

Subject: Advising Note now In RamPortal

Date: August 15, 2024, at 12:03 PM

Faculty and Staff,

At this time all advising notes can be viewed and added in RamPortal.

Students, faculty and staff can see historical notes originally entered in myWCU. At this time, no new advising notes can be added to myWCU. And faculty can now enter notes in the Degree Audit.

The below table provides you information on how to do both:

Student Population	Historical Notes (those entered prior to 8/2/24)	New Notes (those entered after 8/2/24)
Any student graduating summer 2024 or earlier	All advisor notes are in myWCU	When reviewing the student for graduation, add graduation tracking comments
Any student graduating fall 2024 or later	In RamPortal, find historical notes on the Advising Notes search. Instructions are available here.	In RamPortal, enter new notes in the degree audit. Instructions are available here.

Have a question? Check out our [FAQs](#) or reach out to us at sis@wcupa.edu

Thank you for your partnership through this transition.

Best, Megan

Megan Jerabek, Ed.D.

Senior Associate Vice President

Associate Provost