

PERC Note Template

Active Program(s):

Catalog Year:

Term(s):

Classes Desired:

How Prerequisites Are Met:

FA Plan:

Future Academic or Professional Plans:

Other Notes:

Explanation

TIME STAMP EACH NOTE

Active Program(s): This ensures the student is advised for the correct program. This can be found on either SPRO or SACP in colleague here or in Self-Service.

Catalog Year: This ensures the student is advised for the corresponding catalog year of their program to satisfy graduation requirements. Additionally, if applicable, financial aid requirements are satisfied. This can be found in Self-Service on the Progress tab

Term(s): Allows the student and any advisor with access to PERC and Self Service know what semester the note is intended for.

Classes Desired: Allows the student and any advisor with access to PERC or Self-Service to know what courses have been approved.

How Prerequisites Are Met: Eliminates the need to research a student's eligibility to register for a particular course.

FA Plan: This information tells the next advisor that the student is on a Financial Aid academic plan as a condition of a suspension appeal. The student is to follow the plan archived in Self-Service. Please note "Yes" or "No" and the date of the appropriate archived plan. Even if you have made no changes to the previous advisor's plan, please list the date of that archived plan.

Future Academic or Professional Plans: This information is needed for our QEP: Plan, Prepare, Proceed; and also guides the next advising session with that student.

Other Notes: This gives a space to record anything pertinent to the advising session that is not listed above. This could include notes about topics you discussed with the student (applying for graduation, contacting the Transfer Center, etc.).

Examples

Jun 01 2020 11:49 AM ADVISOR A

Active Program(s): AGE-ADN

Catalog Year: 17-18

Term(s): Summer/Fall 2018

Classes Desired: BIO-168, ENG-112

How Prerequisites are Met: Placement Test scores tested into college level coursework, HS transcript, and successfully completed ENG-111 last semester

FA Plan: Yes, see Plan Archive from June 1, 2020.

Future Academic or Professional Plans: Get into ADN program at Durham Tech

Other Notes: Would like to apply for Fall 2019 cohort of ADN program. Still needs to complete CNA.

May 05 2020 9:48 AM ADVISOR B

Active Program(s): UT-AS

Catalog Year: 2017-2018

Term(s): 2018SU and 2018FA

Classes Desired: HIS-131, ENG-112, MAT-172, MAT-271, and SPA-111/181

How Prerequisites are Met: Successfully completed ENG 111, and MAT 171 in Spring 2018

FA Plan: None

Future Academic or Professional Plans: Transfer to NCCU for chemistry

Other Notes: For summer would like to take MAT-172 and ENG-112. For Fall would like to take MAT-271, HIS-131, and SPA-111/181.