



ADVISING NOTES

How to View

Last edit date: 8/12/2024

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

CONTENTS

[Access Historical Notes](#) *(prior to August 2, 2024)*

[Access Current Notes](#) *(after August 2, 2024)*

ACCESS HISTORICAL ADVISING NOTES

(Notes entered in myWCU prior to August 2, 2024.)

NAVIGATION: Advising Notes card

- Log in to RamPortal at ramportal.wcupa.edu.
- Locate the “Advising Notes” card.
 - If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation](#) document.
- Your historical advising notes written prior to August 2, 2024 will appear.

Advising Notes



Click the button below to see advising notes from previous terms. New notes entered into RamPortal for Fall 2024 and beyond are noted in the Degree Audit.

START

ACCESS CURRENT NOTES

(Effective August 2, 2024)

Navigation: Degree Audit Card

- From the RamPortal home page, locate the “Degree Audit” card.
- Click the “Degree Audit” button. If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation](#) document.

Degree Audit



DEGREE AUDIT

- Notes are accessed by clicking on the snowman ellipsis on the top right, then click “Notes” from the drop-down menu.

- A pop up will appear displaying the advising notes.

- If there is more to the note you do not see on the screen, click on the snowman ellipsis and VIEW NOTE. This will display a longer note in its entirety.