

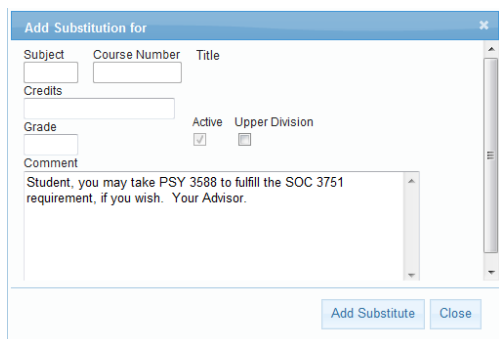
Entering Advising Notes

It is easy to enter a general comment or advising notes onto a student's record. Remember, these notes are visible by anyone who has access to CAPP: the student, all faculty advisors, and their academic counselor. To enter a note, simply click the green "plus" to the right of "substitutions/general comments".

Substitutions/General Comments 


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A box will appear allowing you to enter your comments. For general advising comments, you may leave the subject, course number, credits, and grade blank.



Once you've entered the appropriate comments, click "add substitute". After CAPP refreshes, scroll to the bottom to see your comment.


Substitutions/General Comments 

Major Group	Subject	Course	Credits	Grade	UD	Comment	User	Remove
General Comment			0			Student, you may take PSY 3588 to fulfill the SOC 3751 requirement, if you wish. Your Advisor.	Megan Hamshar	

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If you later need to remove the comment, or need to make a correction, it is easy to remove by clicking the red "minus" sign to the right of the comment.

Another great use for the general comments field is to enter completion of non-credited requirements, such as symposiums, comprehensive exams, or proficiencies.

General Comment			0			C&I Comp Exam: Question 1: Pass Question 2: Pass Question 3: Pass Comp requirement complete	Serena Severance	
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