

## What is Bay Advisor?

The Bay Advisor, a product by EAB, is a tool for advisors to identify, track, and share advising appointment summaries and notes that document interactions and other relevant information of students, among other things, to assist with our campus advising goals. The benefits of a single, accessible repository for appointment summaries and notes include improved communication, coordination, efficiency, transparency, and



<p>Summarize specific course recommendations in the appropriate text box:          " Advised student to take HIST 110 for needed GE and Code."          " Recommended SOC 1 at Chabot College this summer to finish GE area D."</p>	<p>Report problems with specific courses or instructors:          " Student reports his Math class is unorganized and he is lost."          " Student said CRJ professor is unfair in grading."</p>
<p>Spell things out for a general audience</p>	<p>Use acronyms/slang that others may not understand.</p>
<p>Write fact-based academic related notes:          " Student is concerned about grades in two courses."          " Student needs to follow prerequisite courses and roadmap"</p>	<p>Include speculation, subjective opinions, or judgements:          " Student lacks motivation."          " Her personality isn't a good fit for STEM majors."          " He is avoiding Chem 111 because he struggled in CHEM 110."</p>
<p>Use general or coded language concerning sensitive material:          " Student is dealing with a <i>personal event</i> and will need to make up class work."          " Student reported <i>extenuating circumstances</i> related to their academic success this semester."          " She discussed a <i>difficult situation</i> and has requested help from a campus support service."</p>	<p>Include sensitive information, personal concerns, and private matters:          " Student is pregnant, due date is in late March and will miss school."          " Student's parents are getting divorced."          " Student reported she was assaulted by her boyfriend earlier this semester."          " He disclosed he was diagnosed with dyslexia."</p>

Record referrals made, and resources shared:  
 " Shared information about Student Health and Counseling Services."  
 " Referred to Financial Aid Office."  
 " Referred to Accessibility Services."