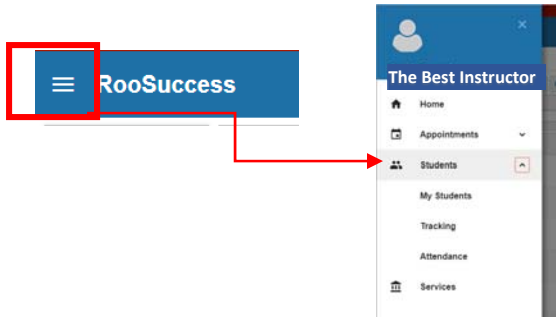


ROOSUCCESS: DOCUMENTING YOUR ADVISING SESSION

[Link to RooSuccess](#)

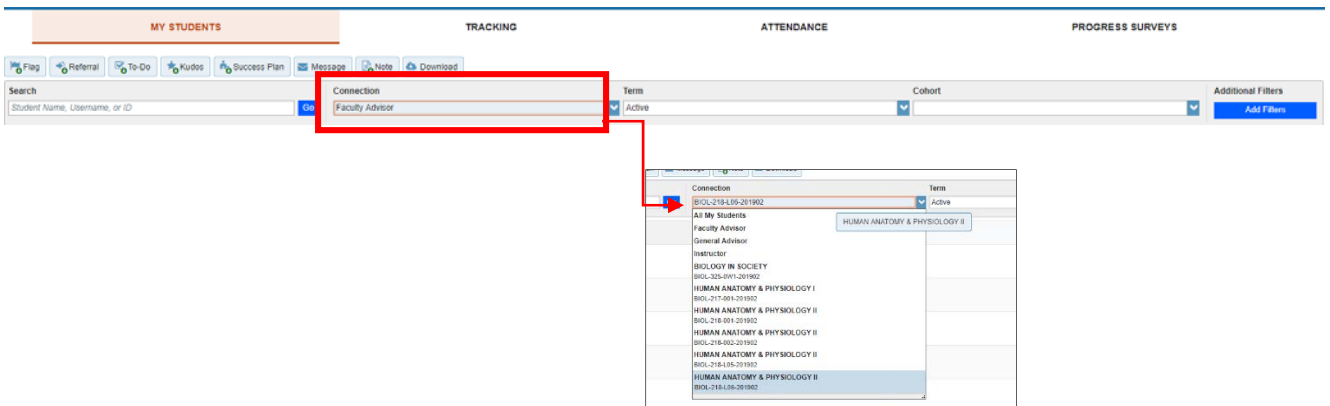
How to see your students:



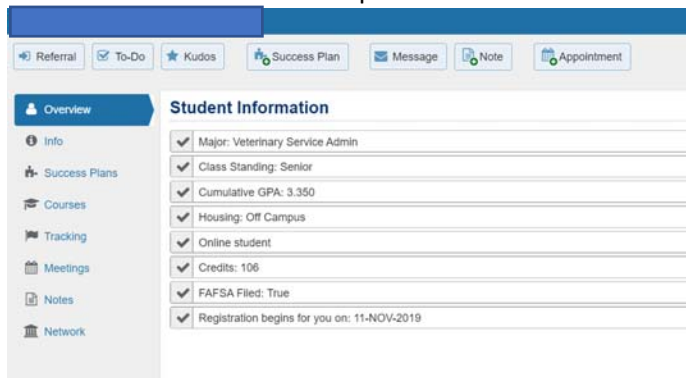
Choose My Students to see all of your students:



Adjust the connection to see all of your students or by class/cohort/advises. You can also search by first name, last name or ID number if you type it in the "Student" box:



- Click on a student name to "open the folder" and see details on your student:



Documenting registration permission and providing the registration code:

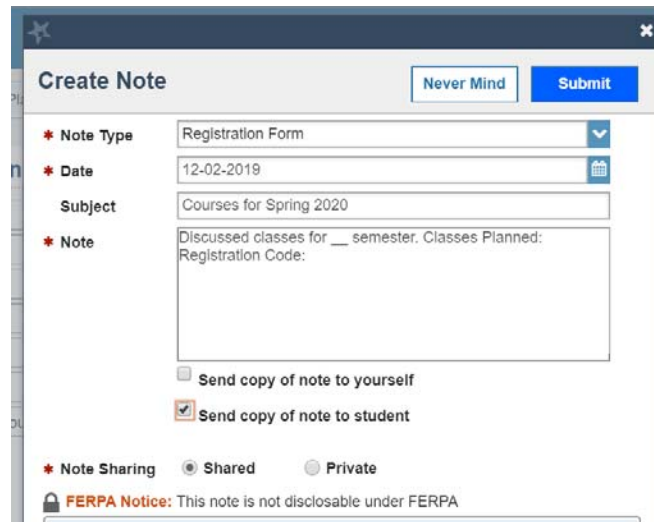
1) You can document conversations around course scheduling, and providing the registration code.

2) Click on the **Add Note** button

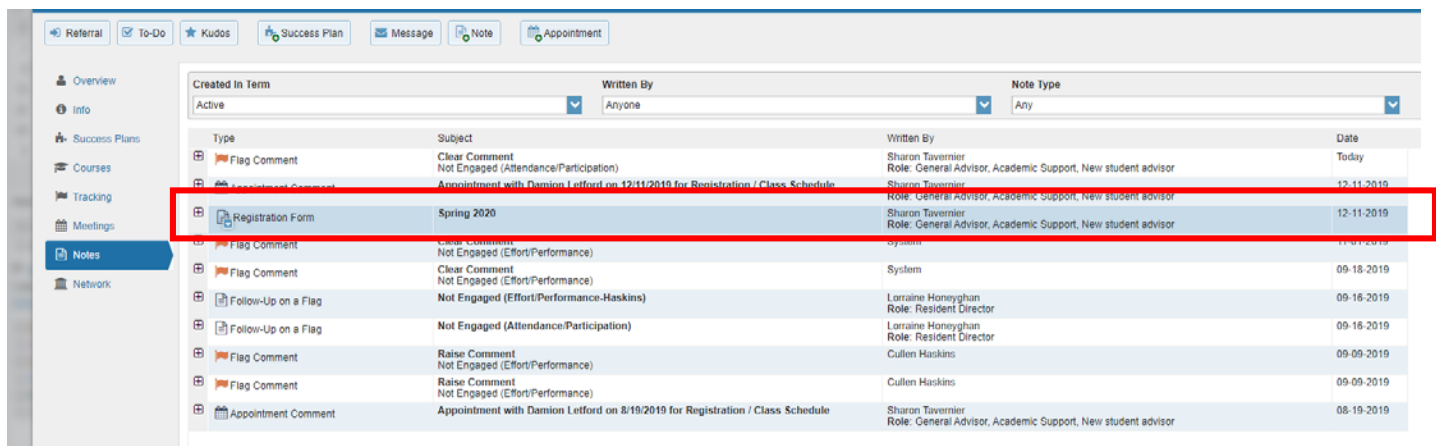


3) Choose **Registration Form** as the Note Type, use the **semester as the Subject Line**.

4) Adjust the default text as needed in the Note box. This Note can be very brief, just list the courses and the Registration Code. Send a copy to the student so that they have a reference with the courses discussed and the Registration Code. If you have other notes as a result of your meeting with the student, use meeting outcomes to document those.

A screenshot of the "Create Note" form in a software interface. The form has a title bar with a star icon and a close button. Below the title bar are two buttons: "Never Mind" and "Submit". The form contains several fields: "Note Type" is a dropdown menu set to "Registration Form"; "Date" is a date field set to "12-02-2019"; "Subject" is a text field containing "Courses for Spring 2020"; "Note" is a large text area containing the text "Discussed classes for ___ semester. Classes Planned: Registration Code:". Below the text area are two checkboxes: "Send copy of note to yourself" (unchecked) and "Send copy of note to student" (checked). At the bottom, there are radio buttons for "Note Sharing" set to "Shared", and a "FERPA Notice" section with a lock icon and the text "This note is not disclosable under FERPA".

5) Making this a Shared note means that others in the student's network can also see what was discussed and reinforce it. You can see it in the list of Notes for future reference.

A screenshot of a software interface showing a list of notes. The interface has a top navigation bar with buttons for "Referral", "To-Do", "Kudos", "Success Plan", "Message", "Note", and "Appointment". A left sidebar contains navigation options: "Overview", "Info", "Success Plans", "Courses", "Tracking", "Meetings", "Notes" (highlighted), and "Network". The main area displays a table of notes with columns for "Created In Term", "Written By", and "Note Type". The table contains several rows of notes, with one row highlighted in red. The highlighted row has a "Type" of "Registration Form", a "Subject" of "Spring 2020", a "Written By" of "Sharon Tavernier" (Role: General Advisor, Academic Support, New student advisor), and a "Date" of "12-11-2019".

Created In Term	Written By	Note Type
Active	Anyone	Any
Flag Comment	Sharon Tavernier Role: General Advisor, Academic Support, New student advisor	Today
Appointment Comment	Sharon Tavernier Role: General Advisor, Academic Support, New student advisor	12-11-2019
Registration Form	Sharon Tavernier Role: General Advisor, Academic Support, New student advisor	12-11-2019
Flag Comment	System	11-01-2019
Flag Comment	System	09-18-2019
Follow-Up on a Flag	Lorraine Honeygham Role: Resident Director	09-16-2019
Follow-Up on a Flag	Lorraine Honeygham Role: Resident Director	09-16-2019
Flag Comment	Cullen Haskins	09-09-2019
Flag Comment	Cullen Haskins	09-09-2019
Appointment Comment	Sharon Tavernier Role: General Advisor, Academic Support, New student advisor	08-19-2019