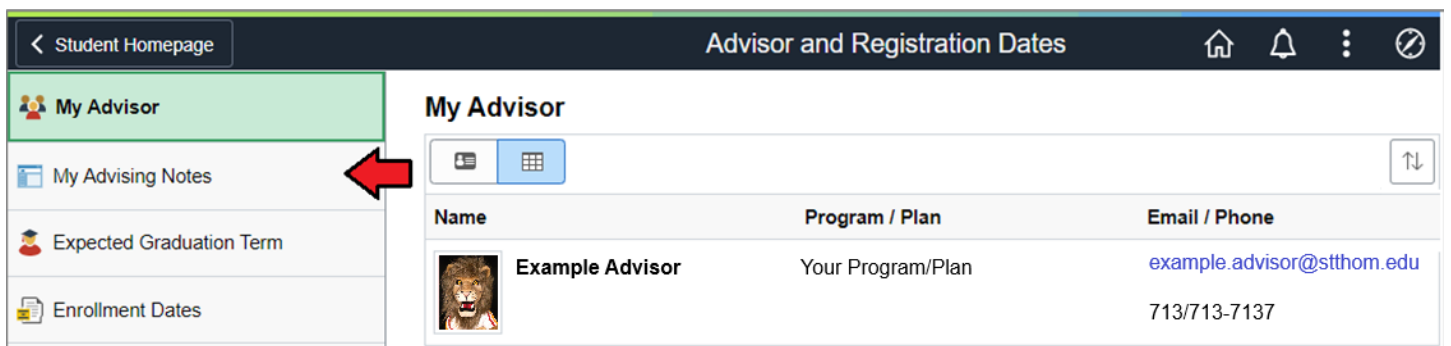
What are Advising Notes, and how do I use them?

Beginning this semester, advisors will be able to send communications to you directly through your myStThom account. This feature is called **Advisor Notes**, and they can be accessed following the instructions below.

Click *Advisor and Registration Dates*:



This page will open up to the *My Advisor* link. On the left menu, click *My Advising Notes*.



On this page, you will see a list of notes from any of your advisors or from the Registrar's Office that have been added to your account. To view or edit/update a note, click the applicable icon. In this example, we will update the *Advising Plan*

Review note by clicking the *Update Note* pencil icon:

Advising Notes							
 Thomas Aquinas 01281225							
Advising Notes							
Use this page to view notes for the selected student.							
2 rows							
View Note	Subject	Category / Subcategory	Created By / Assigned To	Institution	Status / Action Item	Created On / Last Updated	Update Note
	Advising Plan Review	Advisor Note General Notes	Lenny Lion	University of St. Thomas	Open Pending	10/15/2020 10/16/2020	
	Another Note	Advisor Note General Notes	Lenny Lion	University of St. Thomas	Open None	10/16/2020 10/16/2020	

Here we see all the comments that have been added as well as an attachment that was sent by the advisor. The newest note will be at the top of the list. In this example, the advisor and student have been sending notes back and forth about a major change. To submit a new note to the advisor, click the + button, add the note, and click *Submit*. (If you don't see a *Submit* button, you are in view mode and will need to click the green *Update Note* button before you can edit/submit).

Advising Notes							
 Thomas Aquinas 01281225							
Advising Notes Submit							
Advising Note Institution University of St. Thomas Category Advisor Note Subcategory General Notes Created On 10/15/2020 Status Open Subject Advising Plan Review							
Note Items 4 rows							
+ Note Item Entered By Entered On Comment							
4 Lenny Lion 10/16/2020 Yes, we can do Physics. Fill out that form for declaraton of major and i'll assist you. Thank you!							
3 Thomas Aquinas 10/16/2020 Nevermind, i want Physics Instead. Is that an option?							
2 Thomas Aquinas 10/16/2020 HELLO, I WOULD LIKE TO CHANGE MY MAJOR TO ASTROPHYSICS. IS THIS A AVAILABLE							
1 Lenny Lion 10/15/2020 Please declare your major using the form attached! Thank you :)							
Attachmen... 1 row							
+ Attachments Audits Show All							
Attached File Description							
Declaration_Change_of_Major_Form_20.9.11.pdf Declaration_Change_of_Major_Form_20.9.11.pdf							

That's it! You might receive emails when advisors or the Registrar's Offices adds notes to your account, so please keep your inboxes clear.