

CAESAR Academic Advising Comment Functionality


(Please note that this Advisor Comment function may or may not be available within your school, please check with your school's Academic Office or with The Office of the Registrar)

The purpose of this system is to augment the CAESAR Advisor role. It allows you to enter comments about advising sessions, and to review comments made by others who have also advised a particular student.

Getting Started

1. To access online advising, point your browser to the CAESAR Web site, <http://www.northwestern.edu/caesar/>, and login using your NetID and password.
2. If you are logged in successfully, CAESAR will display the **Welcome** page.

Viewing or Adding Advising Comments

1. You should already be familiar with CAESAR navigation. To access the **Advising Comments** function, click on the "**For Advisors**" button. Then, click on the "**View My Advisees**". CAESAR will display the Advising Search page.
2. As with the other Advisor functions, you must first select the student's record with which you wish to work. Enter appropriate search criteria and click Search (just click Search without entering any search criteria to get a list of all of "your" advisees). CAESAR will return the Advising Selection Result page, which contains a list of the advisees that met your search criteria.
3. To look at a particular student's advising comments, click on the **Advising Comments icon**  in that student's row in the search results list.

Advisor Comments - View Comments

EmplID: 2362538

Name: Anderson, Grant James



[Add a New Comment](#) [Back to Advisee Search](#) [Edit Comments](#)

Search Results		Find View All	First	1 of 1	Last
DateTime:	05/09/2007 3:02:19PM	Back to top			
Name:	RusselyRodriguez, Monica				
Contact type:	In-Person				
Reasons:	IST/Out				
Comment:	Has already ist'd into SoC				

Find First 1 of 1 Last

[Add a New Comment](#)

[Back to Advisee Search](#)

[Edit Comments](#)

4. You can add a new comment to this student's record by clicking on the "**Add a New Comment**" link. Guidelines for appropriate comments are available on the web page and are listed at the end of this tipsheet. Make sure you review the guidelines before entering your comments.

- Enter the comments and edit as necessary. Remember, once the comments are saved, they are fixed.

- When you are satisfied with the comment text, Press the Add button.
- Before saving, you can cancel the entry and return to the Advising Comment – Review screen
- Please note that the system will automatically time and date stamp each comment entry and enter the name of the advisor entering the comment.

Comment DateTime: .. 08/15/2007 9:43:34AM

Type of contact

In-person Email Phone No Show

Reasons

Requirements	Opportunities	After NU	Standing	Miscellaneous
<input type="checkbox"/> Language	<input type="checkbox"/> Internship	<input type="checkbox"/> Pre-law	<input type="checkbox"/> IST/out	<input type="checkbox"/> Personal
<input type="checkbox"/> Distros	<input type="checkbox"/> Study Abroad Planning	<input type="checkbox"/> Pre-med	<input type="checkbox"/> ISP	<input type="checkbox"/> Other
<input type="checkbox"/> Major/Minor	<input type="checkbox"/> Study Abroad Articulation	<input type="checkbox"/> Pre-business	<input type="checkbox"/> Transfer	<input type="text"/>
<input type="checkbox"/> Incompletes	<input type="checkbox"/> Thesis	<input type="checkbox"/> Graduate School	<input type="checkbox"/> BA/BMus	
<input type="checkbox"/> Courses	<input type="checkbox"/> Research	<input type="checkbox"/> Careers	<input type="checkbox"/> MMSS	
<input type="checkbox"/> Drop/Add	<input type="checkbox"/> Scholarship/Fellowship	<input type="checkbox"/> Recommendations	<input type="checkbox"/> HPME	
<input type="checkbox"/> P/N			<input type="checkbox"/> Graduate Early	
<input type="checkbox"/> Petition to Graduate			<input type="checkbox"/> Probation/Dismissal	

Comment Entry

Add Cancel

Completing Your Advising Session

To protect the security of your NetID account, you should logout and then quit your browser when you are finished using the CAESAR Advising System.

Guidelines for Entering Comments:

1. The comments are part of the student's educational record and should be limited to matters that directly pertain to that. Remember that a wide range of advisers around the university may have access to this material. Do NOT comment on non-academic matters. Under appropriate circumstances, a student may review comments about him/herself.
2. Comments should be entered after each meeting at which the student's educational program was discussed. The comments should encapsulate the conversation and list any actions taken or recommendations made. This could include, for instance, the list of courses that the adviser wants the student to take.
3. Under no circumstances should allegations or negative reflections about or against another person be entered into the "Comments" section.
4. When administrative action, such as a late drop, is authorized the reason(s) can be described by a phrase such as "I authorized a late drop in Chemistry 223 for personal reasons." Some standard phrases for use when personal circumstances play a significant role in the conversation would include: (a) I authorized a (late drop) (withdrawal) (change of grade) (etc) for personal reasons; (b) We discussed alternative sources of help.
5. The system will automatically time and date stamp each entry and enter the name of the adviser. Comments are fully editable until you click "Save" and after that they are fixed.