

**ADVISOR &
FACULTY
INSTRUCTIONS:
NOTES,
CALCULATING GPA**

BACKGROUND INFORMATION

Notes provides a choice of standard comments to document your advising.

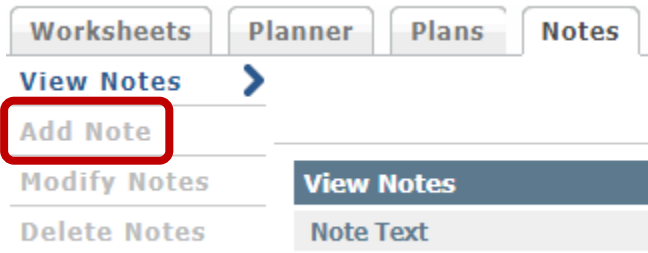
Calculate GPA gives you the ability to project a student's GPA. **Exceptions are course substitutions** or waivers submitted to the Registrar's Office for processing.

NOTES FEATURES

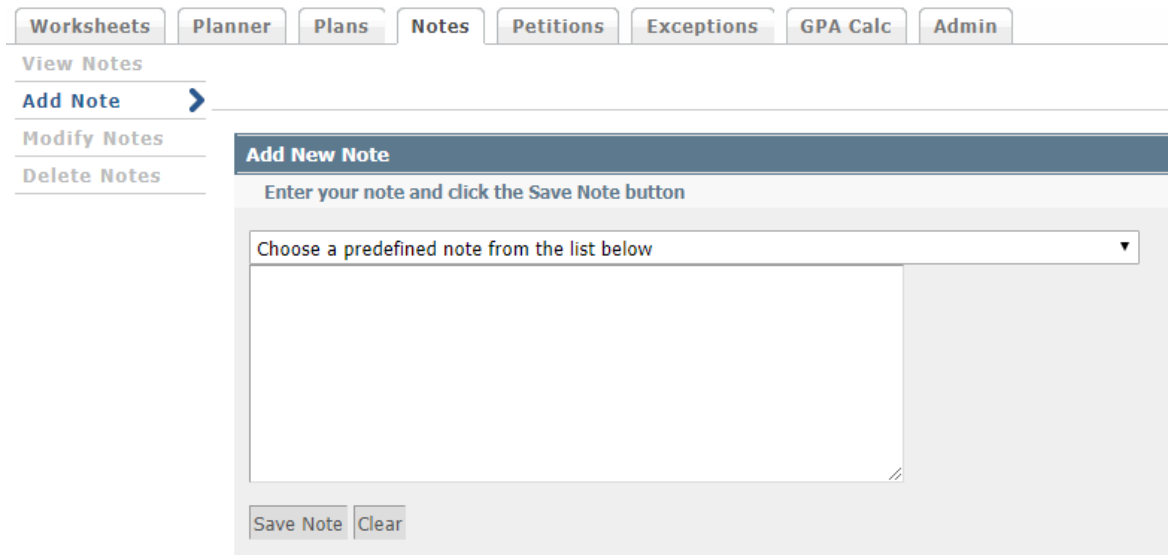
- The Notes feature provides advising comments that can be added to the audit as a footnote.



- Notes opens first to **View Notes**, allowing you to see any previously loaded advising information. For new notes, click **Add Note**.



- Predefined notes are used to prevent any sensitive, confidential, or negative comments. Save notes.



- Saving your note will place it in the **View Note** screen, along with any previous advising notes.

- Notes are stored at the bottom of the audit for both student and advisor reference. Exceptions like substitutions or waivers are loaded by the Registrar’s office, and a complete explanation will be noted in the body of the audit.

Exceptions		
Type	Description	Date
Substitution	ENGL 3682 substituted for ENGL 3650	10/29/2014
Apply Here	ENGL 4100 substituted for ENGL 3110	09/18/2015
Apply Here	ENGL 4961 substituted for ENGL 3681	11/06/2015
Apply Here	Apply ENGL 2320 here.	12/08/2015
Apply Here	Apply ENGL 3830 here.	12/08/2015
Apply Here	BIOL 2111 approved by A.A. for Area D	03/17/2016

Notes
Communicated with student by phone

- Clicking on **GPA Calc** takes you to the Term Calculator. Here, you can project the student’s GPA by forecasting grades in individual classes. Choose **Calculate** when done. Term Calculator will then return the GPA those grades would produce.

- Allowing you to project a desired GPA, **Advice Calculator** will provide the requirements to reach that goal. Click on **Calculate** once the Desired GPA is entered. You can also **recalculate** if the action plan is not to your liking.

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 3.70
Credits Earned 30
Desired GPA 4.0

Calculate

CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.