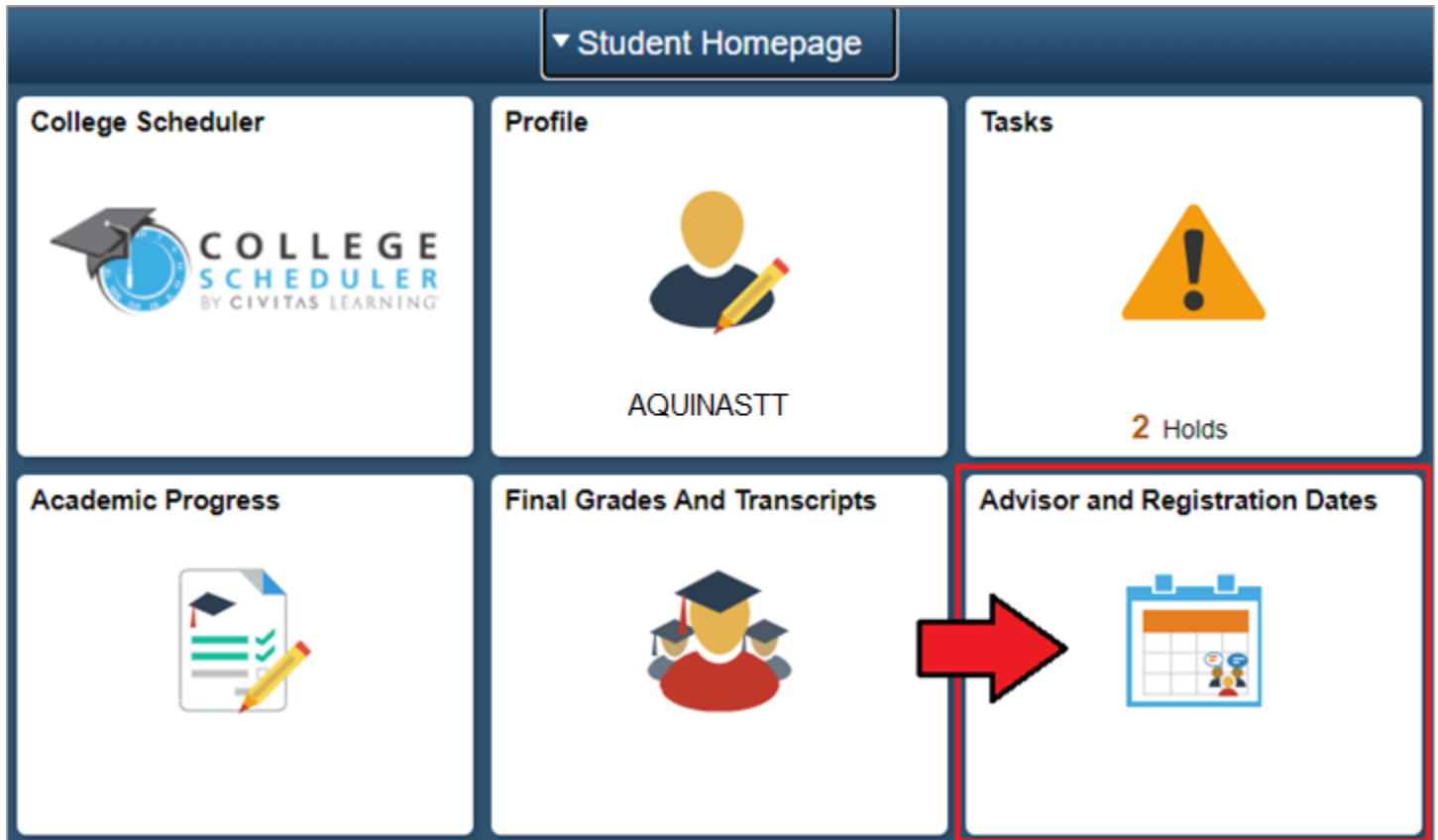


Advising Notes for Students

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:


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	Nathan Dugat Nathan Dugat	University of St. Thomas	Open Pending	10/15/2020 10/16/2020	
	Another Note	Advisor Note General Notes	Nathan Dugat Nathan Dugat	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).

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	Nathan Dugat Nathan Dugat	University of St. Thomas	Open Pending	10/15/2020 10/16/2020	
	Another Note	Advisor Note General Notes	Nathan Dugat Nathan Dugat	University of St. Thomas	Open None	10/16/2020 10/16/2020	

Advising Note	
Institution	University of St. Thomas
Category	Advisor Note
Subcategory	General Notes
Assigned To	Nathan Dugat
Created On	10/15/2020
Created By	Nathan Dugat
Status	Open
Subject	Advising Plan Review

Note Items			
			
Note Item	Entered By	Entered On	Comment
4	Nathan Dugat	10/16/2020	Yes, we can do Physics. Fill out that form for declaraton of major and i'll assist you getting it to Dr. Mellis. Thank you!
3	Thomas Aquinas	10/16/2020	Nevermind, i want Physics Instead. Is that an option?
2	Thomas Aquinas	10/16/2020	HELLO NATHAN, I WOULD LIKE TO CHANGE MY MAJOR TO ASTROPHYSICS. IS THIS A AVAILABLE
1	Nathan Dugat	10/15/2020	Please declare your major using the form attached! Thank you :)

Attachments	
	<input type="button" value="Attachments"/> <input type="button" value="Audits"/> <input type="button" value="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.