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.

![View Notes](image)

• 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 Table](image)

• 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.

![Term Calculator](image)
• 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.

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