

### 3357:13-14-19 Advising Documentation Policy

- (A) North Central State College supports the use of documented advising notes to create a history that the advisors and staff can use to assist the students on their pathways. Notes also enable the advisor to build better rapport with the student and monitor the student's progress. The notes summarize all advising contacts and dates, the content of the discussions, referrals, and follow-ups. They also provide a database of student records for statistical analysis of the type, purpose and content of advising contacts.
- (B) Advisors should access and use student information only when it is relevant to advising.
- (1) Aviso Engage (Watermark Student Success & Engagement) is the official method of documenting all student advising contacts and notes at the College.
  - (2) All data within Aviso Engage is considered part of students' academic records.
  - (3) Academic Planning & Registration software is the official method to create students' academic plans. It is also the method that can be used to make advising notes for students to view regarding their academic courses.
  - (4) Aviso Engage is the official method of sending North Central State College students an Early Alert notification and documenting the follow up.
  - (5) Advising notes are subject to FERPA provisions (See Policy 17-50 Family Educational Rights and Privacy Act (FERPA), HIPAA (<http://www.hhs.gov/hipaa/index.html>), and other privacy laws and College regulations. Therefore, care should be exercised in summarizing the contact and entering advisor comments.
  - (6) The notes are considered part of the student's educational record, and the student may request to see all his/her notes by following proper channels and procedures, according to FERPA.
  - (7) The College reserves the right to remove/modify/amend/supplement advising notes.

Effective: September 20, 2016

Expires: January 1, 2028

Review Dates: 9/20/16, 10/24/17, 1/24/23