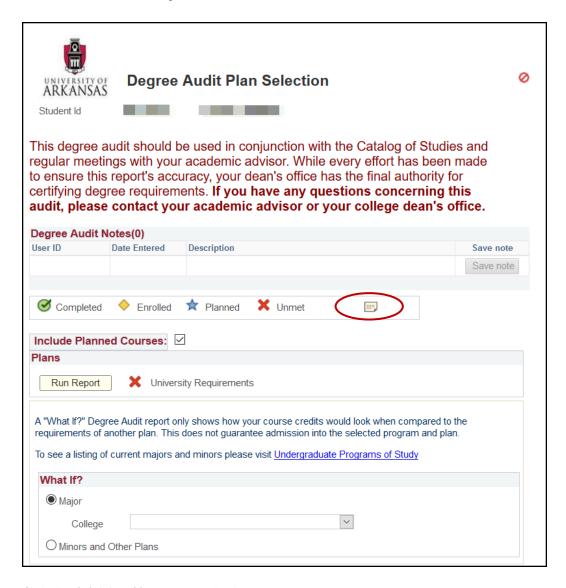


## **Viewing Advising Notes**

- 1. Click the **Degree Audit** tile from the Student Homepage.
- 2. Click on the Advising Notes icon.

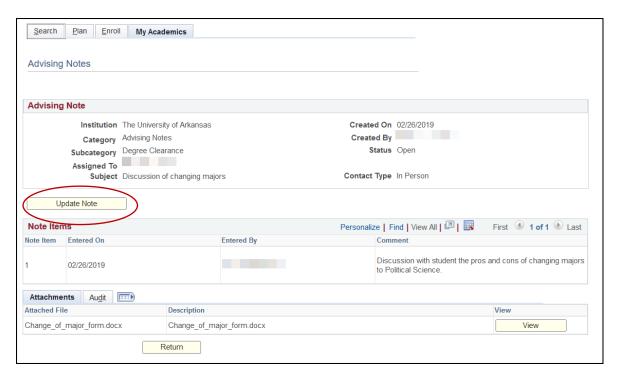


3. Click the **Advising Note** icon to display note.

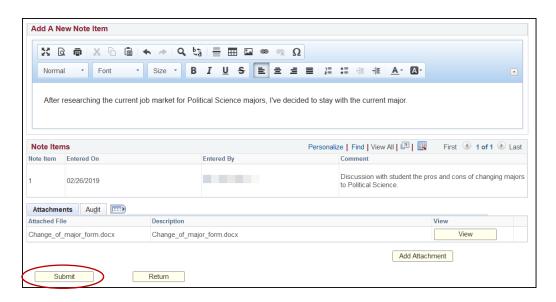




4. Click the **Update Note** button if a response is required.



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.