

## Course Planning Email Notifications

“Plan Review Request” email to advisor after student requests review



Dear Advisor,

Your advisee, (name), is requesting your review of their Course Plan in Arches. When you log in, this advisee will appear at the top of your list with the notation "Review Requested."

Click on "View Details."

Click on "Course Plan" to view an individual semester or "Timeline" to view several semesters at once.

Click on "Notes" and "Compose a Note" to provide your feedback and recommendations. Be sure to "Save Note."

Then, click on "Review Complete." The student will receive an email with instructions: log into Arches and read your note.

"Review Complete" means only that you have reviewed the plan and provided feedback. It does not mean you have approved the plan. Clicking on "Review Complete" does not clear the advisor restriction on registration for the upcoming semester. You must complete that in a separate step prior to registration.

If you have questions about this process, please email [advising@augustana.edu](mailto:advising@augustana.edu) or x 8290.

Office of Advising  
Augustana College

“Plan Review Complete” email to student after advisor clicks on Review Complete



Dear (student name),

Your Advisor has reviewed your Course Plan in Arches. Please log into Arches to see your Advisor's feedback and recommendations under "Plan & Schedule" and the "Advising" tab. You may need to revise your Course Plan.

If you have an advisor restriction on your registration for the upcoming semester, the review does not remove it. Your Advisor must clear your restriction in a separate step prior to registration.

If you have questions, please see your Advisor.

Office of Advising  
Augustana College

“Advisement Complete” email to student after advisor has cleared restriction



Dear (student name),

The "Advisor Approval Needed" restriction has been cleared in Arches. Be sure to look for other restrictions that may prevent you from registering. Contact the office listed on each restriction before registration time. Restrictions can only be cleared by the office that placed it.

Office of Advising  
Augustana College

“Advisor Message” email to advisor after student leaves a note in Arches



Dear Advisor,

Your advisee, (student name), has created a note for you in Arches. Please log into Arches and click on "View Details" in this student's record. Click on "Notes" to see the student's message. You can respond to the student by composing and saving a note in the same screen. The student will be notified by email if you respond.

Office of Advising  
Augustana College

“Student Message” email to student after advisor leaves a note in Arches



Dear (student name),

Your Advisor has left you a note in Arches. Please log in to read the note. Click on "Plan & Schedule" and the "Advising" tab to see your Advisor's notes. You can "Compose a Note" to respond to your advisor if you'd like. Be sure to "Save Note."

Office of Advising  
Augustana College