



Advising: How to View Advising Notes

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

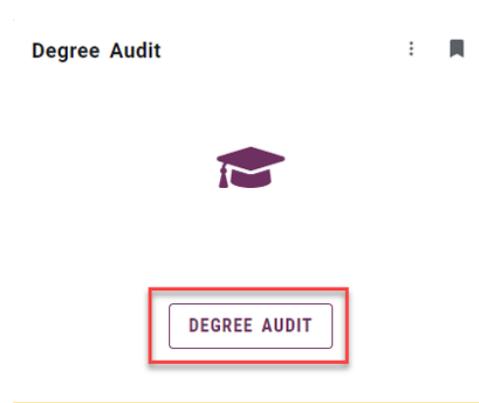
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VIEW CURRENT ADVISING NOTES (AUGUST 2, 2024 - CURRENT)

These are new advising notes entered in the Degree Audit starting August 2, 2024.

1. Login to Ramportal using your WCU Single Sign On (SSO) at ramportal.wcupa.edu.
2. Locate the **Degree Audit** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#)



3. Scroll to the bottom of the Degree Audit worksheet and find the **Notes** section. If no notes appear here, one of the following may apply:
 - No advising notes have been added yet, or
 - A note exists but has not populated in this section.



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	

Example of the **Notes** Section at the bottom of the **Degree Audit**.

- You can also view advising notes by clicking on the 3-dot menu (⋮) the upper right corner of the Degree Audit screen and selecting **Notes** from the dropdown.

The screenshot shows the 'Degree Audit' page with a navigation bar at the top containing 'WCU WESTCHESTER UNIVERSITY', 'DEGREE AUDIT', 'EXCEPTIONS', 'PLANS', 'ADMIN', and 'LINKS'. A yellow callout box with the text 'Click the 3-dot menu and choose Notes.' points to a 3-dot menu icon in the top right corner. The dropdown menu is open, showing options: 'GPA Calculator', 'Course History', and 'Notes'. The 'Notes' option is highlighted with a purple box. Below the navigation bar, there are search fields for 'Student ID', 'Name' (filled with 'Student, Sam'), and 'Degree'. A 'Data refreshed' timestamp is also visible.

Viewing Advising **Notes** from the 3-dot menu.

- If a note appears shortened or cut off:
 - Click the 3-dot menu (⋮) next to the note.
 - Select View Note to open and read the full text.

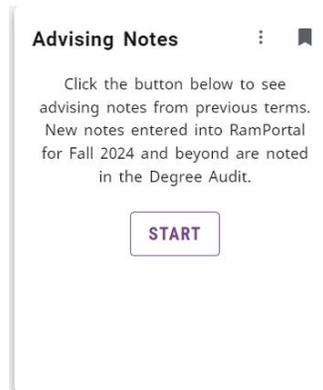
The screenshot shows a 'Notes' section with a 3-dot menu icon in the top right corner. A yellow callout box with the text 'Click the 3-dot menu and choose View note.' points to a 3-dot menu icon next to a note entry. The note entry shows 'Created on 08/05/2024' and 'By [redacted]'. Below the note, there is a 'View note' button highlighted with a purple box. The note text is truncated, showing 'This is to show how you are able to see the full length of a note. If anote 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 reviewdifferent majo...'.



VIEW HISTORICAL ADVISING NOTES (PRIOR TO AUGUST 2, 2024)

These are advising notes that were entered in **myWCU** before the switch to **RamPortal**.

1. Locate the **Advising Notes** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#)
2. Your historical advising notes will display automatically.



For support, please submit a ticket at <https://wcupaprod.service-now.com/aes>