Viewing Advising Notes

1. Click the **Degree Audit** tile from the Student Homepage.

2. Click on the ▤ **Advising Notes** icon.

3. Click the **Advising Note** icon to display note.

4. Click the **Update Note** button if a response is required.

5. Click **Submit** to add a note.

6. Click on the **View** button in the Note Items to open attachments. *Not all advising notes will have an attachment.*

7. You may **Add Attachment** to the note if required.