Journal entries in my.harvard.edu

One of the most important resources to assist you in your academic advising are the meeting notes that you will keep in the Advising Center in my.harvard.edu. These notes will help you keep track of your conversations with your advisees, prepare for meetings with them, and write up your yearly reports. They will also serve as an essential resource for advisors who work with your advisees in future years.

Journal entries should

- be made as soon as possible after an advising meeting to ensure the accuracy of the information you record;
- stick to the facts, i.e., avoid making any sorts of judgments in your entries;
- be clear and concise;
- but be sufficiently detailed that future advisors can make effective use of them.

Journal entries in the my.harvard.edu are subject to FERPA laws (for details, go to registrar.fas.harvard.edu → “General Information” → “FERPA”). If you have questions or concerns about the appropriateness of noting certain information in your Journal entries, please consult with the Advising Programs Office at advising@fas.harvard.edu.

Examples of appropriate Journal entries:

**Journal Category: Course Selection**
Jane Doe is very happy about being back at Harvard. She is planning on attending 8 classes during “shopping” period. Because she is considering Gov, she will take Societies of the World 15, which also counts as a Gen Ed course, and since she is interested in international politics, she has decided to continue her study of Japanese – she has fulfilled the language requirement.

**Journal Category: Academic Progress**
Joe Doe was very distraught. During the summer, he decided to pursue EC as a concentration. He failed the first EC 10a test much to his surprise. As a result, he does not feel secure in the course. I have encouraged him to seek tutoring and to meet with the course instructor to ask questions. He is intimidated by some of his peers who are excelling in the course. I recommended that he form a study group with them. We also talked about study techniques that may help him get a better grasp of the material.

**Journal Category: Residential Life**
Joe Doe loves his roommates. They have many common interests, such as country music, video games, and surfing. However, he is a little concerned that they may be spending too much time partying. I encouraged him to reach out to his proctor if this starts to interfere with his work.