



Academic Advising Platform  
(AAP)  
User Manual for Advisors

Version 1.0  
September 2025



Document Classification:

Public	Internal	Confidential	Strictly Confidential
	X		

Amendment History

Version	Date	Project ID	Project Name or Brief Description	By
1.0	16 Sep 2025	AAP	Initial version	Jackal Cheung

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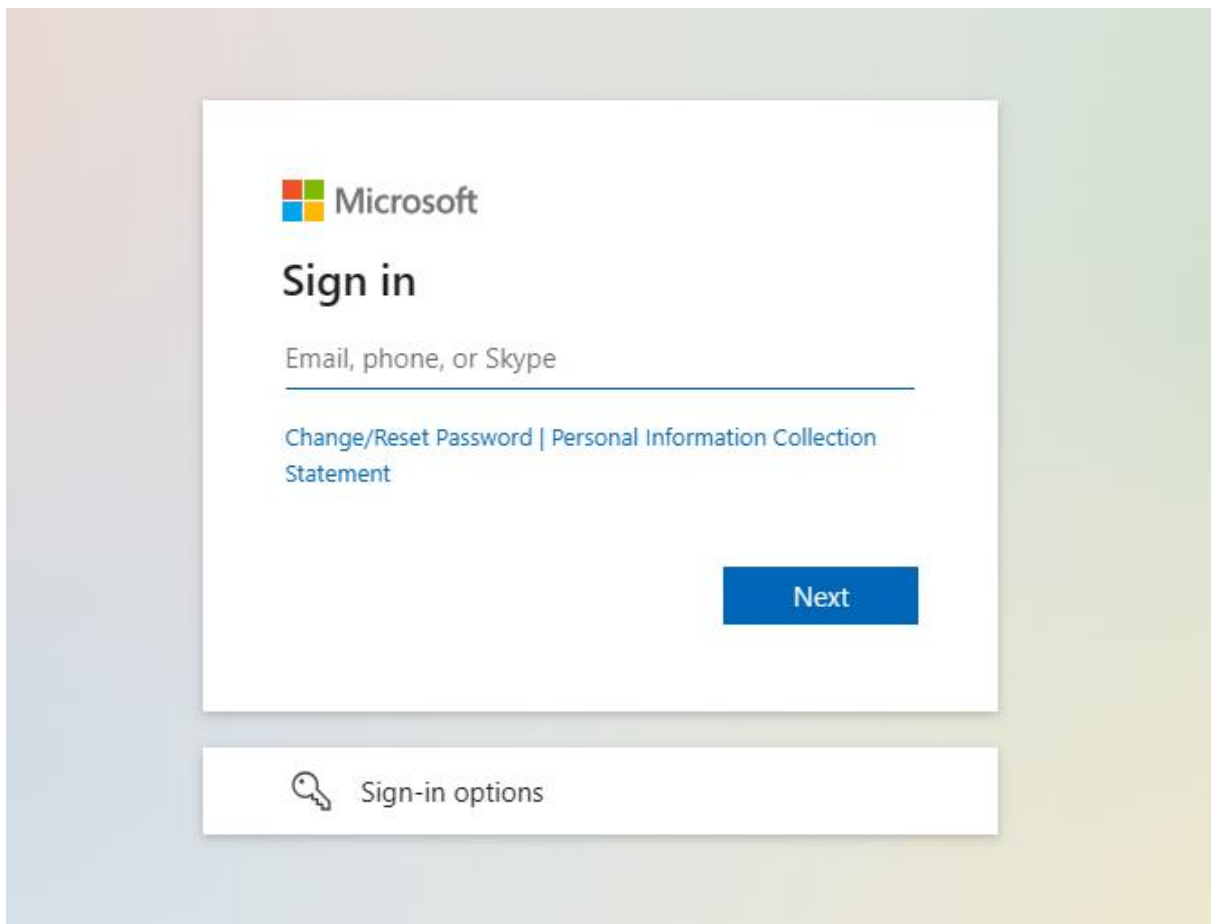
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## 1. Introduction

The Academic Advising Platform will facilitate the mapping of students to advisors and provide export functionalities for updating the Academic Advising Website. The development will be conducted in phases, with the first phase focusing on the "Advisor & Student Mapping"

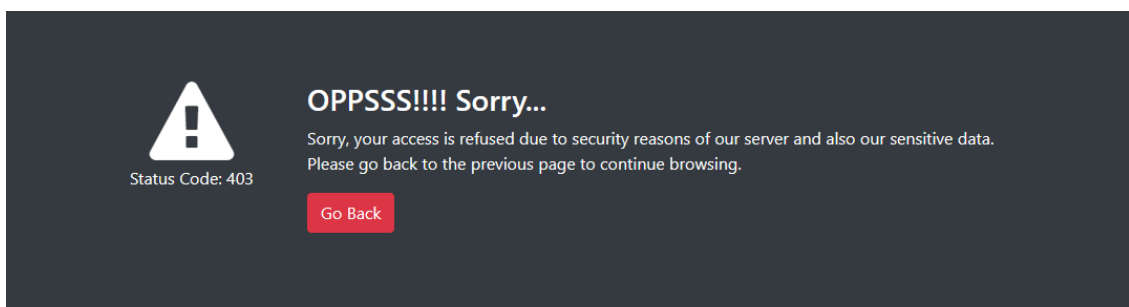
## 2. Login and access AAP

- Go to the domain (<https://pappl.eduhk.hk/AAP>) and login to your own account



Login Page

- If your account does not have access to AAP, you will get the status code 403



3. Advisor Page

3.1. My Advisees (Home Page)

ADVISOR INFORMATION

English Name:

BAILEY-LAU Po Lin, Becky

Staff ID:

80001074

ADVISEES INFORMATION

Academic Year:

2024-25

Meeting Status:

All

Your role:

All

No Meeting Scheduled

LAM WING YAN

A5B080 - Year 1

Meeting Records

Scheduled Meeting Date:

BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

Programme Name:

Status:

In Progress

Student Email:

s1141873@s.eduhk.hk

Is Local Student:

Yes

Your role(s):

AA - Advisor

No Meeting Scheduled

PANG CHUTIAN

A5B080 - Year 1

Meeting Records

Scheduled Meeting Date:

BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

Programme Name:

Status:

Withdrawn from programme of study

Student Email:

s1153949@s.eduhk.hk

Is Local Student:

Yes

Your role(s):

AA - Advisor

No Meeting Scheduled

YANG XIYUAN

A5B080 - Year 1

Meeting Records

Scheduled Meeting Date:

BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

Programme Name:

Status:

In Progress

Student Email:

s1153360@s.eduhk.hk

Is Local Student:

Yes

Your role(s):

AA - Advisor

Meeting Scheduled

LAI Ka Po

A5B058 - Year 1

Meeting Records

Information Sheet submitted

Scheduled Meeting Date:

20/09/2025 10:33

Meeting Scheduled and Passed

LAI Ka Po

A5B061 - Year 1

Meeting Records

Information Sheet submitted

Scheduled Meeting Date:

09/09/2025 17:15

Meeting Scheduled and Passed

CHAN Tai Man

A5B080 - Year 1

Meeting Records

Information Sheet submitted

Scheduled Meeting Date:

07/03/2025 16:52

This page displays two sections including “Advisor Information” and “Advisees Information”

### 3.1.1. Update Scheduled Meeting Date


**Meeting Scheduled**

**LAI Ka Po**

A5B058 - Year 1

Meeting Records

Information Sheet submitted

**Scheduled Meeting Date:** 20/09/2025 10:33 

**Programme Name:** BACHELOR OF EDUCATION (HONOURS) (PRIMARY) (FIVE-YEAR FULL-TIME)

**Status:** In Progress

**Student Email:** [sa\\_student01uat@s.eduhk.hk](mailto:sa_student01uat@s.eduhk.hk)

**Is Local Student:** No

**Your role(s):** HPC - Honours Project Coordinator  
INC - Internship Coordinator  
PL - Programme Leader

Click the edit icon button

Change meeting date

New meeting date will be sent to student advisee **LAI Ka Po**  
(sa\_student01uat@s.eduhk.hk).

**Meeting Date:**

30/04/2025 14:39

Cancel

Confirm

Select the new meeting date and click the “Confirm” button  
(Please note that the meeting date cannot be adjusted again. An email notification will also be sent to the student and CC'd to the advisor’s email address)

### 3.1.2. View Meeting Records

**Meeting Scheduled and Passed**

**CHAN Tai Man**

A5B080 - Year 1

Meeting Records

+

Information Sheet submitted

**Scheduled Meeting Date:** 07/03/2025 16:52

**Programme Name:** BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

**Status:** In Progress

**Student Email:** [sa\\_student02uat@s.eduhk.hk](mailto:sa_student02uat@s.eduhk.hk)

**Is Local Student:** Yes

**Your role(s):** AA - Advisor  
PA - Programme Advisor

Click “Meeting Records” button, it will redirect to student information page.



STUDENT INFORMATION

English Name:

CHAN Tai Man

Student ID:

11

Program Code:

A5B080

Program Name:

BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND  
BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

Program Year:

1

Status:

In Progress

Student Email:

sa\_student02uat@s.eduhk.hk

Is Local Student:

Yes

Your role:

AA - Advisor  
PA - Programme Advisor

ADVISOR SUBMITTED MEETING RECORD FORMS

Meeting Date

30/06/2025 17:18

Faculty

FEHD

Meeting Mode

group

Meeting Round

3

Student Turn up the Meeting?

No

Received The Student Information Sheet or DegreeWorks Study Plan Before/In the Meeting?

Yes

Observation of your meeting with the student

Good

Created Date

06/02/2025 09:41

Meeting Date

12/03/2025 15:00

Faculty

FEHD

Meeting Mode

individual

Meeting Round

1

Student Turn up the Meeting?

No

Received The Student Information Sheet or DegreeWorks Study Plan Before/In the Meeting?

Yes

Observation of your meeting with the student

Testing

Created Date

11/03/2025 16:17

Meeting Date

06/02/2025 00:00

Faculty

FEHD

Meeting Mode

individual

Meeting Round

2

Student Turn up the Meeting?

No

Received The Student Information Sheet or DegreeWorks Study Plan Before/In the Meeting?

Yes

Observation of your meeting with the student

N/A

Created Date

06/02/2025 15:56

It displays the records submitted by Advisor

### 3.1.3. View Submitted Information Sheet

**Meeting Scheduled and Passed**

**CHAN Tai Man**

A5B080 - Year 1

Meeting Records +

Information Sheet submitted

**Scheduled Meeting Date:** 07/03/2025 16:52

**Programme Name:** BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

**Status:** In Progress

**Student Email:** [sa\\_student02uat@s.eduhk.hk](mailto:sa_student02uat@s.eduhk.hk)

**Is Local Student:** Yes

**Your role(s):** AA - Advisor  
PA - Programme Advisor

Click “Information Sheet submitted” button, it will redirect to student information page.

STUDENT INFORMATION

English Name:

CHAN Tai Man

Student ID:

11

Program Code:

ASB080

Program Name:

BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND  
BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

Program Year:

1

Status:

In Progress

Student Email:

sa\_student02uat@s.eduhk.hk

Is Local Student:

Yes

Your role:

AA - Advisor  
PA - Programme Advisor

ADVISEES SUBMITTED INFORMATION SHEETS

Meeting Scheduled and Passed

Meeting Date

07/03/2025 16:52

Submitted Date

07/03/2025 16:52

Remarks

-

Q1. Do you have concerns about adjusting to the University?

No

Q2. Are you thinking of changing your major?

No

Q3. Do you plan to join/ take:

Summer course(s)

Q4. Do you have any specific career goals?

No

Q5. Do you want to know more about your potential future career?

No

Meeting Scheduled and Passed

Meeting Date

05/02/2025 11:59

Submitted Date

06/02/2025 09:38

Remarks

-

Q1. Do you have concerns about adjusting to the University?

Yes

Please indicate your concerns:

test

Q2. Are you thinking of changing your major?

Yes

Please indicate your intention:

test

Q3. Do you plan to join/ take:

Other

Meeting Scheduled and Passed

Meeting Date

26/01/2025 17:18

Submitted Date

21/01/2025 09:38

Remarks

tsttt

Q1. Do you have concerns about adjusting to the University?

Yes

Please indicate your concerns:

test

Q2. Are you thinking of changing your major?

Yes

Please indicate your intention:

test

Q3. Do you plan to join/ take:

Activities in CRA

It displays the records submitted by Advisee

### 3.1.4. Create Advising Meeting

Meeting Scheduled and Passed

**CHAN Tai Man**

A5B080 - Year 1

Meeting Records + Information Sheet submitted

**Scheduled Meeting Date:** 07/03/2025 16:52

**Programme Name:** BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

**Status:** In Progress

**Student Email:** [sa\\_student02uat@s.eduhk.hk](mailto:sa_student02uat@s.eduhk.hk)

**Is Local Student:** Yes

**Your role(s):** AA - Advisor  
PA - Programme Advisor

Click the “+” button to create meeting for selected student

## 3.2. Advising Meeting Records

### 3.2.1. Step 1 (Information)

1 Information 2 Schedule 3 Meeting Record 4 Preview 5 Finish

**RECORD FORM OF ADVISING MEETING WITH STUDENT ADVISEE**

1. For the record of an advising meeting with your advisee who did not submit the information sheet to you in advance.  
2. This record will be shared with your advisee once submitted.

[Next \(Start to fill in the form\)](#)

All fields marked with an asterisk (\*) are required.

Click “Next (Start to fill in the form)” button

### 3.2.2. Step 2 (Schedule)

Select “Student / Program”, “Meeting Date” and click “Next” button

It will show the suggested date if the student already submitted

### 3.2.3. Step 3 (Meeting Record)

**Meeting Record**

1. Faculty \*  
FEHD

2. Meeting mode? \*  
☐ Individual Meeting  
☐ Group Meeting

3. Student Email Address (@s.edu.hk) \*  
s1101264@s.edu.hk

4. This is the \_\_\_\_ meeting with the student. \*  
☐ 1st  
☐ 2nd  
☐ 3rd  
☐ 4th

5. Did the student turn up in the meeting? \*  
☐ Yes  
☐ No

6. Did you receive the student information sheet or DegreeWorks study plan before/in the meeting? \*  
☐ Yes  
☐ No

7. Observation of your meeting with the student

2. Meeting mode? \*  
☐ Individual Meeting  
☐ Group Meeting

3. Student Email Address (@s.edu.hk) \*  
s1101264@s.edu.hk

4. This is the \_\_\_\_ meeting with the student. \*  
☐ 1st  
☐ 2nd  
☐ 3rd  
☐ 4th

5. Did the student turn up in the meeting? \*  
☐ Yes  
☐ No

6. Did you receive the student information sheet or DegreeWorks study plan before/in the meeting? \*  
☐ Yes  
☐ No

7. Observation of your meeting with the student

Type your message here...

0 / 1000

Previous Next

All fields marked with an asterisk (\*) are required.

Fill in the questions and click “Next” button

### 3.2.4. Step 4 (Preview)

The screenshot shows the 'Preview' step of the Academic Advising Platform. At the top, a progress bar indicates five steps: 1. Information, 2. Schedule, 3. Meeting Record, 4. Preview (current step), and 5. Finish. The main content area is titled 'Preview' and displays the following information:

- Student:** LAI Ka Po / A5B061 - Year 1 (2024-25)
- Is Local Student:** Yes
- Scheduled Date:** 30/04/2025 14:39
- Faculty:** FEHD
- Meeting Mode:** Individual
- Student Email:** s1 [redacted]@s.eduhk.hk
- Meeting Count:** 2nd
- Did the student turn up for the meeting?:** No
- Did you receive the information sheet?:** No
- Observation:** testing 1234

At the bottom of the form, there are two buttons: 'Previous' and 'Submit'.

You can preview the form result in this step and click “Submit” if no changes are needed.

### 3.2.5. Step 5 (Finish)

The screenshot shows the 'Finish' step of the Academic Advising Platform. At the top, a progress bar indicates five steps: 1. Information, 2. Schedule, 3. Meeting Record, 4. Preview, and 5. Finish (current step). The main content area is titled 'Success' and displays the following information:

- Success**
- Your submission has been successfully received. Thank you!
- [Submit New Form](#)

At the bottom of the form, there is a note: All fields marked with an asterisk (\*) are required.

Displays the success message.

(Please note that an email notification will also be sent to the student and cc to the advisor’s email address)

## 4. Survey Form

### 4.1. Advisor

#### 4.1.1. Step 1 (Information)

The screenshot shows the first step of a six-step process. The progress bar at the top has six circles: 1 (Information, active), 2 (Part I), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). Below the progress bar, the title is "EVALUATION OF ACADEMIC ADVISING 2024/25 (ACADEMIC ADVISORS)".

**Notes in completing the evaluation form:**

- a. Please answer all the questions.
- b. Except for Part I-Q2, please provide one answer only for each question..
- c. All data will be presented anonymously.
- d. For enquiries, please email us via [advising@eduhk.hk](mailto:advising@eduhk.hk) when needed.

At the bottom, there is a green button labeled "Next (Start to fill in the form)" with a right arrow. Below the button, a note states: "All fields marked with an asterisk (\*) are required."

Click “Next (Start to fill in the form)” button to start

#### 4.1.2. Step 2 (Part I)

The screenshot shows the second step of the process. The progress bar at the top has six circles: 1 (Information), 2 (Part I, active), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). Below the progress bar, the title is "PART I: GENERAL INFORMATION".

**1. Faculty and Department:\***

FEHD - ECE

**2. Programme of student advisees (multiple selections are allowed):\***

A5B061 - BACHELOR OF EDUCATION (HONOURS) (EARLY CHILDHOOD EDUCATION) (FIVE-YEAR FULL-TIME) x

A5B080 - BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME) x

**3. Number of advisees assigned (information can be collected from the Programme Office):\***

18

**4. Number of advisees who attended at least one advising meeting by the end of February:\***

3

**5. In a semester, I contacted my student advisees through the following means:\***

	Never	Once	Twice	Three times	Four times or more
a) Email:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Phone:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Face-to-face meeting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



d) Zoom meeting:
☐
☐
☐
☐
☐

e) Video call by WhatsApp:
☐
☐
☐
☐
☐

f) Others (please specify, e.g. Microsoft Teams):
☐
☐
☐
☐
☐

6. In a semester, I used "DegreeWorks" (the web-based degree audit tool) in my academic advising work:\*

☐ Never
☐ 1-2 times
☐ 3-4 times
☐ 5-6 times
☐ 7 times or more

Next →

All fields marked with an asterisk (\*) are required.

Fill in the answers and click "Next" button

### 4.1.3. Step 3 (Part II)

1  
Information

2  
Part I

3  
Part II

4  
Part III

5  
Preview

6  
Finish

#### PART II: VIEWS ON ACADEMIC ADVISING

	Strongly Agree	Agree	Slightly Agree	Slightly Disagree	Disagree	Strongly Disagree	Not applicable / never access
1. Academic Advising (AA) helps students to identify their academic goals and develop study plans. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. AA facilitates students to take initiatives to formulate their study plans and monitor progress of their studies. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. AA provides students with guidance for the courses they take. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. AA provides students with advice on enhancing their study skills. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. AA provides Senior Year Entrants with advice to achieve their career goals. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. AA provides advice to Senior Year Entrants on course selection based on their academic and career goals. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. AA provides advice to students on their choices between Honours Project and Capstone Project based on their academic and career goals. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. AA provides students with information about institutional policies, procedures, programmes of study and referral sources. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Students contact me proactively for academic advising. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The number of students assigned to me for academic advising is appropriate. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Functions in "DegreeWorks" are easy to use. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
13. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
14. "DegreeWorks" helps me in offering academic advice to students on study plans and course registration etc. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15. Overall, academic advising helps students achieve their intellectual and personal goals in their studies. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

All fields marked with an asterisk (\*) are required.

Fill in the answers and click "Next" button

#### 4.1.4. Step 4 (Part III)

1

2

3

4

5

6

Information

Part I

Part II

Part III

Preview

Finish

**PART III: OTHER COMMENTS**  
 Other Comments: (e.g. In what ways might the academic advising scheme be improved?)  

0 / 1000

All fields marked with an asterisk (\*) are required.

Input the comments (Optional) and click "Next" button

### 4.1.5. Step 5 (Preview)

1

Information

2

Part I

3

Part II

4

Part III

5

Preview

6

Finish

## Preview

### PART I: GENERAL INFORMATION

**1. Faculty and Department**  
FEHD - ECE

**2. Programme of student advisees (multiple selections are allowed):**  
A5B061 - BACHELOR OF EDUCATION (HONOURS) (EARLY CHILDHOOD EDUCATION) (FIVE-YEAR FULL-TIME)  
A5B080 - BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)

**3. Number of advisees assigned (information can be collected from the Programme Office):**  
18

**4. Number of advisees who attended at least one advising meeting by the end of February:**  
3

**5. In a semester, I contacted my student advisees through the following means:**  
a) Email: Once  
b) Phone: Twice  
c) Face-to-face meeting: Twice  
d) Zoom meeting: Three times  
e) Video call by WhatsApp: Three times  
f) Others (please specify, e.g. Microsoft Teams): Never (Not provided)

**6. In a semester, I used "DegreeWorks" (the web-based degree audit tool) in my academic advising work:**  
Never

### PART II: VIEWS ON ACADEMIC ADVISING

**1. Academic Advising (AA) helps students to identify their academic goals and develop study plans.**  
Agree

**2. AA facilitates students to take initiatives to formulate their study plans and monitor progress of their studies.**  
Disagree

**3. AA provides students with guidance for the courses they take.**  
Disagree

**4. AA provides students with advice on enhancing their study skills.**  
Disagree

**5. AA provides Senior Year Entrants with advice to achieve their career goals.**  
Strongly Disagree

**6. AA provides advice to Senior Year Entrants on course selection based on their academic and career goals.**  
Strongly Disagree

**7. AA provides advice to students on their choices between Honours Project and Capstone Project based on their academic and career goals.**  
Strongly Disagree

**8. AA provides students with information about institutional policies, procedures, programmes of study and referral sources.**  
Disagree

**9. Students contact me proactively for academic advising.**  
Disagree

**10. The number of students assigned to me for academic advising is appropriate.**  
Disagree

**11. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference.**  
Strongly Disagree

**12. Functions in "DegreeWorks" are easy to use.**  
Not applicable / never access

**13. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies.**  
Not applicable / never access

**14. "DegreeWorks" helps me in offering academic advice to students on study plans and course registration etc.**  
Not applicable / never access

**15. Overall, academic advising helps students achieve their intellectual and personal goals in their studies.**  
Slightly Disagree

### PART III: OTHER COMMENTS

Other Comments: (e.g. In what ways might the academic advising scheme be improved?)

**PART III: OTHER COMMENTS**

Other Comments: (e.g. In what ways might the academic advising scheme be improved?)

Not provided

[Previous](#) [Submit →](#)

All fields marked with an asterisk (\*) are required.

Preview the answers and click the “Submit” button if no changes are needed

#### 4.1.6. Step 6 (Finish)

1 Information 2 Part I 3 Part II 4 Part III 5 Preview 6 **Finish**

**THANK YOU VERY MUCH FOR YOUR SUPPORT**

Your response has been successfully received. Thank you!

[Go back to Academic Advising homepage](#)

All fields marked with an asterisk (\*) are required.

Displays the success message

## 4.2. Survey Refill

**Survey Already Submitted**

Thank you for your participation!

Please note that if you submit this survey more than once, only your most recent response will be recorded; all previous entries will be automatically replaced. Please [click here](#) to confirm your resubmission.

[Go back to Academic Advising homepage](#)

Both student and advisor can refill and re-submit the survey by clicking “here” in the survey page