



ADVISING NOTES

How to View

Last edit date: 10/21/2024

This document provides instructions for students to view historical advising notes written prior to August 2, 2024 via the “Advising Notes” card and new notes entered after August 2, 2024, via the “Degree Audit” in RamPortal.

CONTENTS

[Access Historical Notes](#) *(prior to August 2, 2024)*

[Access Current Notes](#) *(after August 2, 2024)*

ACCESS HISTORICAL ADVISING NOTES

(Notes entered in myWCU prior to August 2, 2024.)

NAVIGATION: Advising Notes card

- Log in to RamPortal at ramportal.wcupa.edu.
- Locate the “Advising Notes” card.
 - If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation](#) document.
- Your historical advising notes written prior to August 2, 2024 will appear.

Advising Notes



Click the button below to see advising notes from previous terms. New notes entered into RamPortal for Fall 2024 and beyond are noted in the Degree Audit.

START

ACCESS CURRENT NOTES

Navigation: Degree Audit Card

- From the RamPortal home page, locate the “Degree Audit” card.
- Click the “Degree Audit” button. If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation](#) document.

Degree Audit



DEGREE AUDIT

- Advising notes created after August 2, 2024 can be accessed in two locations on the Degree Audit.
 - A “Notes” section is located at the bottom of the Degree Audit worksheet. If you do not see this Notes section, there may not be any notes yet or a note may have been added but the system has not populated this section, in which case you can proceed to the next step.

Notes		
Description	Created on	Created by
Met with the student to discuss the spring 2025 enrollment. Student was advised to apply to graduate for May 2025 by the deadline.	08/01/2024	

- Notes can also be accessed by clicking on the snowman ellipsis on the top right for a link to Notes.

The screenshot shows the top navigation bar of the Degree Audit system. The 'Notes' option in the dropdown menu is highlighted with a red box. The main content area shows search filters for Student ID, Name (Student, Sam), and Degree.

- If there is more to the note you do not see on the screen, click on the snowman ellipsis and VIEW NOTE. This will display a longer note in its entirety.

The screenshot shows a note entry with a 'View note' button highlighted by a yellow box. The note text is truncated, and the 'View note' button allows the user to see the full content.

Created on 08/05/2024

By [REDACTED]

This is to show how you are able to see the full length of a note. If a note goes longer than so many lines, you are able to select that note to view it along and with the full length of the note. Notes could have details regarding course selection, plans for future terms, how to review different major...