1.00

## Advisor CRF with Previous Notes

The Advisor CRF has an enhanced function to reuse previously written notes. The most recent 50 unique notes from the current semester will be displayed in chronological order. These notes are tied to you, the advisor, not the individual student. If a student has multiple advisors, only notes that you have entered will be listed. This can be particularly helpful if you have program- or population-specific notes that you would like to add in addition to, or in place of, the standard pre-loaded note. It will be important to recognize that <u>Previous Notes is a full 'copy and replace' function</u>. If you select a previous note from your list, it will replace the standard pre-loaded note along with your custom note, you'll need to include your custom note at the beginning or at the end of the pre-loaded note.

Log into UniTime, click on Advisor Course Recommendation, and Lookup Student.

Navigation		Advisor Course Recommendations 😨
Courses		Keckler, Holly W Session: Fall 2021 (PWL)
Students	UNITIME	Session Administrator Click here to change the session
⊞ Batch Solver		
Scheduling Assistant	Degree Plan	Send email contirmation Lookup Student
Online Scheduling Dashboard	Student's Name: Student, Johnny Purdue	PUID: 13171157
Course Requests	Advisor/Email: keckler@purdue.edu	Status: Course Requests Disabled (not started yet)
Advisor Course Recommendations		✓ PIN: 999999

The first time an advisor uses the Advisor Course Recommendations page, the **Notes** button will <u>not</u> be there. It will only appear after you have advised at least one student and provided them with Additional Notes.

Additio	Additional Notes:	Clear any Registration Holds via your myPurdue account now
		Submit course requests before (deadline) Monday, April 12 @ 5:00pm (EST)
		Quick video - shows how to submit CRF -
		https://www.purdue.edu/registrar/documents/faculty/advisors/CRF_With_Preloaded_Courses.mp4
		April 21 by 5:00pm (EST): Receive your fall schedule via email
		April 22: Open Registration begins. This will require your PIN. Your exact time for open registration changes can be found here: myPurdue>Registration Tab>Registration Status.
	Degree Plan	Send email confirmation Lookup Student Submit

The standard pre-loaded note will be in the Additional Notes section at the bottom of the page. You can append the standard pre-loaded note. When you are finished filling out the **Advisor CRF** and the **Additional Notes** section, click **Submit** to send it over to the student.

Additional Notes	This is Holly's note added above the standard pre-loaded note.		
•	Clear any Registration Holds via your myPurdue account now		
Submit course requests before (deadline) Monday, April 12 @ 5:00pm (EST)			
Quick video – shows how to submit CRF - https://www.purdue.edu/registrar/documents/faculty/advisors/CRF_With_Preloaded_Courses.mp4			
	April 21 by 5:00pm (EST): Receive your fall schedule via email		
April 22: Open Registration begins. This will require your PIN. Your exact time for open registration changes can be foun here: <u>myPurdue</u> >Registration Tab>Registration Status.			
Degree Plan	Notes Send email confirmation Lookup Studen Submit		

When you advise your next student, click on the **Notes** button to pull up your history. This will show the most recent 50 unique notes from the current semester. To save space, the three dots [...] indicates the standard note is included.

Previous Notes Click on a note to select it, Escape to hide the dialog.				
Last Used Note				
02/24/2021 09:46:02 This is Holly's note added above the standard pre-loaded note.				

If you don't want to include the standard pre-loaded note, delete it and enter your custom note:

Additional Notes:	olly has deleted the standard pre-loaded note and made a new note. nstructions 1 nstructions 2 nstructions 3	•
Degree Plan	Lotes Send email confirmation	ubmit

Previous Notes will display with a time stamp and number of times the note has been used.

Previous Notes C	lick on a note to select it. Secare to the dialog	0
1 101003 10003 0	inck of a note to select it, Escape to inde the dialog.	
Last Used	Note	Count 📤
02/24/2021 09:36:3	1 Holly has deleted the standard pre-loaded note and made a new note.	2
	Instructions 1	
	Instructions 2	
	Instructions 3	

Here are all of the most recent notes used:



Remember, the [...] are the standard pre-loaded notes.

It is not necessary to put the PIN in the note. When the PIN is released via the checkbox in the **Advisor CRF**, it is included in the PDF and also in the **Advisor Course Recommendations dialog** with an extra line added below the notes. If your previous note did include student's PIN, however, the PIN will get automatically updated with the PIN of the current student when such a note is reused (the Previous Notes shows XXXXXX instead of the PIN of the previous student or students).

Advisor R	ecommendations	Course Requests	Time Grid		
Priority	Course	Title	Credit	Notes	Changes
1. Priority	BME 48901	Senior Design Project	3	Required	× Missing BME 48901.
2. Priority	BME 49000	Professional Elements Design	1	Required	× Missing BME 49000.
Total Priority Credit Hours 4 Clear any Registration Holds via your myPurdue account now			stration Holds via your myPurdue account now		
	Submit course requests before (deadline) Monday, April 12 @ 5:00pm (EST) Quick video – shows how to submit CRF - https://www.purdue.edu/registrar/documents/faculty/advisors/CRF_With_Preloaded_Courses.mp4 April 21 by 5:00pm (EST): Receive your spring schedule via email				
	April 22: Open Degistration begins. This will require your PIN. Your exact time for open registration changes can be found here: myPurdue>Registration Tab>Registration Status. PIN: 791666				
					Advisor Recommendations Course Requests Change Log Close