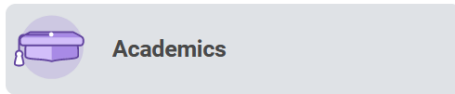


Review Advisor Notes

On the right side of the Workday home screen, click on **Academics** in the **Your Top Apps** box.

Your Top Apps



Scroll down and you will find a table labeled **My Student Notes** under the sections showing your support network, upcoming registration appointments, and holds. Here you can view your note history, including Date, Creator, Category, Topic and the content of the Note.

The screenshot displays the Workday interface. On the left, there are three main sections: a table with columns 'Start Date within', 'Start Time', 'End Time', and 'Time Zone' (showing 'No items available'); a 'My Holds' section with columns 'Hold Details', 'Hold Reason', 'Description', 'Resolution Instructions', and 'Hold Types' (also showing 'No items available'); and a 'My Student Notes' section. The 'My Student Notes' section contains a table with the following data:

Date	Creator	Category	Topic	Student Note
10/30/2023 04:37 PM	Michelle Horhota	Academic Advising	Academic Planning and Registration (Academic Advising)	Met with Orchid to discuss next semester's plan. We talked about completing her FL general requirement (FRN 201), a course to fulfill her HB

Below the table is a 'View More ...' link. On the right side of the interface is a sidebar with the following links: 'View my Interim (Midterm) Grades', 'View My Academic Record', 'More (3)', 'Academic Advising', 'View My Academic Progress', 'View My Academic Plan', 'Evaluate Academic Requirements', 'More (2)', 'General Help', and 'Change My Privacy Settings'.

If the note is long, you will need to hover over the note and an orange icon will appear at the end of the note as depicted on the next page. Click on the orange icon to expand and view the entire note.

Review Advisor Notes

Date	Creator	Category	Topic	Student Note
10/30/2023 04:37 PM	Michelle Horhota	Academic Advising	Academic Planning and Registration (Academic Advising)	Met with Orchid to discuss next semester's plan. We talked about completing her FL general requirement (FRN 201), a course to fulfill her HB

Actions

- Student Note >
- Audits >
- Favorite >
- Integration IDs >
- Note >
- Reporting >
- Student Notes >

Student Note

Met with Orchid to discuss next semester's plan. We talked about completing her FL general requirement (FRN 201), a course to fulfill her HB

Student	Orchid Blume
Note Topic(s)	Academic Planning and Registration (Academic Advising)
Note Date	10/30/2023 04:35 PM
Note	Met with Orchid to discuss next semester's plan. We talked about completing her FL general requirement (FRN 201), a course to fulfill her HB (either PSY 111, ANT 101 or SOC 101), her MB (HSC 101) and an HA. We also discussed taking an on-campus May X.



You can also select “View More” at the bottom of the table and that will open up a separate page with all notes.