Advisor Notes in Advisor Hub

**Step 1:** To access the Advisor Hub, click on the “Advisor Hub” link on the left hand side menu in the Student Administration-Advising Services tab.

**Step 2:** Once you have located the student you wish to make notes about, click on the “Student Information” drop down menu on the right hand side, then select the “Student Notes” option.
Step 3: Click on “+Add New Note” and the note fields will populate to the right. Enter the title of the note then enter your notes in the “Note Text” field. Click “Submit” when you are done entering your note and it will be listed amongst all the other notes made under the on “+Add New Note” area.

- Advisor Notes in Advisor Hub are limited in character space so be brief. Use multiple notes if you need to provide additional details beyond the character length of one note.
- Choose an appropriate title for the note so as to maintain consistent notes categories (e.g. Priority Registration Advising, Honors Advising, etc.)
- Copying and pasting e-mails into the Advisor Notes will result in a loss of formatting like bullets, bolded text, etc.
- Be careful not to have two windows of Advisor Hub open at one time while making notes since the notes may errantly appear on the wrong student’s academic record.